Guide for the Course Organiser of a
CLAS Ladder of Progress Course

What is a CLAS Ladder of Progress (LoP) Course?

A CLAS LoP Course consists of four one-day workshops, which can also be two weekends, of focused support for those who wish to work towards the three levels of the CLAS National Diploma and then further toward CLAS Fellowship.
These are not courses for absolute beginners, and course participants do need to have some experience of a basic hand, which for the purposes of the CLAS National Diploma in Calligraphy is either Foundational Hand or Italic.

All CLAS tutors are highly experienced in mixed ability teaching, so students at all 4 levels can be taught within one course.
The focus will be on basics, layout & design, colour, creativity & originality, inspiration & interpretation, but 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 LoP Administrator, the next tasks for the Course Organiser are as follows:

1. The Course Organiser needs to recruit sufficient people within the locality who will apply for 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 people will usually be about right.
Recruitment could be by personal contacts, and/or contacting local calligraphy groups. Local groups usually have regular meetings and workshops and a newsletter, and the proposed course could be announced at meetings and workshops, and a short paragraph could be included in the newsletter if the printing schedule fits. If appropriate, the Course Organiser should contact the CLAS Administrator to include information about the LoP course in the Edge.
Remember that all 4 levels can be taught within one course! This will make it easier to recruit people.
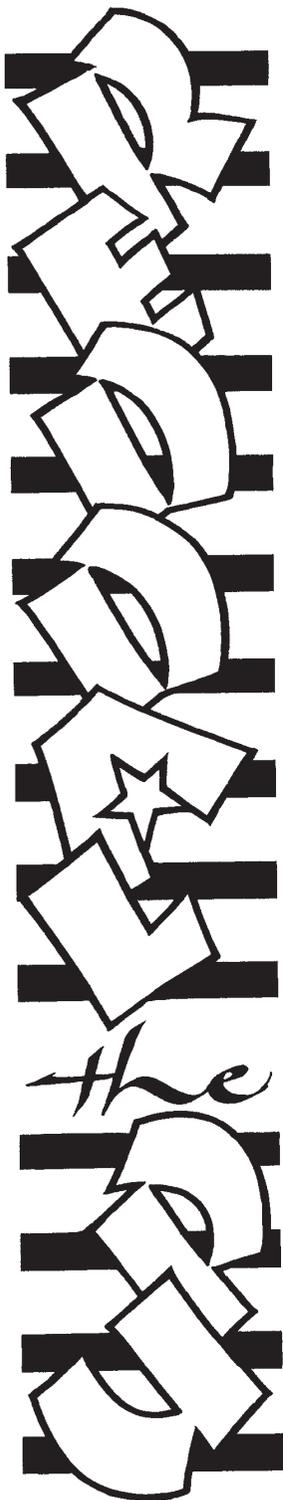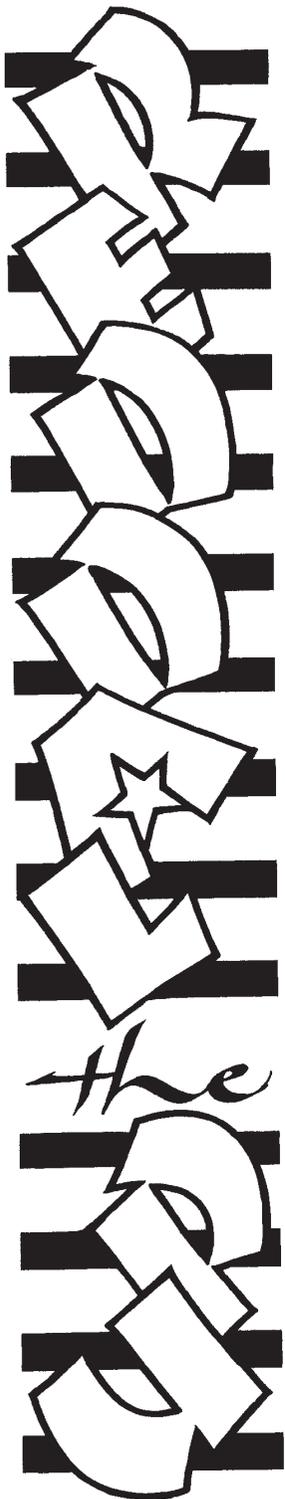
2. Identify a suitable venue for the course to be held. This could be the usual venue used by a local calligraphy group, or a local school, or village hall. Accommodation and equipment should be sufficient for the purposes of the CLAS Course proposed, and should meet health and safety requirements.

