



Calligraphy & Lettering Arts Society.

CLAS SPECIALIST SKILLS AWARDS.

A Guide for the Course Organiser.

## What is a CLAS Specialist Skills Award?

The Specialist Skills Awards (SSA) have been devised by CLAS to give calligraphers the opportunity to focus on a particular aspect of calligraphy or the lettering arts over a number of months.

These courses are not suitable for complete beginners in calligraphy.

Topics include alphabet styles together with skills and techniques associated with the craft of calligraphy. The Specialist Skills Award courses consist of several sessions of teaching, which are normally delivered over a period of about twelve months with homework / assessment to do in between.

Please note that the sessions should not be thought of as separate workshops; ideally, attendance at all sessions and submission of work for assessment, is essential to gain the relevant Award.

These courses are written by CLAS Accredited Tutors & CLAS Fellows, so a very high standard is assured.

The SSA can be offered in a variety of formats, either wholly in-person, wholly on-line or a hybrid of both in-person and on-line.

If the SSA is to be delivered either wholly or partially on-line, the SSA Administrator is responsible for organising the on-line element.

Whatever the method of delivery, each course requires a named person to act as Course Organiser and CLAS liaison.

The CLAS SSA administrator can provide advice and support during the course set-up and must be informed early on in the process.

**See guidance below for in-person delivery.**

## Check-list for the Course Organiser.

**1. Contact the Specialist Skills Awards Administrator at [ladder@clas.co.uk](mailto:ladder@clas.co.uk), with the proposal.**

This is essential for CLAS to be compliant with the requirements of the Charity Commission.

**2. In discussion with the tutor, the document SSA Tutor Agreement must be completed and agreed on.** A copy of this document, signed by the tutor **must** be emailed to the SSA Administrator.

**3. In agreement with the SSA Administrator, the Course Organiser can then start the recruitment process.** Experience has shown that, depending on the cost of the venue and tutor's travel expenses, 10 to 12 people will usually be about right.

CLAS has set a maximum of 12 students per **in-person** course.

If you cannot recruit the minimum number of students from within the group and local contacts, CLAS can advertise it on the society's social media platforms and in CLASNews. If this does not generate sufficient interest, on-line presentation may be the best option.

Please contact the SSA Administrator for advice if you need to share the information more widely or are considering on-line delivery.

**4. Identify a suitable venue for the course to be held.** 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 workshop attendees and the tutor(s).

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

**5. The Organiser liaises with the relevant tutor(s) to arrange a series of suitable dates.**

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 if at all possible.

**6. The Course Organiser must agree the dates with the venue and the tutor(s).** Inform the SSA Administrator, as soon as the dates have been agreed.

- 7. 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!
- 8. The Course Organiser should also have a mobile 'phone and e-mail address,** which they circulate to participants, so that they can make contact if necessary.
- 9. Act as point of contact for the group to liaise with the tutor(s)** regarding any difficulties or to seek clarification of tasks set between input days if necessary etc.
- 10. When the course has ended collate and send any feedback to the SSA Administrator.**

## Working out the Course budget for In-Person Delivery.

The Course Organiser is in charge of the budget, which will vary depending on the venue and the tutor's travel / accommodation expenses. The cost to each student will then depend on the number of participants. Below is a list of expenses to be considered for in-person delivery of a course.

Venue hire	4/6 sessions	variable cost	
Refreshments	4/6 sessions	variable cost	
Tutor's accommodation		variable cost	<i>(if required)</i>
Tutor travel expenses		variable cost	
Tutor fee	4/6 sessions	set fee	<i>These fees are set by CLAS &amp; reviewed regularly. Contact the SSA Administrator for the latest rate.</i>
Tutor assessment fee	Per submission	set fee	
CLAS Course franchise fee*	One-off	set fee	

\* The CLAS franchise fee is required one month before the course starts.

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

## What to prepare and check for each session.

1. Liaise with the tutor(s) beforehand for any special requirements on the day e.g. audio-visual needs, etc. Check how the tutor wants the room set up, e.g. classroom style or 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. N.B. this may include the tutor(s).
3. Prepare the room, arrange tables and chairs if necessary, welcome participants as they arrive. Tutors will need a table & chair for teaching, and may need additional tables for displaying work.
4. Ensure tea, coffee, milk, biscuits etc are available.
5. Welcome students, show them the kitchen, lavatories, fire exit etc.