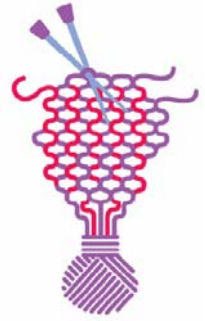




Embroiderers' Guild

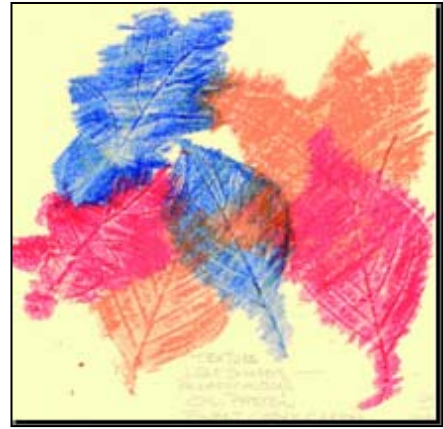
sharing opportunities for discovery and creativity

City & Guilds



Creative Techniques in Embroidery

**Your Guide to running City & Guilds Level 1
Hand Embroidery – Machine Embroidery**



Growing, widening and refreshing the skills and creativity of members and non-members who are introduced to the Guild via this course

This booklet is the property of the Embroiderers' Guild. It may be passed on to Branch Chairmen and Members who volunteer to run a course but it must not be copied or any other way shared with Non-Members.

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Significant revisions are indicated within the *Table of Contents* by a change of issue date shown in bold.

Terms used in this booklet include...

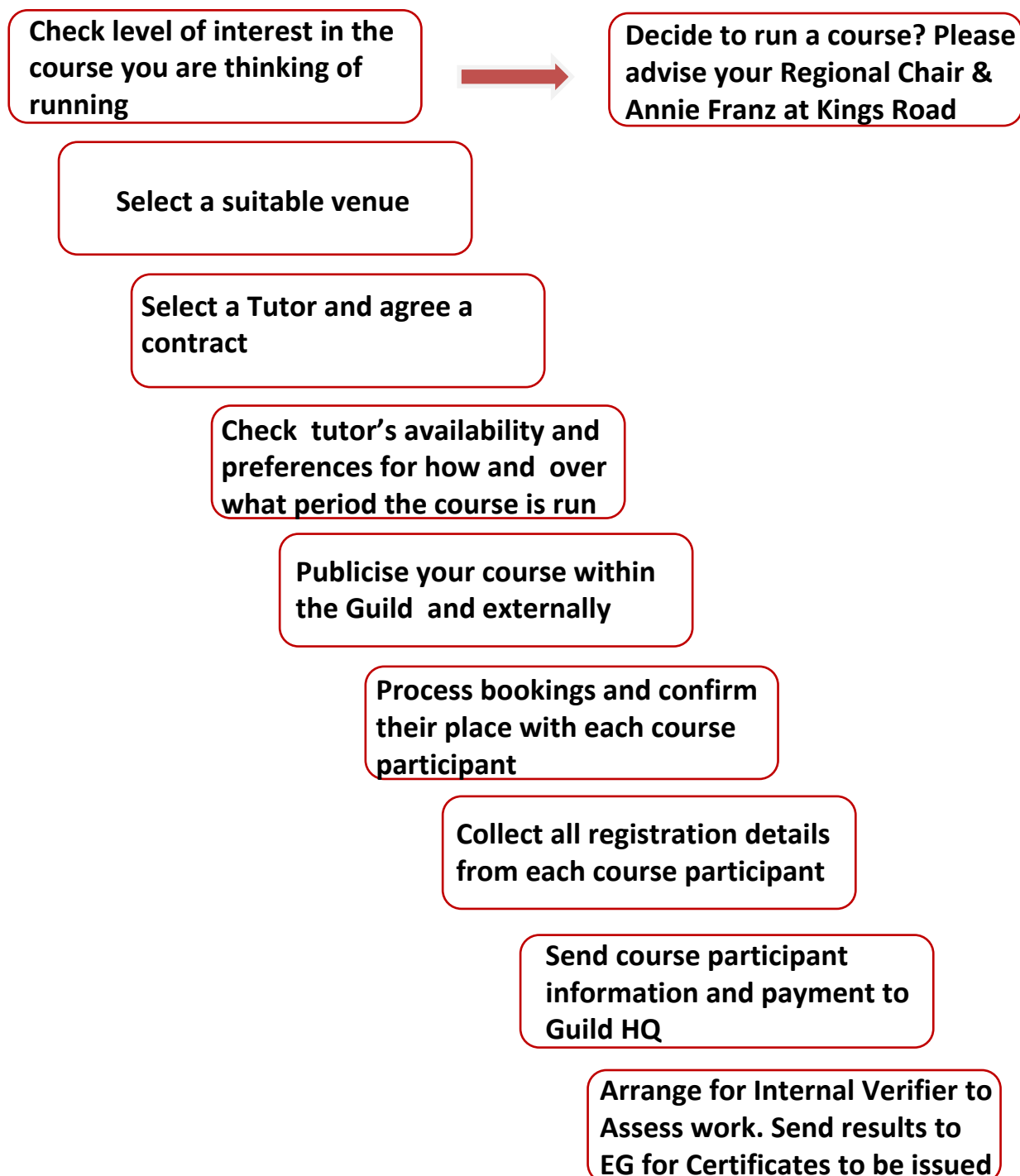
- **Organiser** – The person who volunteers to set up and promote a course. This person may, of course, have help from others.
- **Tutor** – the person who runs each session and delivers the course programme.
- **Internal Verifier** – One or more people within the Guild who are authorised by City & Guilds to assess coursework and activities undertaken in the additional hours.
- **External Verifier** - a person from the City & Guilds organisation (e.g. Margaret Walker)
- **Participant** – a person who attends the course programme. We have avoided the term ‘course member’ to avoid any confusion with members and non-members of the Guild.
- **Candidate** – The term used by City & Guilds for a course participant . Participants will be issued with a *Candidate Number*.
- **Award** – An Award is given on completion of any optional or mandatory unit on the craft list.
- **Certificate** - to receive a Certificate participants must complete four units – two mandatory and two from the options list. At present we do not teach the mandatory units. These are in design, employability skills and professional practice.
- **Pass** – Understanding achieved only with substantial guidance; adequate but little work done outside the course; and limited evidence of original thought.
- **Merit** – Good grasp of unit requirements; ability to develop ideas in an original way; able to progress own work and finished work is well presented, organised and relevant to the unit.
- **Distinction** – Minimal assistance required; good understanding demonstrated throughout the course; and course completed with an excellent body of work that is innovative and well Presented.