The Course Organiser must ensure personally 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 a possible list of tutors from the LoP Administrator, the Organiser liaises with two chosen tutors 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   in September or October
Session 2   in November or December
Session 3   in February or March
Session 4   in May or June

Dates need to 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, the Organiser needs to pass on all the information to the CoS 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 needs to locate and organise this. Tutors usually stay with one of the participants on the LoP Course in order to keep the overall costs of the course down, but check with the tutors first if 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.
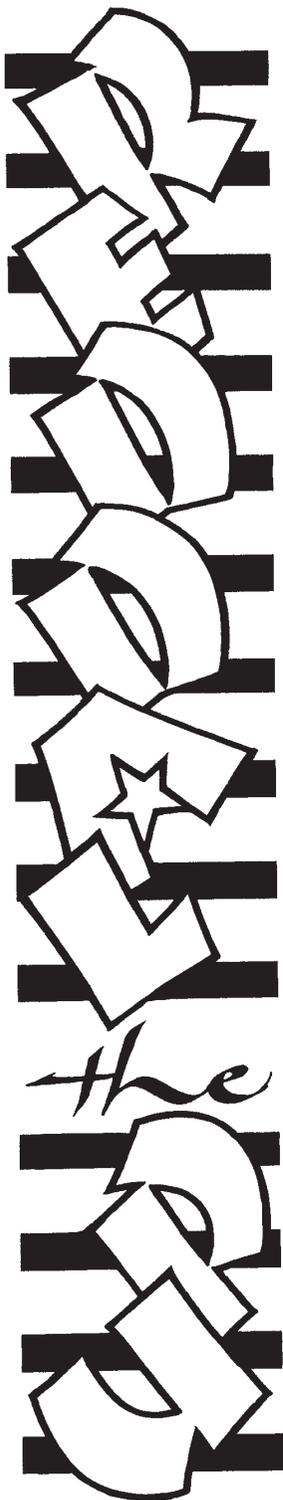
Working out the Course budget

The Course Organiser is in charge of the budget which will vary depending on the venue and the tutors' travelling distance. 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 LoP Course.

Example of a budget calculation

Venue hire	4 sessions	variable cost	*£70 x 4*	*£280*
Tutor 1 fee	2 sessions	set fee	*£200 x 2*	*£400*
Tutor 1 travel expenses	2 sessions	variable cost	*£70 x 2*	*£140*
Tutor 2 fee	2 sessions	set fee	*£200 x 2*	*£400*
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	***£1455***

This means that in this instance if there were 10 students the fee per person would be £145.50, whilst if there were 12 students the cost to each student would be £122. In the event of any surplus income this can be kept by the local group as profit.
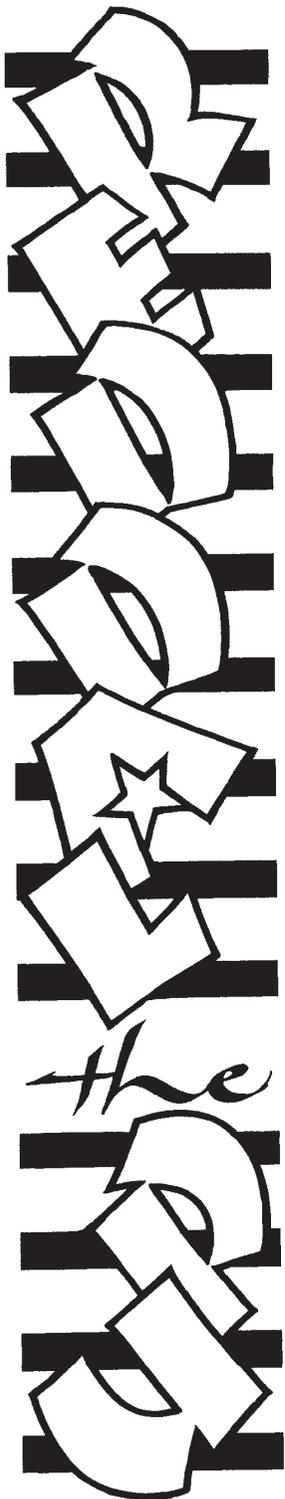
If the Course Organiser is a member of a local group, all administration should be taken on by the Local Group's Treasurer to facilitate the cash flow.
If however the Course Organiser is not a member of a local group or the local group does not want to act as LoP Course Treasury simply let the LoP Administrator know and an alternative can be arranged via the CLAS accounts.

What to prepare and check for each session

The LoP Course preparation is much the same as a Local Group's regular workshop preparation. Here are the main points:

1. Liaise with Tutor 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 finding the venue or encounter a prob-

lem 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 group members, show kitchen, lavatories, fire exit etc if necessary.

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 LoP Administrator.

Last but not least….

Don't forget that the CLAS CoS Administrator is here to help and support you.
For any further information and questions please contact Michela Antonello: ladder@clas.co.uk .