

School of
Jewellery



BIRMINGHAM CITY
University



2016
Summer Courses

*School of
Jewellery*

Welcome to the School of Jewellery which is positioned within the Faculty of the Arts, Design & Media at Birmingham City University (BCU). Behind its 1890's façade, this unique facility offers an outstanding contemporary environment in which to learn and study.

In addition to the diverse range of full and part time courses covering all aspects of jewellery and silversmithing, the School has a unique offering of prestigious courses in horology and gemmology. The students have access to an enviable variety of equipment which range from those used for traditional manufacturing processes through to cutting edge technology. This has been enhanced by our exciting new Technology Hub which enables us to provide experience in

complex 3D CAD/CAM and laser techniques.

We hope you will join us here at BCU on one of our exciting Summer Short Courses.

Gaynor Andrews
Head of the School of Jewellery



Welcome

Welcome to our 2016 Short Course Programme. We are delighted to launch this year's summer courses at the famous School of Jewellery based in the heart of the Birmingham's historic Jewellery Quarter.

The Short Courses are a very important part of the School's curriculum. They give an opportunity to any person involved in the Jewellery world or other creative industries to learn highly specialized techniques and approaches in a relatively short and concentrated time frame. In keeping with our reputation we have, once again, engaged some of the very best tutors from Industry and Academia for our courses.

Please refer to our Programme Diary or A-Z Course Index for

further information about each course. Due to the intensive and specialist practical nature of the courses we can only accept between 7 & 12 students per course, therefore we suggest you reserve your place early to avoid disappointment.

We are proud of the School's tradition of training for the Jewellery Industry that dates back over 125 years, and we hope that you will find a course from those listed which inspires you to participate.

We look forward to seeing you soon.

Frank Cooper,
**Jewellery Industry Innovation
Centre**





What level am I?

Beginners:

Little or no experience. These courses are suitable as a starting point. You will be provided with tools.

Intermediate:

Suitable for development. If you have existing skills, these courses will help you work towards independent practice. You will bring your own tools but may be required to buy specialist items for the course.

Advanced:

Intensive working. These courses will help you to expand your skills and develop your practice. You will have your own comprehensive set of tools but may still be required to buy specialist items for the course.

Suitable for all:

These embrace all levels with a structured start followed by guided practice.



Charlotte Latimer

Bespoke Classes

Suitable: advanced

We are happy to quote for bespoke classes to deliver a range of individual needs to provide a specific training request or a solution to a skill shortage.

These are normally one day, intense classes with one or two attendees to ensure individual attention in order to solve a problem. They can be arranged at variable dates to suit both client and tutor.

We have experienced tutors in a wide range of subjects from electroforming, polishing,

resin, enamelling, platinum, fabrication and CAD.

Please contact us for further details.

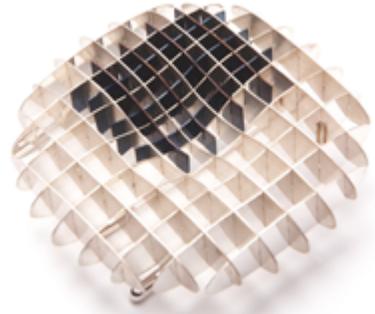
Advice and Guidance

We can offer advice on the suitability of any of our summer or flexible bespoke courses, please contact us for more information.

Tel: 0121 248 4584

Mon/Tue/Thurs 9am to 12noon

E: diana.mccann@bcu.ac.uk



Casting for *Successful Production*

Tutor: Pete Croton

7 July 2016

£ 210

Suitable: All

This course is aimed at the designer maker who wants to gain an overview of the 'lost wax' process in order to get the best out of their chosen casting house.

The day will start by concentrating upon explaining the process by showing the various stages of the 'lost wax' method and explaining the

different types of moulds that can be used. The importance of the correct placing of sprues will be addressed and the implications of the mould cutting procedure. There will then be an opportunity to discuss individual designs and gain advice on the best way to prepare these for casting.