Setting up and running a course

We recognise that many Guild members have considerable experience of setting up and running courses and workshops. However, these courses will be set up and run under the auspices of the City & Guilds and must be seen to conform to their requirements.

This booklet has been written both as a guide and a point of reference for any questions you may have. Our aim is to provide you with as many answers as possible before you embark on setting up and running a course. At the very least we hope you will find it a useful checklist no matter how experienced you may be.

The process at a glance...



Roles and Responsibilities

Branch Chairman:

- Overall responsibility for a City and Guilds course run by the branch
- Establishes the initial level of demand for this course
- Ensures all participants receive their *Award* confirmation

Course Organiser(s)

- Selects a tutor
- Finds a venue
- Writes publicity material and distributes it
- Liaises with the Branch Chairman and Tutor to ensure all the dots are joined up

Course Tutor:

- Ensuring the content of the course complies with the City & Guilds specifications
- Organising participants to bring course materials and/or
- Sourcing & supplying those materials
- Supplying Guild HQ with accurate and comprehensive details of participants
- Collecting course fees from each participant and passing them to the course organiser
- Keeping an attendance record of each session
- Creating and issuing participants with a course handbook
- Assessing course work and activities undertaken in the 10 additional hours
- Advising Guild HQ of the verified assessment grades for each participant

Guild HQ – Member Services

- Registration of courses and their participants
- Registering assessments grades with City & Guilds
- Sending out the paper Awards direct to participants or to the organising branch.
- Maintain the list of approved tutors.

The Course

Title:	Creative Techniques – on the textile pathway
Number:	7111/02
Level:	1
Units:	201 Hand embroidery and 202 Machine embroidery

Who would benefit?

- Anyone with an interest in embroidery
- People wishing to take up a new interest
- People from other textile interest groups
- From complete beginners to those who wish to enhance their skills
- People aged 16 and over
- Men or women
- People with learning difficulties
- People wishing to develop enhanced dexterity
- People who want to meet other like-minded people
- Working women (*will be more likely to appeal if the course runs in the evening*)

Session options for the course

The course requires 30 hours of guided learning. These hours may be arranged from one of the options below or a selection of these options. Any course sessions structure you decide on will appeal to some more than others. Your decision on the session structure may be influenced by a combination of ...

- Tutor's availability
- Venue availability
- What may work best for the people you are aiming to attract

Your course may be run in the daytime, evenings or weekends or any combination of these.

The Course (continued)

Session options

- 10 sessions, each of 3 hours to run in the daytime or evenings or weekends
- 15 sessions, each of 2 hours to run in the daytime or evenings or weekends
- 6 sessions, each of 5 hours to run on weekends
- 5 sessions, each of 6 hours to run on weekends

You may wish to use a combination of these session options.

