



*With Parchment Craft tutors at heart*

1<sup>st</sup> November 2014

## Exam Information

The Academy of Independent Parchment Tutors has set out a three tier exam system. This is to enable tutors to qualify and teach, at a basic level first, and then progress at their own pace. The AIPT is not affiliated to any organisation.

### How much will it cost?

Level 1 - £70 An initial payment of £35 with the first submissions and then a final payment of £35 to accompany your final six exam pieces.

Level 2 - £50

Level 3 - £50

Please note that this cost does not include any postage. You will be responsible for the cost of posting your work both ways. As the size and weight of projects will vary, we felt that it would be much fairer to each candidate if they paid their own postage costs, rather than add a nominal amount onto the initial cost of each level. So with this in mind, you may want to keep your projects small with a minimum amount of packaging. But please make sure that your work is well protected.

### What tools can I use?

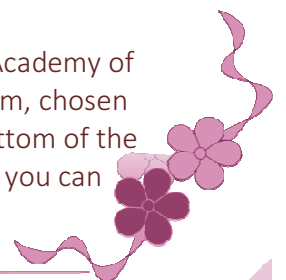
Any parchment craft tools and equipment can be used. The use of multi grids should be kept to a bare minimum.

### How do I submit my work?

Whatever suits you best. If you wish to cut down on postage costs you may wish to consider a light-weight folder, or even a cellophane card protector. It's the quality of the work that is important to us and we do not take the presentation into consideration. Just make sure your work is well protected as we cannot be held responsible for any loss or postal damage. We will return your work in the same packaging wherever possible.

### How do I pay and where do I send my work?

You can pay the first instalment of £35 in one of two ways. By cheque made out to the "Academy of Independent Parchment Craft Tutors". This should be sent along with your application form, chosen pieces of work, and a list of techniques and tools used. You will find the address at the bottom of the third page. Alternatively you can pay using PayPal. This is a very easy and safe option, and you can use it even if you don't have an account with PayPal, just follow the simple steps online.



Our e mail address to use for PayPal is parchmentacademy@gmail.com. When using PayPal please choose to pay via the “pay friends and family” option otherwise the Academy will incur expensive charges, which we will unfortunately have to pass on to you. Also when you make your payment, in the comments box please only put “AIPT” followed by your name. This will ensure we know who has paid and enable us to keep costs down. Once you have passed the initial assessment, the second payment (which must also include our postage costs), will be due when you send in your six set exam pieces.

### Our commitment to you

It is our wish to help you succeed in becoming a tutor and we will be readily available to advise and help you via e mail. Please be mindful that if you send an e mail of your work for some advice, that it’s not always possible to get a clear picture from a photograph or a scan.

We will take great care in assessing your work and try to give positive feedback and will work together and try to help you reach your goal. You will be guided through the levels and you will also have an opportunity to attend various workshops to encourage your growth. You will have regular news bulletins and have access to new tutor material, information and techniques.

### Level 1

To be considered for this level you will need to have a good background knowledge of the basic skills of parchment craft. Before you can proceed with the first exam, you will be required to submit a selection of your work for assessment. There must be a minimum of six and a maximum of ten pieces of work, in the form of finished cards. You must also include a list of techniques and tools used for each project. The items must demonstrate your ability and must show the following techniques:

Tracing with white ink

Tracing with a white pencil

Solid embossing

Embossing with Star/Sun tools

Stippling

An edge perforated with the 2-needle tool and then cut out

A lace border with any multi needle tools

A sample of 4-needle tool lace work. It is acceptable to do your perforations on a grid but please do your embossing freehand and not use the grid for your dots.

Dorsing using Dorso crayons and/or blendable pencils (using a single colour and also more than one colour)

*Please do not submit Guild or any other exam pieces as this will infringe copyright laws and will not be accepted.*

Once your work has been assessed and has reached the desired standard the next step will be to send you a set of six patterns, which you must complete and send to us. These will not be difficult and will cover the techniques above. Armed with the feedback you have received from us and our help should you need it, these projects should not pose too many problems. When you are successful you will receive a First Level Independent Parchment Craft Tutor Diploma and will become a member of the UK Teacher Network. You will also receive a six lesson plan with simple patterns to start you off, some guidance on starting up your own classes and a folder to keep all your documents together. If and when you are ready, you can then go on to Level 2.



### Level 2

Level 2 will include shadow embossing and basic skills in painting. It will incorporate the use of inks, felt tip pens and dry pencils. Card finishing techniques will also be taken into account.

### Level 3

Level 3 is a more advanced painting module. It will include the use of Acrylic paints, pencils (dry and wet technique) and mixed media.

More information on Level 2 and 3 will be provided when you have successfully passed the first level.

## **Good Luck**

**Principal Tutors– Linda Williams and Pat Murphy**

*Research into the word Academy and what it means:*

*A formal society whose purpose is to promote a particular aspect of knowledge or culture  
An Educational institution devoted to a particular subject*

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