



The WILLIAM MORRIS CRAFT FELLOWSHIP

NOTES FOR CANDIDATES

CLOSING DATE: 1st December

Please read this carefully before filling in your application form, which includes a section to be signed by your employer.

Eligibility: Details of who can apply, and the qualifications needed, are given in the printed brochure (see Eligibility). Self-employed applicants are not ruled out, but will have to make their own financial arrangements over and above the value of the Fellowship award and programme their work in between the Fellowship blocks.

Selection: The final selection of candidates is made by an interview panel at the SPAB in early February. The panel will include members of the organising committee as well as representatives of the building industry. Candidates are invited to an informal presentation from the previous year's Fellows on the evening prior to the interviews. Fellowship Blocks generally run as follows: Block I: mid March – mid May, Block II: July – August and Block III: mid October – early December.

Finance: The costs of the Fellowship training are funded by sponsors, (listed separately). In addition, an award in the region of £5,800 is paid, to each Fellow as a contribution towards the costs of travel and accommodation. Payment of the award is divided over 6 stages (usually March, April, June, July, October & November). In most cases, although we help where we can, you will have to make your own arrangements for accommodation.

It will be up to you to come to an agreement with your employer to release you for the full six months and to continue to pay your wages. Please show them the Notes for Employers.

Travel: The Fellowship will be hard work. There is a lot of travel; you will be away from home most weekdays and sometimes at weekends. If chosen, you will be travelling with two or three other Fellows during the first two blocks of the programme and it is most important that you get on well with people. We hope that at least one of the Fellows chosen will have the use of a car, which will allow the group to travel together and share the costs and the driving.

The Course: Although you maybe recommended books to read, the course is largely based on site visits, with an emphasis on the practical approach. Where possible, under the guidance of experienced craftspeople, you will be given the opportunity of “hands on” work. You will be required to keep an up-to-date notebook recording your daily visits, the details of who and what you see, repair methods, etc. This will be inspected by a tutor assigned to help you through the course.

IF YOU HAVE ANY QUERIES ABOUT THE FELLOWSHIP PLEASE CONTACT:

PIP SOODEEN (01883 712318, philippa@spab.org.uk)

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NOTES FOR EMPLOYERS

CLOSING DATE: 1st December

We hope that once you have read the details of the scheme, including the programme content, you will consider encouraging one or more of your younger craftspeople to apply for the William Morris Craft Fellowship.

It is a prestigious award which will reflect well both on the individual Fellow and the firm that employs them. It is therefore important that applicants must have achieved high standards in their particular trade. We will be looking for young men and women who might expect to be promoted to supervisory positions on site or in workshops not too long after completing the course, though this is not essential. The closing date for applications is 1st December so please do not delay a decision too long.

We recognise the problems of releasing good people at busy times of the year which is why, as a result of close consultation with the building industry, we have produced a course that will allow the Fellow to return to his/her employment at regular intervals. It is most important that the Fellow completes the whole course in one year, and you will be asked to sign a declaration (at the bottom of the application form) agreeing to release him or her for the full period.

The training costs are covered by the sponsors (listed separately) and by the individuals / organisations providing the training. In addition an award in the region of £5,800 will be paid directly to the Fellow as a contribution towards the costs of travel and accommodation where necessary. The employer will however have to reach an agreement with the Fellow over payment of wages and commitment during and beyond the course.

The Construction Industry Training Board (CITB) provides a unique grant support to employers who are in-scope with the CITB. Employers need to have been registered for 12 months prior to receiving the grant payment which amounts to £75 per day for up to 96 days of the training. CITB recognises the contribution past Fellows are making to the industry and that the Fellowship is a quality training initiative. The grant is *not* claimed in the usual way through your Regional Office, but via the SPAB.

The value of the Fellowship training should not be underestimated. The Fellows' confidence, social skills and determination to do first-class work are recognised by their employers as soon as the Fellows return to work. A number of contracting firms or organisations regularly send candidates because of the quality of the training the successful craftsmen receive.