Additional time

The course also requires participants to complete a further 10 hours of personal time. Participants need to keep a record of their time and the activities they undertook and include a brief summary in their course folder. These can include...

- Further embroidery and/or
- Attending a branch meeting and/or
- Attending a textiles related exhibition or embroidery show and/or
- Visiting and using the Member Services facilities of the Guild's HQ and/or
- Attending a lecture or talk on a related topic

Completing the course

City & Guilds allow course participants a period of three years to complete their 30 hours of guided learning and 10 hours of additional time. This allows for time taken out for illness, holidays, work demands and other priorities.

We would advise course organisers to guide participants to complete the course and additional time within an agreed period. This will make the administration simpler and there will be less likelihood of delays in the external assessment process and reduce the potential for errors in the submission of course completion information required by City & Guilds.

Course numbers

Experience suggests that an ideal number of participants is between 10 and 12. It is possible to run the course with less participants (likely minimum 8) and with more (likely maximum 15). Your final decision is likely to be influenced by...

- The preference of the tutor
- The numbers of people wanting to participate
- The number of participants who are likely to need individual attention
- The fixed costs of running your course
- The size and usability of your venue

The Course (continued)

Internal verification

Each course participant's folder has to be assessed at the end of the course . This assessment can be done by an authorised internal (Embroiderers' Guild) verifier .(see page 17). The City & Guild *Award* made to course participants is based on this assessment.. Clearly, there may be long distances involved between the location of your course and the location of the nearest available Internal Verifier. To overcome any possible difficulties it will be possible to make any of the following arrangements in order to get coursework assessed with the minimum inconvenience...

- Post participants' folders to the internal assessor
- Take the folders to the assessor's location
- Arrange for the assessor to come to your location (Organiser or Tutor's location)
- Agree to meet at a 'half-way house'
- Invite the assessor to come to a branch meeting

Coursework may be submitted for internal verification...

- In its original form (actual items of embroidery etc)

or

- Photographed with the images stored on a CD

Course Awards

These Awards are granted by City & Guilds. They are based on the verified assessment of the coursework and additional time activities.

These are not 'Certificates'. It is important to distinguish between an 'Award' and a 'Certificate' See 'Definitions' on page 3.

Your Questions Answered

- For the latest list of tutors in your area ... Regional Chairman
- For City & Guilds questions contact ... Jackie Rayer Ph: 020 8994 2188
E: Jackie.Rayer@btinternet.com
- For Internal Verifier questions contact... Anthea Godfrey Ph: 07771 783 280
E: a.godfrey@fashion.arts.ac.uk
- For course registration questions contact... Annie Franz Ph: 01932 260 738
E: af Franz@embroiderersguild.com
- For marketing questions contact... Janet Jardine Ph: 01932 260 738
E: jjardine@embroiderersguild.com
- For Awards/Certificates questions contact... Jackie Rayer Ph: 020 8994 2188
E: Jackie.Rayer@btinternet.com

The Course (continued)

How the Guild Member Services will help...

- ✓ Use the facilities granted to it as a 'Registered Centre'
- ✓ Maintain a list a of tutors and internal verifiers
- ✓ Update this booklet and issuing revisions
- ✓ Register your course with City & Guilds
- ✓ Liaise as necessary with City & Guilds
- ✓ Be a central resource for your course
- ✓ Analyse course feedback and provide you with information on what we learn
- ✓ Support your course with marketing materials
- ✓ Publish all course documents and templates on the EG website (once upgraded)

Course Fees

Setting your fee

Branch Chairmen and Course Organisers are recommended to do some local research to establish the fees being charged by local colleges and independent embroiderers. Clearly, you need to be seen to offer good value to your members but, at the same time, you need to cover your costs of running this course.

You may like to make a note of the competitive prices being charged in your area....

College name..... Fees.....

Independent Embroiderer Fees

Experience to date suggests that some people quote an all-inclusive fee while others quote a course fee and a separate fee for City & Guilds registration.

Your fee will need to take into account your **per person** costs and your **per course** costs (usually divided by the final course participant number).

Per person costs may include....

- £30.00 payable to City & Guilds for registration
- £ 5.00 Payable to the Internal Verifier for their assessment contribution
- £ Allow for 50 pages per person of photocopied /computer printed materials
- £ Allow for the cost of the paper for the above copying/printing.
Some tutors include this cost in their fee.
- £ The costs of any materials sourced by the tutor or branch.
About £10.00 per participant. Threads are often shared.
- £ Contribution to Branch funds (included at your discretion)

Per course costs will include...