*I feel confident to go
forward in CAD:* Karen McKinley

CAD

an introduction to designing with simply rhino

Tutor: Paul Yeomans

Date: 4 – 8 July 2016

£ 595

Suitable: All

Familiarise yourself with a reasonably priced Computer Aided Design (CAD) software package suitable for jewellers and those in the creative industries. During this five-day course you will build your skills using step-by-step tutor guidance to create 2D lines and curves, to produce 3D surfaces and solid models. You will concentrate on using common and industry-specific modelling techniques to generate a true 3D representation of a design. The tutor will also cover Rapid Prototyping/digital model making by

explaining build hardware/equipment and processes, and how to decide the most appropriate model build material/technology for the type of finished product required. You may also bring along a model for a short open troubleshooting discussion. At the end of the course you will use the techniques learned to create a simple finished pendant design file, and the tutor will help you build a 3D print/prototype model of your design. No previous CAD experience is necessary.



Laura Flemming

Communicating Design *through Drawing*

for Jewellers and Silversmiths

Tutor: Mark Lewis

Date: 11 – 13 July 2016

£ 335

Suitable: All

Learn how to develop your drawing skills for sketching jewellery and silversmithing concepts, from professional rough layouts to finished renderings using wet and dry colour approaches with a variety of media. The first day concentrates on how to develop your concepts through sketching and drawing using innovative and sometimes unorthodox graphical techniques. The emphasis of day two is how to communicate your concepts through the use of techniques and different graphical conventions for

modelling form and creating simple shadow, reflection and material surface effects. On the final day of the course, you will complete one or more design renderings which can be applied to your own work. By the end of the course you will have discovered a myriad of techniques for confidently working up your own ideas to a professional presentation standard.

You may wish to combine this course with Mark's one-day iPad drawing course and/or Kate Thorley's portfolio course.

An excellent course to develop confidence: Karen Lester

*A fascinating
insight:* Diana Callaghan



Amanda Trimer

Developing a *Portfolio*

Tutor: Kate Thorley

Date: 14 – 15 July 2016

£ 280

Suitable: All

This course is aimed at showing those who don't think they can draw that it is possible to develop an aptitude to observe and interpret inspiration so that design ideas can be translated into meaningful illustrations through drawing and mark making. The course will benefit those who are new to jewellery design; students who are considering applying to the School of Jewellery or another university but have never before created a portfolio of work; and also those who

have struggled to answer a brief or understand design development.

It will take your inspiration on an exploratory journey concluding with a final design suitable for a portfolio that represents you. Use of a good camera would be an advantage.

You may wish to combine this course with Mark's one day iPad drawing course or his Communicating Designs through Drawing course.



*So useful to be able
to see lots of different
diamonds:* Lesley Haynes

Diamond Grading *and Certification*

an introduction

Tutor: Michael Barrows

FGA, DGA

Date: 26 – 27 July 2016

£ 320

Suitable: All

See and handle graded diamonds in this exciting two-day course which has been developed to help you gain a basic knowledge of how diamond grades differ. During the course, the tutor will explain what is involved in grading polished diamonds for colour, cut and clarity and explain other factors to be considered for

grading laboratories' written reports. Additionally, you will obtain expert advice on how to read the specifics on a variety of diamond certificates, which will help you better assess the quality of the stones and should improve your buying and selling skills.

DMLM *awareness day*

Tutor: Frank **Cooper**

19 July 2016

£ 180

Suitable: All

This one day course will take you through an introduction to the various 3D printing technologies being used in the jewellery industry. Their use and application has led to the recently developed Direct Metal Laser Melting (sometimes incorrectly referred to as Laser Sintering) technology and particularly how it has been developed and specially adapted for use with precious metal powders for the creation of jewellery items in gold, silver and platinum. You will also learn just why this process is now commonly referred to as 'Additive Manufacturing' (AM)

You will be given detailed information on the importance of the preparation of good quality CAD files and how to repair them if required. You will gain an understanding of pre-process

and post processing operations and detailed information about the different polishing options for AM jewellery items. All this will be interspersed with live demonstrations of various technologies in action including handling a number of actual samples produced on the various technologies.

Finally you will get an overview of the different and potential business scenarios you may wish to consider for your business model should you wish to seriously consider the possible adoption of DMLM and AM.



Fusing, Fabricating & Granulating in *Argentium Silver*

masterclass

Tutor: Ronda Coryell

Date: 18 – 22 July 2016

£ 540

Suitable: *Intermediate/Advanced*

In this five-day class, explore the technology and techniques required to work with Argentium Sterling Silver. Master Goldsmith and Certified Master Bench Jeweller, Ronda Coryell, will provide expert instruction and close up demos. Students learn the process of fusing both flat and three-dimensional forms. Demonstrations are followed by hands-on experience to create and

finish five projects: earrings, a stack ring, flat band, a ring with a bezel, and a box clasp. 18kt or 22kt.