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PROGRAMME

The teaching takes place largely through visits and instruction on site. The Fellows are provided with a book list for reference but the emphasis will be on the practical approach.

Two elements will recur throughout the course: the Philosophy of Repair and Excellence in Craftsmanship. Topics covered and time allocated for any subject takes into account instructive work available on site at the time. The course is also under continuous assessment and is modified in minor ways in the light of past experience.

The Philosophy of Repair

Fellows will be given early exposure to the crucial issues relating to methods of repair. They must become aware that in their work they will constantly be confronted by the central dilemma facing all those concerned with historic building work: **restoration versus repair**; when to keep and repair what survives and when to renew it.

The development of a Fellow's understanding of the philosophy of conservative repair is best acquired by spending time early in the programme with craftspeople known to advocate this approach. Later it is also important that they are not shielded from different viewpoints. Only through such exposure will the Fellows develop their own opinions.

Excellence in Craftsmanship

Through exposure to craftsmanship in a wide variety of disciplines, the Fellows will witness work of varying quality. The aim is to teach them to be inspired by the excellent and disturbed by the mediocre. Only through such experience will their critical faculties be sharpened as they learn to discriminate between the good, the bad and the indifferent. This theme will be present throughout the programme and should be experienced in two key areas :

- fine craftsmanship in the context of renewal – e.g. new carved stonework and woodwork
- excellence in executing repairs – e.g. the insertion of new stone into decayed stonework, or the skilful scarfing of new and old timbers

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OUTLINE SYLLABUS

The programme aims to expose the Fellows to the following subjects:

The History and Traditions of Building:

An introduction to building development and the traditions of vernacular British building.

The Materials of Building:

The origins and processing of materials central to traditional building and historic building repair demonstrated via visits to brickyards, quarries, sawmills, etc.

Stone and Slate – the characteristics of different stones and methods of quarrying and dressing. Visits to quarries are made in conjunction with visits to banker masons' shops to study the processing of stone.

Timber – the growth of timber in managed woodland, its seasoning, reduction and modern methods of drying.

Brick and Tile – the distinction between the production, use and properties of hand thrown and extruded or machine moulded bricks/tiles.

Mortars – the properties of mortars, their constituent materials, preparation and use.

Various – visits to lead casting shops, glassworks, plaster workshops, etc.

The Craft Skills :

Visits will encompass a wide variety of trades in the field of building repair and conservation e.g.: stonemasonry and carving; carpentry, joinery and wood carving; roofing; plaster and mortars; plumbing; glazing; lead conservation; iron and metals; painting and decorating

Specialist Conservation Skills : wallpaintings; sculpture/monuments; decorative plaster; carved timber; fabrics and wallpapers

Analysis of Building Defects: to gain an appreciation of the agents of decay as well as likely causes of structural problems such as movement in buildings; spreading roof structures; poorly bonded rubble masonry; rusting iron cramps; failing buttresses; decay of bonding timbers; lintel problems

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Repair techniques : an introduction to the range of repairs e.g. underpinning/provision for movement; stabilising bulging walls; grouting; repair of timber with steelwork, resins and carpentry techniques; surface repair of stonework and brickwork

These problems and solutions crop up frequently during the repair of old buildings and examples will be visited when opportunities arise. Such work will normally be under the supervision of architects, surveyors or engineers with considerable experience in the repair of historic buildings.

The Professions - Roles of the architect and surveyor, the structural engineer, the quantity surveyor, the inspectorate, the managing agent.

Administration of Conservation – Roles of English Heritage and Government agents/local authorities; voluntary societies; church system; grants, listing and legal controls.

SPAB Repair Course – The Fellows will join architects, builders, craftsmen and others on a course of Lectures and Visits which the Society has run since the 1950s.

Tutorials/Other – Fellows will maintain regular contact and feedback to the Fellowship Organiser, a tutor will meet the Fellows as necessary to discuss their progress. They will also attend meetings of the Education Committee and some of the Society's special events.

