



# A Guide for the Course Or- ganiser of a CLAS I2A Course

## Guide for the Course Organiser of a CLAS Foundation to Intermediate (I2A) Course

### WHAT IS A CLAS INTERMEDIATE TO ADVANCED (I2A) COURSE?

The CLAS Intermediate to Advanced course consists of four day workshops, which can also be two weekends, of focused support for those who wish to work towards the Advanced level of the CLAS National Diploma. It is a course for those who have already taken the Intermediate level of the National Diploma in Calligraphy or who are about that level, and who wish to either work to the Advanced level, or to advance.

Courses can be held at any location in the country as long as there are sufficient people taking part to make the course viable. Courses in London are held at Roehampton and administered by the CLAS Administrator and the I2A Administrator. Courses elsewhere in the country require a named person as Course Organiser who will take on the local organisation of venue, contact and recruitment.

### WHAT A COURSE ORGANISER FOR A CLAS INTERMEDIATE TO ADVANCED (I2A) COURSE NEEDS TO DO

The Course Organiser needs first to ensure that there are 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, eight to ten people will usually be about right.

Having already contacted the I2A Administrator, the next tasks for the Course Organiser are as follows:

1. 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. The venue needs to comply with the usual CLAS workshop venue requirements:

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, etc, if required, are suitable.

The Course Organiser should ensure that the venue has a current Health and Safety Certificate.

2. Recruit sufficient people for the course. This 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 I2A course in the Edge.
3. Liaise with the I2A Administrator to arrange a selection of suitable dates. Dates need to avoid any CLAS meetings or workshops (if the proposed I2A course is within close distance) and also avoid any meetings or workshops arranged by nearby local groups.  
**It is essential at all times to bear in mind that CLAS is being invited into a local area and does not wish to impose upon it.**
4. Once a suitable venue has been identified, dates agreed with the venue by the Course Organiser and with Tutors by the I2A Administrator, the Course Organiser needs then to check through the I2A booklet for the proposed course which will have been amended by the I2A Administrator. The I2A Administrator will then print off a suitable number of booklets and send them to the Course Organiser.
5. The Course Organiser is then responsible for distributing the booklets to interested individuals and to local groups.
6. If accommodation is required for the Tutors, the Course Organiser needs to locate and organise this. It could be with one of the participants on the I2A course. Payment for this is nominal to keep course fees down to a reasonable level.

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

8. It is also the job of the Course Organiser to provide refreshments for workshops – tea, coffee, milk, biscuits, etc, and arrange reimbursement from the I2A Administrator.

#### FOR EACH SESSION

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, eg rows as in classroom style, in a square or however.
2. Make sure the contact mobile phone is switched on so that those who have to cancel the day at the last minute, or those who are lost 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. Make tea/coffee for tutor if required.
5. Welcome group members, show location of tea/coffee making supplies, loos, fire exit etc if necessary.
5. 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.
6. When the course has ended, arrange and send feedback to the I2A Administrator.

Calligraphy and Lettering Arts Society.  
54 Boileau Road, London SW13 9BL



[www.clas.uk](http://www.clas.uk)

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