Gold may be added to projects if desired or will be available for purchase locally.

The Argentium for use in this course had been kindly sponsored by Allied Gold

Designing and Drawing using *an iPad*

Tutor: Mark Lewis

Date: 19 July 2016

£ 180

Suitable: All

The use of iPads as an electronic sketchpad is becoming increasingly common but it can be challenging finding your way around the increasing number of drawing and painting apps that are available. This one-day course will familiarise you with accessible apps and introduce you to some techniques and approaches that should

help you with drawing and designing using this exciting new medium. Participants will have to supply their own iPads, and will be advised on appropriate apps to download before they start.

You may wish combine this course with Mark's Drawing course and/or Kate Thorley's portfolio course.



Zehava Hashai Spellman

Gemmology Basics: *an Introduction* (GA Diploma)

Tutor: Davina Dryland

BSC Hons, FGA

Date: 4 – 6 July 2016

£ 860

Suitable: All

This course provides a unique and fascinating opportunity for those wishing to take the first stepping-stones into a Gemmology career. This accredited hands-on three day course offers you the chance to learn the basics of gemmology in simple, easy-to-understand language. During the course you will handle a sample set of gemstone specimens and learn

identifications skills using small standard gem testing equipment. You will also be provided with tools and videos. Once you've completed the course you will receive a certificate recognising you as a Coloured Gem Associate of the Gemmological Association of Great Britain. There are no entry requirements; this course is open to all.



Layla McCook

A great overview of the possibilities: Anna Lorenz

Keum Boo

Tutor: Katherine Campbell-Legg

Date: 4 July 2016

£ 230

Suitable: Intermediate

Keum Boo is the traditional Korean surface embellishment technique of fusing 24kt gold foil onto silver to add a rich gold colour to your jewellery or vessel. You will explore the simple procedure of this fusing technique which provides an easy and interesting way to add gold to your work. Through demonstration and hands-

on experimentation, you will learn the art of making your own gold foil then fusing it into complex forms. A small amount of gold foil will be provided and, depending on your progress, you may need to make an additional local purchase if required.



Jewellery: Catches, *Clasps & Hinges*

masterclass

Tutor: Richard Witek

Date: 25 – 29 July 2016

£ 540

Suitable: *Advanced*

One-off commissions often require an individual approach to the design of fastenings and this valuable course has been designed to cover the techniques and methods used in constructing catches, clasps, clips and hinges for items such as bracelets, brooches, earrings,

necklaces, and cufflinks. Due to the nature of this course it is suitable only for those who have already acquired good workshop skills.

You will be required to provide your own precious metals and supplier information will be provided.



Making Mounts and setting Asymmetrical *Stones or Found Objects*

an introduction

Tutor: Cassie Reed

Date: 27 – 29 July 2016

£ 335

Suitable: *Intermediate*

Take this opportunity to learn techniques for creating mounts, simple settings of unusually shaped stones or found objects and learn many 'Tips of the Trade'. Using traditional jewellery making techniques, you will work on your own fabrication and setting project and you will be required to bring in a selection of stones/objects to discuss the possibilities with the tutor of fabricating and setting the chosen item to create a pendant or similar. During this three-day course, the tutor will also advise on how bezel rub over settings and claw settings, can be adapted for use, demonstrate

the technical aspect of how your fabrication will hold your items, and also how a constructed cage setting can be a very useful method of setting for the more difficult/odd shaped stones.

Base metal will be provided to practice with or, if you prefer to work in silver, you will need to make a local purchase with tutor guidance.

Important note: The emphasis of this course is to assist you to resolve the issue of creating a piece of jewellery from an asymmetrical item. Those requiring traditional stonsetting skills are advised to attend our Stonesetting course.

Highly recommended: Sian Hindle



Portia Bartlett



Rachel Darbourne

Photographing Jewellery: *an introduction*

Tutor: Rod Gonzalez

Date: 11 – 12 July 2016

£ 290

Suitable: All

This course is aimed at Jewellery makers with only basic or no photography skills. It will give you all the theory and technical information needed to improve your jewellery photographs. The focus, though, will be on getting the images that you need - images that reflect your work, that are appropriate for their intended use and are in the required format e.g. for exhibition applications. All course material will be made available online.