THE FINAL TWO-MONTH BLOCK

Two months will be spent on sites chosen with the Fellows' own career needs and interests in mind, in consultation with the Fellow and his or her Employer. This period provides an opportunity for the Fellows to deepen their understanding of their own trade while broadening their experience. For example, a banker mason might spend time learning how to carve, or work alongside stone conservators; a timber framer might spend time working with architectural joiners; they both might spend time gaining costings experience with a quantity surveyor.

THE THREE BLOCKS

Block I:	March - May (9 weeks)	Back at work : mid May and June (7 weeks)
Block II:	July - August (9 weeks)	Back at work : September – mid October (7 weeks)
Block III:	October - December (8 weeks)	

FELLOWSHIP GUIDANCE NOTES:

Before accepting an invitation for interview candidates should be aware of the following requirements and confirm that they would be prepared to comply with them all upon accepting a Fellowship offer.

ATTENDANCE:

Fellows are expected to attend all programmed visits unless unforeseen circumstances dictate otherwise. In these instances you must notify the SPAB & the planned host at the earliest possible opportunity and request permission to absent yourself.

Failure to notify or turn up at visits may result in a written warning and the pro rata forfeiture of the Fellowship bursary.

The SPAB must be notified, prior to your acceptance of the Fellowship offer, of all known commitments during the Fellowship period (mid March - early December).

Pre-existing commitments may incur the bursary forfeiture above.

DISCIPLINARY PROCEDURES:

The SPAB Misconduct Guidelines are available on request. Whilst Fellows are not staff members they will be expected to abide by the spirit of these guidelines. Certain types of behaviour can result in a written warning. Examples of such behaviour are: lateness, poor timekeeping, swearing, abusive language, lack of application. If, after a written warning, further consultation is needed, the Fellow will be in danger of losing their place on the programme.

WORKING:

No professional work may be undertaken during the three blocks of the Fellowship.

HEALTH & SAFETY:

Fellows are deemed to be competent professionals who are conversant with health & safety issues on building sites. Most importantly they are expected to act professionally and remain attentive at all times. They should feel under no obligation to enter a site or climb a scaffold which they consider to be dangerous. They will receive a health & safety briefing during their first week, and may consult the programme organiser or any member of staff in instances of uncertainty at any point in the programme. Accidents should be recorded onsite and reported to the programme organiser. A great deal of driving will be undertaken over the course of the programmes and it is the obligation of the car owner(s) to ensure that their vehicle(s) is (are) road worthy and legal. It is the obligation of every Fellow not to undertake a journey unless they feel entirely fit to do so within the allotted time. The SPAB Driving on Business Policy is available on request. Difficulties experienced on site or en route to site should be reported to the SPAB as soon as possible.

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INSURANCE:

The SPAB carries limited personal injury insurance which extends to Scholars & Fellows. Injuries have to be fairly severe for the insurance to take effect, such as loss of life or limb and do not cover loss of earnings resulting from an accident. Candidates may wish to take out additional personal injury cover or ensure that their current employers' insurance provisions will continue to cover them for the duration of the programme.

FURTHER OBLIGATIONS:

In addition to the above terms, by accepting a Fellowship offer candidates agree to the following obligations:

- to act politely and in a manner befitting a William Morris Craft Fellow at all times and to write thanks to each of their hosts,
- to keep a sketch book journal of their visits,
- periodic contribution to a Scholars' & Fellows' Blog for the SPAB website,
- attendance at the William Morris Craft Fellowship Trust's AGM (November time),
- **attendance at the Fellows Presentation Lunch (generally in the November of your final Block),**
- **attendance at the Sponsor's Lunch (Fellows Debriefing - around March the year after your Fellowship)**
- presentation to next year's applicants (February time) and
- giving some time, in future months, to promoting the SPAB and the William Morris Craft Fellowship Trust