- £ Tutor's fees
- £ Venue hire
- £ Insurance (*Covered by EG if the course is run at the branch meeting venue*)
- £ Internal Verifier travel costs (*35p per mile or Standard Class rail fare*)
- £65.00 Payable to Guild HQ for their services (*£50 if payments to the Guild are made by BACS*)
- £ Postage, bank charges

Alternatively, branches may consider subsidising the course fees for their members

Course Fees (*continued*)

Non-Member Fee Premium

Branch Chairmen and Course Organisers should consider charging non-member participants a higher fee than that charged to Guild members. If course costs and local competitive pricing allows a premium for non-members might be equivalent of a Guild membership. Non-Members who subsequently elect to join the Guild could have the net course fee premium treated as a discount off the cost of their first year's subscription to the Guild and Branch.

Course Contents

City & Guilds ref no:	7111 – 201	
Title:	Textiles – Hand Embroidery	
Level:	1	
Credit value:	4	
Unit aim:	In this unit the learner will create a portfolio of hand embroidery samples	
Learning outcomes	<ol style="list-style-type: none"> 1 Use colour, line and texture to make simple designs for hand embroidery 2 Prepare to make hand embroidery to the selected designs 3 Work safely and effectively 4 Make hand embroidery 	
Learning outcome 1	Assessment criteria	
The learner can:	The learner will:	
1 Use colour, line and texture to make simple designs for hand embroidery	<ol style="list-style-type: none"> 1.1 Select and store source material 1.2 Create three designs using colour, line, texture and source material 1.3 Select and store designs for the samples 	
Learning outcome 2	Assessment criteria	
The learner can:	The learner will:	
2 Prepare to make hand embroidery to the selected designs	<ol style="list-style-type: none"> 2.1 Select, obtain and prepare basic materials 2.2 Use basic techniques to make the samples and store 2.3 Describe the techniques and materials used to make the samples 2.4 Estimate the cost and time required to make the samples 	
Learning outcome 3	Assessment criteria	
The learner can:	The learner will:	
3 Work safely and effectively	<ol style="list-style-type: none"> 3.1 Name tools, equipment, materials and techniques required to make the samples 3.2 Describe the care and safety requirements of tools, equipment and materials required to make the samples 3.3 Use tools, equipment, materials and techniques safely 	

Course Contents

	3.4 List any applicable Health and Safety factors and regulations
Learning outcome 4	Assessment criteria
The learner can:	The learner will:
4 Make hand embroidery	4.1 Handle materials properly 4.2 Make and record minor adjustments during the making process 4.3 Make, finish and present the samples to the selected designs and following specifications- <ul style="list-style-type: none"> • A variety of fabrics and threads will be used • The small embroidery will be maximum stitched size 15cm square, or equivalent, 4.4 Record the basic steps followed to make the samples 4.5 Produce a simple cost sheet and production timescale 4.6 Evaluate and discuss the completed samples 4.7 All work produced for this unit will be collated and stored in an appropriate format
Learning programme	
In this unit the learner will:	
Use various preparation and mounting methods of fabric for embroidery	
Use a range of stitches to achieve a variety of surfaces	
Use a variety of textures as background fabrics	
Use appropriate methods for the transfer of design onto fabric	
Sample and use as required, line stitches – stem, chain, back and detached stitches - fly, detached chain, straight	
Sample and use as required, textured stitches - french knots, bullion knots, seeding and composite stitches – pekinese, raised chain band, whipped stem	
Sample and use as required counted thread techniques - cross stitch, canvas work, blackwork with simple embroidery charts	
Use stitches learned to plan and produce a small hand embroidery based on a simple design or colour exercise.	

Marking Criteria



City & Guilds Creative Techniques

Learner name

Unit title Mandatory

Unit number Craft pathway

Date of completion

Instructions for use: Tutor/assessor to tick (✓) box applicable to a relevant grading statement.

	Pass	Merit	Distinction
Understanding of unit requirements	Guidance required	Good	Minimal assistance
Assistance required	Substantial help required	Little help required	No help required
Sufficient body of work	Basic	Good	Excellent
Ability to develop ideas in innovative ways	Basic	Good	Excellent
Progression in own work	Basic	Good	Excellent
Presentation style relevant to unit	Basic	Good	Excellent
Standard of presentation	Basic	Good	Excellent
Final outcome of unit	Basic	Good	Excellent
Total number of ticks (✓)			
Result (please circle)	P	M	D
Comments			

Course Tutors

Booking a tutor

* Check the tutor's willingness to run a course and their availability (mornings, afternoons, evenings, weekdays, weekends, short sessions or half day sessions etc). Does their availability match with the early expressions of interest in your proposed course? Check their fee (and what this includes), their expenses and payment terms.