Course topics include camera and cameraphone controls, controlling the

light, basic image editing, changing image dimensions and resolution, selecting images for different uses and preparing images for print. Applied photoshop editing techniques will be taught in the computer suite on the second day.

Students will need to bring a digital camera or decent cameraphone to the course and their own jewellery. Please make sure that such items are insured.

Silver Jewellery *for Beginners*

Tutor: Katherine Campbell-Legg

Date: 5 – 8 July 2016

£ 425

Suitable: **Beginners**

Transforming a piece of silver into a simple piece of jewellery can be a fulfilling and exciting creative process. This informal four-day course will introduce you to the traditional techniques and tools used to make jewellery. The aim of this course, using demonstrations and step-by-step structured guidance from the tutor, is to instil confidence as you use techniques such as filing, soldering/annealing, sawing/cutting and simple shaping

and finishing to create a piece of silver jewellery during the course and when you continue making afterwards.

You will start by using copper (which has similar working properties to silver) to practice on, then progress to using silver for your final piece. This course is an ideal introduction if you are taking your first steps in jewellery making.

Copper, a small amount of sheet silver and tools will be provided.

A great way of getting basic techniques and understanding: Mark Mason



Liew Wan

*Clear demonstration
of techniques:* Jane Irwing

Silversmithing

an introduction to hand raising

Tutor: Samantha Chilton MA

Date: 12 – 15 July 2016

£ 425

Suitable: *Beginners*

This four-day workshop has been designed for those requiring a basic introduction to silversmithing.

Students will take part in a step by-step guided project with the tutor, making a shallow bowl with a simple base in order to make use of and practise basic silversmithing techniques such as

Blocking, Raising, Planishing, Soldering and Annealing.

You may borrow basic hand tools from the School or make a local purchase; a list will be provided prior to the course. The course is quite physically demanding due to the nature of the making process.



Your Jewellery *Business Online*

small changes, big results

Tutor: David Hendley

Date: 5 July 2016

£ 180

Suitable: All

Selling your jewellery, designs and products online to global customers gives your enterprise a massive opportunity to grow and become sustainable. Build a successful growing business with your eye on online selling – create the type of business you, the owner or manager want it to be.

This one day course is for Jewellers, smiths and retailers, already online that wish to take the internet more seriously.

If you are a jeweller, silversmith or retailer in the jewellery business this course will focus on attracting more visitors, creating more sales and

commissions through your web site.

A one day, activity filled web course dedicated to give the creative entrepreneur tools, pointers and ideas to take home and improve the results they get from their website and social media activity. Developing your online marketing and search engine strategy, web site tweaking and an insight into social media are some of the areas that will be included.

The participant should currently have a web site that they need to improve the performance of.

3D Digital Technologies Overview

Tutors: Keith Adcock and Paul Yeomans

Date: 29 June 2016

£ 270

Suitable: All

During this one day workshop you will familiarize yourself with Computer Aided Design (CAD) software, suitable for jewellers and other creative industries.

You will be shown both common and industry specific modelling techniques to generate a true 3D representation of a design.

The tutors will also cover Rapid Prototyping/Digital model making by explaining build hardware/equipment and the processes involved. The tutors will discuss how to decide

upon the most appropriate model build material/technology for the type of finished product required.

This is a general overview of CAD/CAM, both the benefits and downfalls, the day will feature demonstrations and presentations, and open discussion will be encouraged throughout.

You may also bring along a model or an idea for a short open troubleshooting discussion.



Hannah Kimber

Fine Jewellery *Techniques*

masterclass

Tutor: Richard Witek

Date: 11 – 15 July 2016

£ 540

Suitable: Advanced

This essential course is designed to provide practical understanding and knowledge and help you develop your professional making skills further. During the course you will cover techniques and methods for hand-made jewellery, fine jewellery, model making, diamond mounting and jobbing jewellery, and learn many trade tips. This hands-on course

will also include trouble-shooting and demonstrations and it is aimed at the designer maker, in-house jeweller or model maker; therefore it is essential you have an intermediate or advanced level of skill in order to attend. You will be required to provide your own precious metals. Details and supplier information will be provided prior to the course.

