



CALLIGRAPHY & LETTERING ARTS SOCIETY

CLAS DIPLOMA PREPARATION COURSE

A Guide for the Course Organiser

What is a CLAS Diploma Preparation Course?

The Diploma Preparation Course, which was formerly called the Ladder of Progress Course, consists of four one-day workshops, which can also be two weekends, of focused support for those who wish to work towards one of the three levels of the CLAS National Diploma.

These courses are not for absolute beginners, and participants must have some experience of a basic hand, which for the purposes of the CLAS National Diploma in Calligraphy is either Foundational Hand or Italic.

CLAS Accredited tutors and / or CLAS Fellows teach the Diploma Preparation Course.

All CLAS tutors are highly experienced in mixed ability teaching, so students at all 3 levels can be taught within one course. The focus will be on basics, layout & design, colour, creativity & originality, inspiration & interpretation. If needed tutors can also provide guidance on Module A of the Diplomas. Courses can be held at any location in the country and require a named person as Course Organiser who will take on the local organisation of venue, contact and recruitment.

CLAS will initially act as coordinator between tutors and Course Organisers and provide any advice and support that may be needed during the course set-up.

What a Course Organiser needs to do

Having contacted the Diploma Preparation Administrator, (ladder@clas.co.uk), the next tasks for the Course Organiser are as follows:

1. The Course Organiser should recruit sufficient people to the course to make it viable. Experience has shown that, depending on the cost of the venue, and how far this is away from where the tutors live, 10 to 12 (maximum) people will usually be about right. Recruitment could be through personal contacts, and/or by contacting local calligraphy groups. Local groups usually have a newsletter where the proposed course could be announced. If appropriate, the Course Organiser should contact the CLAS Administrator (ladder@clas.co.uk) to include information about the proposed Diploma Preparation course in CLAS News.

Remember that all 3 levels can be taught within one course! This will make it easier to recruit people.

2. Identify a suitable venue for the course to be held. This could be the usual venue used by a local calligraphy group, or a local school, or village hall. Accommodation and equipment should be sufficient for the purposes of the CLAS Course proposed, and should meet health and safety requirements.

The Course Organiser must ensure that the environment is safe for effective teaching to take place, and that the physical resources such as furniture, space for each participant, water supply, lavatories, supporting audio visual equipment if required, etc. are suitable. It is also the job of the Course Organiser to provide refreshments for workshops – tea, coffee, milk, biscuits, etc.

All CLAS tutors are covered by Public Liability Insurance, however the Course Organiser should ensure that the venue has a current Health and Safety Certificate.

3. Having received the names of the tutors from the Diploma Preparation Administrator, the Organiser liaises with them both to arrange a selection of suitable dates. Experience has shown that two tutors are ideal to give continuity and diversity at the same time. Each tutor usually takes on two of the four sessions.

Ideally the sessions should be spread over one academic year, for example:

Session 1	between September and December
Session 2	between January and March
Session 3	in April or May
Session 4	in June or July

Dates should avoid any major calligraphy event and also avoid any meetings or workshops arranged by nearby local groups.

4. Once the Course Organiser has agreed the dates with the venue and the tutors they must pass on all the information to the Diploma Preparation Administrator, in order for CLAS to be compliant with the requirements of the Charity Commission.

5. If accommodation is required for the tutors, the Course Organiser must locate and organise this. Tutors can stay with one of the participants on the course to keep the overall costs down, but check with the tutors first that they are happy with this solution!

6. The Course Organiser should also have a mobile 'phone and e-mail address such that those on the course can make contact if necessary.

Working out the Course budget

The Course Organiser is in charge of the budget which will vary depending on the venue and the tutors' travel expenses. The cost to each student will then depend on the number of participating students. Below is a typical breakdown of a budget for a 4-day course.

Example of a budget calculation

Venue hire	4 sessions	variable cost	£70 x 4	£280
Tutor 1 fee	2 sessions	set fee	£300 x 2	£600
Tutor 1 travel expenses	2 sessions	variable cost	£70 x 2	£140
Tutor 2 fee	2 sessions	set fee	£300 x 2	£600
Tutor 2 travel expenses	2 sessions	variable cost	£70 x 2	£140
Tutors' accommodation	4 sessions	variable cost	(if required)	
Refreshments (tea, coffee etc)	4 sessions	variable cost	£20 x 1	£20
CLAS Course franchise fee	One-off	set fee	£75 x 1	£75
			TOTAL	£1855

This means that, in this example, if there were 10 students the fee per person would be £185.50, whilst if there were 12 students the cost to each person would be £155.

If the Course Organiser is a member of a local group, all administration should be taken on by the Local Group's Treasurer to facilitate the cash flow.

Payment to CLAS is required one month before the course starts. This payment should include all of the above amounts except venue hire and refreshments.

If the Course Organiser is not a member of a local group or the local group does not want to act as Course Treasury simply inform the Certificate of Skills Administrator and an alternative can be arranged via the CLAS Treasurer.

What to prepare and check for each session

Course preparation is much the same as a local group's regular workshop preparation. Here are the main points:

1. Liaise with the tutors beforehand for any special requirements on the day, audio-visual needs, etc. Also check how the tutor wants the room set up, i.e. rows as in classroom style, in a square etc.
2. Make sure the contact mobile 'phone is switched on so that those who have difficulty in finding the venue or encounter a problem can call in.
3. Prepare the room, arrange tables and chairs if necessary, welcome participants as they arrive. Tutors will need a chair and one table for teaching, and two large tables in addition for displaying work.
4. Ensure tea, coffee, milk, biscuits supplies are available.
5. Welcome students, show them the kitchen, lavatories, fire exit etc.
6. Act as contact for the group to alert the tutor to any problems/difficulties/misunderstandings, seek clarification of tasks set between input days if necessary etc.
7. When the course has ended, arrange and send any feedback to the Diploma Preparation Administrator.

Last but not least....

The CLAS Diploma Preparation Administrator is here to help and support you.
For any further information or questions please contact: ladder@clas.co.uk .