REGION	TUTOR	TEL NO.	E MAIL	ADDRESS
EASTERN	LIZ NICHOLLS	01206797622	elizabeth.nicholls@btinternet.com	16, ALBION GROVE. COLCHESTER, CO2 7RZ
	BEVERLEY MAYO	01733237430	roemayo@hotmail.com	25, WHITEWATER, ORTON, WISTOW, PETERSFIELD PE2 6FB
	DENISE GANNON	07769711818	denise.gannon@craftarena.co.uk	32, GLADWYNS, BASILDON, SS15 5JA
	JILL HOLDEN	01923850645		5, ABBEY VIEW, RADLETT HERTFORDSHIRE WD5 7LT
	CATHERINE HURSTHOUSE	01525717521	phursthouse@britishlibrary.net	3, WREN CLOSE. FLITWICK, BEDS MK45 1NA
S.E.	KAY DAVIS	0208 398 0771	kdavis398@aol.com	48, SOUTHWOOD GARDENS, ESHER, SURREY KT10 0DF
	SANDRA HURL	02085497005	sandrahurl@hotmail.com	48, KINGSTON HILL PLACE KINGSTON UPON THAMES SURREY KT2 7QY
	JACKIE MARTIN	01937552760	MARTIN.JB@sky.com	9, PARK LANE, NETHERNE ON THE HILL COULSDON SURREY CR5 1NN
	ANN SILLIFANT	01737242354	sillifant@sweethaven.biz	32, BROADHURST GARDENS, REIGATE RH2 8AW
	PAM BROWNSEA	01923820079	pambrowsea@talktalk.net	13, POTTER ST, NORTHWOOD, MIDDX HA6 1QJ
	ANGELA COLLINS	07766117779	angelaecollins@hotmail.co.uk	15, WOODLAND CLOSE, WEST MALLING, KENT. ME19 6RR
	SUE MUNDAY	07946059292 01243605450	s.munday@ukonline.co.uk	82, BLACKBERRY LANE SELSEY, CHICHESTER WEST SUSSEX PO20 9JW
	CHERI CHALLONER	07977220905 01903691753	cheri.challoner@btinternet.com	29, KEARSLEY DRIVE, FINDON VALLEY, WORTHING WEST SUSSEX
	S.E.W	SUE OAKHAM	01256892026	sue@oakham.biz
MARGARET BEALE		01264365102	burningissues@margaretbeal.co.uk	
S.W	KATE PATERSON	01202572593	kathleen.paterson@ntlworld.com	62, KING RICHARD DRIVE, BEARWOOD, BOURNEMOUTH, BH11 9UF
	ROSEMARY SMITH	01566782907	rose@smith1317.fsnet.co.uk	2, KERSBROOK CROSS, BRAY SHOP, CALLINGTON CORNWALL, PL17 8QW
	KATH DANSWAN		kath.danswan@tiscali.co.uk	
	ANGELA BENTLEY	01242602000	angelabentley@btinternet.co	22, WINCEL ROAD WINCHCOMBE CHELTENHAM, GL54 5YE
	ANGIE HUGHES	01531633100	angie@angiehughes.com	5a, WORCESTER ROAD LEDBURY, HR8 1PL
	JANE BLACKMOORE			
	JEAN CHISHOLM			
	CHRISTINE COOKE	01249653590	micknchris@aol.com	31, LOWDEN, CHIPPENHAM SN15 2BJ
	WEST MID	ROSEMARY GREEN	01384831663	rigreen@bluevonder.co.uk
CHERYL HOLMES		01384374569 07762887943	w.holmes@talktalk.net	PAREDA HOUSE, NEW WOOD STOURBRIDGE, DY7 6RX