KEY FELLOWSHIP DATES

- 1st December: William Morris Craft Fellowship Application deadline
notify candidates before Christmas
- 1st week in February: Pre interview drinks (partners invited), meet the 2014 Fellows,
interview panel and other candidates at the SPAB offices
the night before the interview
- Fellowship interviews (following day)
- mid March: Fellowship & Scholarship start date meet at the SPAB
- Block dates: **Block I:** Monday mid March - mid May (9 weeks)
(7 weeks back at work)
- Block II:** early July - end August (8 weeks)
(7 weeks back at work)
- Block III:** mid October - mid December (8 weeks)
- Fellowship Bursary: approx £6,000 paid in stages



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APPLICATION FORM

CLOSING DATE: **1 December**

Please do not extend this form beyond the 3 page format

Extensions / attachments such as CVs cannot be considered.

Please handwrite this form if you can, however should this cause difficulties do not hesitate to contact us.

Make sure that you read all notes in the Fellowship folder and contact Pip Soodeen, Fellowship Officer

01883 712318 07985 933860 philippa@spab.org.uk if you have any queries about the Fellowship.

Return by e mail to the above or post to SPAB 37 Spital Square, London E1 6DY

SURNAME FIRST NAME (Mr/Mrs/Ms/Miss)

ADDRESS TEL (HOME)

HOME EMAIL

WORK:
Name and Address of Employer TEL (WORK)

EMAIL

DATE OF BIRTH (optional):

DRIVING LICENCE? Y / N CAR OWNER? Y / N HAVE YOU ATTENDED ANY SPAB COURSES? Y/N If so which

ARE YOU A MEMBER OF SPAB? Y / N WHERE DID YOU HEAR OF THE SPAB FELLOWSHIP?

TRADE/CONSERVATION SKILL :

EDUCATION AND QUALIFICATIONS:

Institution Name

Qualification gained

Dates (from – to)

EMPLOYMENT

Employer's Name

Work undertaken

Dates (from - to)

GIVE BRIEF DETAILS OF RELEVANT HOBBIES/INTERESTS (INCL. MEMBERSHIP OF OTHER SOCIETIES ETC):

STATE WHY YOU ARE APPLYING FOR THE FELLOWSHIP, WHAT YOU CAN CONTRIBUTE TO IT AND GIVE ANY OTHER INFORMATION YOU THINK WILL ASSIST YOUR APPLICATION:

PLEASE GIVE TWO REFEREES WHO MAY BE CONTACTED BEFORE INTERVIEW (at least one work connected):

NAME

NAME

Dates of acquaintance
POSITION

Dates of acquaintance
POSITION

ADDRESS

ADDRESS

TEL

TEL

E mail

E mail

PLEASE GIVE DETAILS OF ANY DISABILITY YOU FEEL WOULD PREVENT YOU FROM FULLY ENTERING INTO THE PROGRAMME OF WHICH WE SHOULD BE AWARE AND CONTACT US TO DISCUSS HOW THIS MAY BE OVERCOME:

THE FELLOWSHIP INVOLVES ALMOST TOTAL COMMITMENT FOR SIX MONTHS, INCLUDING MANY WEEKENDS AWAY FROM HOME.

ARE YOU ABLE TO MAKE THAT COMMITMENT?

CANDIDATE'S UNDERTAKING

I have read the brochure and notes on the Fellowship and agree to the commitment required.

I hereby agree to remain in the employment of

for the duration of the Fellowship (subject to normal terms and conditions of employment), and attend all appointments made for me by SPAB during the course if my application is successful. I also agree to keep a daily record of my work on the course.

Signed: Date:

EMPLOYER'S UNDERTAKING

I have read the brochure and notes on the Fellowship.

On behalf of(employer), I hereby agree to undertake to continue

to employ, and to honour any agreement reached over wages, for the duration of the Fellowship (subject to normal terms and conditions of employment). I also agree to release him or her entirely from work commitments during each of the three two-month phases of the Fellowship.

Signed:..... Date:.....

Name (print):