



## Exam Information

The Academy of Independent Parchment Tutors (AIPT) 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 does it cost?*

Level 1 - £50

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 the presentation of 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 the best. If you wish to cut down on postage costs you may wish to consider a lightweight 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 in one of three ways:

- By cheque made out to the "Academy of Independent Parchment Craft Tutors". This should be sent along with your application form
- Bank Credit Transfer. Contact Pat for bank details. 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.
- PayPal - using Pat's email address

*Pat's contact details are on the next page*

### *My commitment to you*

It is my wish to help you succeed in becoming a tutor and the team will be readily available to advise and help you via email. Please be mindful that if you send an email 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 also have access to new tutor material, information and techniques and the Academy also has a dedicated Facebook group for tutors and trainee tutors.

### **Level 1**

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)

On receipt of your application you will be sent a set of six patterns, complete with instructions, which you must complete and send in. These will not be difficult and will cover the techniques above. After assessment you will receive your work back together with feedback and advice as necessary.

When you are successful you will receive a First Level Academy Tutor Certificate and will become a member of the UK Teacher Network. You will also receive some guidance on starting up your own classes. If and when you are ready, you can then go on to Level 2.

**Level 2** includes 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** is a more advanced painting module. It will include the use of Acrylic paints, pencils (dry and wet technique) and mixed media.

### **Academy Principal:**

Patricia Murphy

69 Eastbury Avenue, Honicknowle, Plymouth, Devon PL5 2ND

Email: [pat.murphy1947@hotmail.com](mailto:pat.murphy1947@hotmail.com)

Tel: 01752 784281

