



WHAT YOU NEED TO KNOW TO BECOME A TEACHER-IN-TRAINING

To become a Teacher-in-Training the applicant must be a member of QCWA. To become a Teacher-in-Training the applicant must work under the guidance of the Division Handcraft Chairman/Convenor. The applicant needs to talk to her Division Handcraft Chairman/Convenor who will give her a copy of the State Handcraft Testing Sheet and explain to her what she needs to do to become a Teacher-in-Training. To become a Teacher-in-Training a letter of request must be sent from the applicants branch to the Division Handcraft Committee who will forward this information on to the State Handcraft Cultural Committee at least two weeks before the next State Handcraft Committee Meeting.

To attend a State Handcraft School, the applicant must have been accepted at the previous State Handcraft Committee Meeting and have at least two Elementary Passes. To qualify as a Teacher-in-Training the applicant must have six (6) elementary passes from the crafts listed on the Testing Sheet, each a distinctly different craft. At least three (3) of these elementary passes must be crafts with the opportunity of an advanced pass.

Articles being tested must be the persons work and not more than two (2) years old. Only finished articles may be presented for testing and must not have been made at classes or under tuition. All testing must come through the Division Handcraft Chairman/Convenor who will arrange for the testing to be carried out by a State Bar Holder and recorded in the Divisions Record Book. Once tested the Testing Results Forms must be forwarded to the State Handcraft Chairman/Secretary who will record the testing in the State Handcraft Record Books. Teachers-in-Training are required to achieve at least two passes per year.

WHAT YOU NEED TO KNOW TO BECOME A QCWA HANDCRAFT TEACHER

To become a Handcraft Teacher the applicant must be a member of QCWA and work through her Division Handcraft Chairman/Convenor. To qualify for a Teacher's Badge the applicant must have six (6) elementary passes from the crafts listed on the Testing Sheet, (this should have been received when applying to become a Teacher-in-Training). each a distinctly different craft. At least three (3) of these elementary passes must be crafts with the opportunity of an advanced pass. These articles do not have to be all submitted at one time. They can be done over a couple of years but at least one tested per year. The applicant must have been working under the supervision of her Division Handcraft Chairman, whose recommendation is necessary before a Badge is presented.

Advanced passes may be tested but only if you have the Elementary Pass first and this will not be used towards your Teacher's Badge. They will only be used if the applicant decides to advance further for a State Bar. For the Teachers badge only Elementary passes are accepted.

Articles being tested must be the persons work and not more than two (2) years old.

Only finished articles may be presented for testing and must not have been made at classes or under tuition. Any member awarded a Teacher's Badge must be prepared to teach within the Association. All testing must come through the Division Handcraft Chairman who will arrange for the testing to be carried out by a State Bar Holder and recorded in the Divisions Record Book.

Once tested the Testing Results Forms **must** be forwarded to the State Handcraft Chairman/Secretary who will record the testing in the State Handcraft Record Books.

A letter of recommendation must be forwarded by the Division Handcraft Chairman/Convenor to the State Handcraft Chairman/Secretary two weeks before the next State Handcraft Committee Meeting and the badge presented at that meeting. The Certificate of Merit is to be issued in the applicant's name and presented with the badge.

WHAT YOU NEED TO KNOW TO ACHIEVE A STATE BAR

To qualify for a State Bar the applicant must be working through her Division Handcraft Chairman/Convenor. Must have a Teacher's Badge and have six (6) advanced passes from the State Handcraft Testing Sheets. Four (4) of which must be tested by the State Handcraft Executive. All advanced crafts must be tested by the State Handcraft Executive or a State Bar holder from another Division arranged by the Division Handcraft Chairman/Convenor.

The Division Handcraft Chairman/Convenor must be satisfied that the applicant is prepared to teach within the Association.

A letter of recommendation must be forwarded in writing by the Division Handcraft Chairman/Convenor to the State Handcraft Chairman/Secretary two weeks before the Mid-Year State Handcraft Committee Meeting for acceptance and the badge presented at the following State Handcraft AGM held in conjunction with State Conference.

The State Handcraft Chairman must be satisfied that the applicant is prepared to teach the crafts submitted for the State Bar. State Bar holders must either, update or achieve one (1) new pass, either Elementary or Advanced, every two years.

If at any time the applicant terminates her membership to QCWA then all passes will be null and void. In the case of re-joining at any time then the applicant must start her testing again from the very beginning

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