Course Tutors

YORK AND HUMBER	DIANE PATRICIA FREEMAN			
	PAULINE HEYWOOD	01405704283	pauline@whitgiftall.co.uk	THE HALL, WHITGIFT, GOOLE EAST YORKS DN14 8HL
N.E	HELEN COWANS	01668283193	helen.cowans@btinternet.com	THE CROSSINGHAUGH HEAD WOOLER, NE71 6QS
	HELEN WINTHORPE-KENDRICK	01325332592	helen@dinsdaleembroideries.co.uk	13, CASTLE CLOSE MIDDLETON STREET, GEORGE DARLINGTON, CO DURHAM D22 1DE
	VICTORIA MACLEOD	01913891502	victoria@mcleods.plus.com	3, CHURCH SIDE, GREAT LUMLEY, CHESTER LE STREET CO DURHAM DH3 4JG
	MAGGIE SMITH		maggie_stitches@yahoo.co.uk	26, HIGH ROAD, BISHOP MIDDLEHAM, FERRYHILL, CO. DURHAM
	SALLY MCCOLLUN	01833650833	sally@stitcharena.com	BLIGH COTTAGE, ROMALDKIRK BARNARD CASTLE DL12 9EE
NW	ROSY JACKSON		www.artypbirdcarnforth.co.uk rosemaryjackson@yahoo.co.uk	GLENHOUSE 26, STATION ROAD BLENTHAM, LANCASTER LA2 7LF
	JUDY FAIRLESS	01270662226	judy@austinracing.co.uk	THE STABLES, THE PADDOCK WILLASTON, NANTWICH CHESHIRE CW5 1HU
	KAREN ARMITAGE			
	SUE SERCOMBE	01516788424		
	CHRIS SIMMS			
	SUE TURNER		ifyouknewsuzi@hotmail.co.uk	
SCOTLAND	HEATHER KING	01224648925	hpdking@talktalk.net	17, ROSEBERY STREET ABERDEEN, AB15 5LN
	SHEILA MORTLOCK	01382779814	sheila.mortlock@blueyonder.co.uk	7, DAVIDSON ST., BROUGHTY FERRY, DUNDEE DD5 3AT
	TONI HANLEY	01505359693	toni.hanley@ntlworld.com	5, CHARTWELL ROAD. BISHOPTON, RENFEW PA7 5HU
	JANE CURRIE	01786474463	jane_currie@byopenworld.com	BLENCATHRA 34 DALMORGLIN PARK, STIRLING, FK7 9JL
	JAN REID	01738633167	reidcruachan@tiscali.co.uk	1. CAIRNWELL VIEW PERTH, PH1 1RD
	MAUREEN SHEPHERD	01382350303	ra.shephert@btinternet.com	RIGSIDE, WELLBANK, ANGUS DD5 3QF
WALES	VIRGINIA ALISON			
	MARGUERITE HOLE			
	MIRIAM FORDER			
	NICOLA WHITEHEAD	01633679440	nicola.whitehead13@ntlworld.com	6, MOLECOMBE JULE ROAD CWMBRAN, NP44 4HE
	HELEN WILLIAMS	01600860722	helenwilliams@goolemail.com	HOLLY TREE COTTAGE, THE NARTH, MONMOUTH NP25 4OG
EAST MID	PAM KEELING		pamkeeling@clara.co.uk	
	SHEILAGH FOLGATE			
	ALYSAN ROBINSON			

Internal Verifiers

Anthea Godfrey

Ph: 07771 783 280

Gauging the Level of Interest

Suggested letter

Branch address

Dear

The BRANCH NAME is proposing to run a City & Guilds 7111- 201 Textiles – Hand Embroidery Level 1 Course starting (INSERT PROPOSED START MONTH).

The tutor of the course will be (NAME) - (INSERT SOME WORDS ABOUT HER). (NAME) describes the course as... *A course for learners who want to try craft and design and make simple craft items to a high standard. She says that you will learn a variety of stitches and techniques at your own pace in a friendly, fun environment..* (OPTIONAL FOR LETTERS TO NON MEMBERS) - This course could just be the start point for learning a rewarding set of skills and meeting new people. The Embroiderers' Guild has a great deal more to offer.

The intention is to hold the course on the (INSERT TIMINGS e.g. 1st and 3rd Thursday of the month from (INSERT TIMES e.g. 6.30pm to 9.30pm at (INSERT VENUE NAME AND ADDRESS)). The course will run for (INSERT NUMBER) sessions. These timings may be subject to final confirmation.

The overall cost for the course will be £INSERT AMOUNT per participant plus a C & G Registration Fee of £30.00. This price is based on our attracting (INSERT NUMBER) of participants.

Please confirm your interest by returning the Application Form attached. If you need any further information please do not hesitate to contact me on (INSERT PHONE NUMBER) or email me at (INSERT EMAIL ADDRESS).

Thank you for your interest.

Best wishes

YOUR NAME

Course Organiser

Course Participant – Application Form

City & Guilds Hand Embroidery Level 1

I would like to take part in the hand embroidery course run by BRANCH NAME of the Embroiderers' Guild.

First Name Last Name

Address

.....

Contact Phone Number

Email Address

Date of Birth

Previous City & Guild Number (if applicable)

Please send to: *Insert Name and Address of course Organiser*

Suggested Confirmation Letter

EG Logo

Branch Name

Your address
Phone number
Email address
Date

Dear

City and Guilds Textiles – Hand Embroidery Level 1 Course

I am pleased to welcome you to this course. I can now confirm all the course details...

Course tutor: Name and contact details

Start date:

Time:

Venue address

Parking

Public transport

Course fees (one or payments?)

Payment can be by (include all necessary information – cheques, BACS etc)

We will take care of the registration details at the start of the course. We will need your name, address, DOB, and City and Guilds Registration Number (if you have one).

I enclose a full list of dates and times of course sessions and a list of materials and equipment you will need to bring to the first session.

If you have any questions please telephone me on NUMBER or email me at EMAIL ADDRESS

Yours

Your name
Course Organiser

Course Evaluation

Feedback, Learning and Continuous Improvement

Your feedback is important. The Guild and City and Guilds wish to monitor the quality of the courses, know about the experiences of participants and continually improve the way we do things. You can send us your feedback during the course or at the end.

Please send your completed form to Annie Franz, The Embroiderers' Guild, 1 Kings Road, Walton on Thames KT12 2RA.

Course: City and Guilds Level 1				
Course organiser				
Course tutor				
Embroiderers' Guild Branch				
Please tell us about your experiences...				
Your Experiences	Agree Strongly	Agree	Disagree	Disagree Strongly
It was easy to get all the information I needed to help me decide that this was the right course for me.				
Registering my interest, enrolling and paying my course fees was straightforward.				
The course venue was suitable (warmth, ventilation, lighting, working space).				
The tutor led the course well.				
Embroidery techniques and skills were explained clearly.				
Embroidery techniques and skills were demonstrated clearly.				
The tutor was friendly and put me at ease.				
The course was good value for money.				
I enjoyed being on the course.				
I would have no hesitation recommending this course to others.				
Please add any further comments here...				
.....				
.....				
Please tell us about any further courses you would like to attend...				
.....				

Tutor Contract

This contract must be sent out on EG notepaper

Your branch address and contact details

City and Guilds Course (Centre number 002142)

Tutor Contract (1 of 3)

Commissioning Branch:

Course Title: Creative Techniques – on the textile pathway

Number: 7111/02

Level: 1

Units: 201 Hand embroidery and 202 Machine embroidery

Course Commences:

Number of Sessions:

Course Venue:

Name of Tutor:

Address:

Tel: Mobile:

Home:

Work:

Email:

Course Fee:

Payments: Initial & Final; Monthly?

Payment Details (Cheque or Electronic Transfer - preferred? *Please specify*)

.....
.....

Please ensure your invoices show the Course Name and the Name of the EG Branch above.

Materials Declaration: *Please list all materials to be used in the course sessions.*

.....
.....
.....
.....

Tutor Contract (2 of 3)

The tutor agrees that...

- The Tutor will deliver the course according to the published syllabus and will use assessment methods as specified by City & Guilds and the Embroiderers' Guild.
- The Tutor will provide the Guild with documentation relating to the course and assessment of participants as specified by the City & Guilds and Embroiderers' Guild.
- Their Fee shall include the preparation time specified or implied by the course content as set out by City & Guilds and as agreed with the Course Organiser at the outset.
- Travel and other out-of-pocket expenses will be deemed to be included in the Course Fee. If out-of-pocket expenses are to be charged separately the amounts the basis for calculating such charges must be agreed at the outset and stated clearly in this contract.
- The Embroiderers Guild may at any time exercise its sole discretion to cancel the course or part of it and in exercising this discretion it shall not be liable for outstanding fees.
- The Embroiderers' Guild may in the event that a cancelled course is subsequently reinstated appoint any tutor at its sole discretion.
- In the event that the Tutor cancels a course or any part of it the Embroiderers' Guild may subsequently at its sole discretion appoint another tutor to deliver it.
- The Tutor will comply with all applicable Embroiderers' Guild and City & Guilds policies insofar as they relate to the course, materials used, its participants and the course venue. It is the responsibility of the Tutor to ensure all applicable Embroiderers' Guild and City & Guilds policies have been supplied.
- The Tutor is responsible for adherence to policies and regulations stated in the contract for the venue or displayed on notice boards at the venue. In the event that such Health & Safety policies and regulations are not stated in the contract for the use of the venue nor displayed at the venue the Tutor will exercise all reasonable care to ensure the health and safety of course participants.
- The Tutor will provide a detailed description (in this contract) of all materials, substances, equipment and processes to be used in the course and will take all necessary measures to ensure participants are aware of the potential hazards and are instructed as to how to use them within safe limits.
- In the event that 240v mains cabling is used including extension cables the Tutor is responsible for ensuring compliance to all applicable electrical safety standards for connections and cable runs to and from wall-mounted plug points and between extension cables and electrical appliances e.g. sewing machines.
- * The Tutor will provide a Participants' Requirements list (for the course) as required by the Embroiderers' Guild Course Organiser.
- The Tutor will provide course module and assessment notes for each participant and if required by the Guild the tutor will make available a materials pack for participants at an agreed cost prior to the commencement of the course.
- The Tutor will cooperate with the Guild staff in evaluating the course and the experiences of participants.
- The Tutor will be in attendance at the course venue before each course session to ensure the venue is set up and ready for the participants at the published session commencement time and will remain at the venue for the time required to return the venue to condition specified in the hire agreement.

Tutor Contract (3 of 3)

The Embroiderers' Guild (The Guild) agrees that...

- The Guild will pay the agreed fee as stated in this agreement.
- The Guild will advise the Tutor 2 weeks in advance of the start date of the course as to whether in the opinion of the Guild the course has sufficient participants to make it viable, although this notification is advisory and does not commit the Guild to running or cancelling the course.
- Guild staff will assist the Tutor in the preparation and delivery of the course as specified in this agreement.
- The Guild will make available all City & Guilds policies applicable to the set up and deliver of the course as specified in the course contents.

Signed (Tutor)

Date

Signed (Course Organiser) **Date**

On behalf of the Embroiderers' Guild

Marketing Your Course

You may find the following considerations and ideas useful...

❖ **Will your course only be for Guild members?**

❖ **Will those members come only from your branch** or will you invite members in neighbouring branches to participate? This might be attractive particularly to members in smaller branches.

❖ **Will you open your course to members of other textile groups and/or to the general public?** This might be a good way of attracting new members to your branch and the Guild. Even those people who enquire about the course and decide against it may be a potential member – someone you could invite along to experience a branch meeting and meet your members.

❖ **Will you publicise your course?**

Place posters/leave leaflets in local libraries, shops, churches, nursery groups, seniors clubs or residences and community centres/village halls?

Send a press release to your local and community radio stations, free newspapers, evening and weekend papers, county and community magazines? If so, be sure to send the printed media a good, clear photograph (one that will look good when printed in black and white). For the local and community radio stations you might consider offering to do an interview about embroidery and its appeal.

Send a notice/invitation to other women's groups.... WI, Mothers Union etc?

❖ **Help from the Guild?**

If you have any questions or need support from the Guild please do not hesitate to contact Janet Jardine in the first instance. We can help with advice on all aspects of marketing and publicity and can create a leaflet or poster for you from information you supply.

On the next page you will find a sample press release and media briefing. You are welcome to adapt this to support recruitment for your course.

Press Release

EG Logo and address

Press Release Press Release Press Release Press
Release

Growing Future Needlework Talent

A New National Initiative from the Embroiderers' Guild

Following the success of a pilot programme the Embroiderers' Guild is bringing together the wealth of talent and experience of its more than 9000 members to run a series of City and Guilds courses throughout the UK. These courses will appeal to embroidery and needlework enthusiasts alike including those who are just starting out.

The courses are open to members and non-members. They will also be attractive to those with experience who wish to refine their techniques and learn new skills. The Guild is committed to bringing the skills, enjoyment and creative expression of embroidery to all.

The Guild will be working through its network of nearly 200 branches nationwide to organise and run these courses. The YOUR BRANCH NAME of the Guild is asking anyone who may be interested in these courses to contact them. NAME, the Chairman of NAME Branch is extending a warm welcome to all... "We look forward to introducing the fun, friendship and creative expression to all" I am certain everyone who takes part will find it rewarding and really enjoyable.

Course participants will be able to learn at their own pace. City and Guilds award a Certificate on completion of the course. Places will be limited in order to ensure each person benefits from personal tutoring and support.

Anthea Godfrey, National Chairman of the Embroiderers' Guild stressed "These course are aimed at everyone whether they are just starting to discover the joys of the stitch or want to brush up on their techniques. All are welcome".

Visit www.embroiderersguild.com for details of courses in this area.

Press Contact:

Tel:

Email:

END

Press Release

Additional Notes for Editors

In addition to the facts about your course you should also include some information about the Guild, your Branch and you as the Course Organiser.

Include a photograph of yourself and/or one that shows hand embroidery. The Guild can supply the latter.

Frequently Asked Questions

Topic: Beginners

Q: Can a complete beginner do this course?

A: Yes, you will be taught everything you need to know on this Level 1 course.

Topic: Experienced Embroiderers

Q: As an experienced embroiderer can I miss out the Level 1 course & go straight to Level 2?

A: A tutor would need to assess a sample of your work prior to making a decision.

Q: Can I use this course as a refresher when I already have C & G Level 3 Craft & Design?

A: This course is not for you.

Topic – Internal Verifiers

Q: How does a Course Tutor become an Internal Verifier?

A: In the first instance contact Anthea Godfrey – Ph: 07771 783 280

E: a.godfrey@fashion.arts.ac.uk

Topic – Course Tutors

Q: How does a person become a Course Tutor?

A: Contact Anthea Godfrey for information on the approvals process.

Topic – Course completion and certificate

Q: Can a person pay to attend the course even though they may not be able/fit enough to go on to get the Certificate?

A: It may be that someone wishes to attend the course sessions but may be concerned that they cannot complete the course and get the Certificate (due perhaps to advancing years or ill health). You have the option to accept them, on payment of the course fee. This may be entirely the right response in a genuine case of concern. Just be aware that someone may see the course as social opportunity. As a result they may disrupt the programme.