Fun and challenging:

Sanne Bergsma



Stonesetting

an introduction

Tutor: Nigel Yates

Date: 27 June – 1 July 2016

£ 510

Suitable: Intermediate

This popular introductory course is designed for those who have little or no experience of stone setting but who wish to learn basic styles of channel, claw, rub-over and other settings, along with essential tool preparation and maintenance. Your course fee includes a set of nine cast silver rings of various styles with appropriate cubic zirconium stones, which you will work on and practise setting during the course. By the end of the week you will have set stones into a variety of settings that you

will be able to take home.

Additional stonesetting kits may be purchased if desired. You will be required to bring your own hand tools; a list will be provided prior to the course. This course does not cover making mounts for stones; this is an entirely different skill using traditional jewellery making techniques which are covered in our Jewellery Fine Techniques short course.

Due to the intensity of this course student places are limited to nine.

*Brilliant! Learnt
much more
than I expected:*

Laura Vernon Taylor



Sophie Newman



Matrix Skills

Tutor: Keith Adcock

Date: 13 – 14 July 2016

£ 320

Suitable: all

Matrix is a high end Jewellery specific software widely used and regarded within the jewellery industry.

This short course designed to take students through the basic steps of the Matrix software, using stones, setting builders, and other automated functions, as well as more manual techniques to create bespoke objects. We will also

be using rendering for photo realistic images and T splines, for a more organic approach to modelling; we will also look at the animation functions within the software.

Students will need to know their way around a computer and preferably have some experience with some form of CAD software although this is not essential.



Milena Vizueté-Courtes

Trend Alerts

Tutor: Kate Thorley

Date: 8th July 2016

£ 180

Suitable: All

This workshop will furnish you with the methods of identification of trends, the difference between long term trends, short term trends and fads, how to document the findings and how to apply them to your

business. Using knowledge transfer and visual concept tools, this trend analysis will assist with forward planning of new product launches and develop a proactive practise.

Tutor Profiles

Keith Adcock is a CAD/CAM technologist at the Jewellery Industry Innovation Centre who specialises in Rhino and Matrix software, which also involves undertaking a wide variety of new product development work. Prior to joining the JIIC team Keith worked as a CAD technician in industry. Keith also teaches at the School of Jewellery on specialised CAD and Rapid Prototyping courses.

Michael Barrows has 13 years' experience in the diamond industry. He has worked as a director of a polished diamond merchant since 2007 and previously he worked in London for the Diamond Trading Company sorting their production of rough diamonds. He has gained both his Gemmology Diploma and Diamond Diploma from the Gemmological Association, and is passionate about coloured gemstones as well as diamonds.

Katherine Campbell-Legg is an established designer maker, originally from Glasgow, who has worked in Birmingham's prestigious Jewellery Quarter for over sixteen years. During this time she has been developing and perfecting her jewellery and exhibiting in galleries throughout the UK. Katherine has taught regularly at the School of Jewellery for several years and is a member of Centrepiece, a well-known Jewellery Quarter designer maker group.

Samantha Chilton has been working in jewellery, silversmithing and creative industries for over 25 years, and has been involved in all areas of the creative process, ranging from design through to final manufacture. Samantha is a School of Jewellery graduate silversmith and jeweller who also specialises in the application and finishing processes of materials such as decorative anodised aluminium, coloured titanium and patinated metals. She regularly teaches at the School of Jewellery.

Peter Croton is a master caster who has worked for many years as an advisor to the casting industry travelling all around the globe to many firms. He has recently joined the School of Jewellery as a casting technician providing castings for the HND and degree courses.

Davina Dryland is a professional geologist and gemmologist. A mineral and gemstone enthusiast from an early age, Davina has travelled extensively to experience the local geology of many countries, and visited Natural History Museums around the world. Davina has jewellery making, stone setting and stone carving experience and she has her own mineral and jewellery business Rocks Galore Ltd. She lectures to a wide variety of groups on all aspects of geology, and teaches gemmology regularly at the School of Jewellery.

David-Louis Hendley is a Swiss watch maker, Silversmith and Jeweller who has spent 20 years building his contemporary silversmithing manufacturing and distribution business in the Jewellery Quarter. His designs and products are sold widely and, while creating a collection for retailers, designing for them and creating his own designs, he has also focused for the most part over the last 20 years on internet selling and distribution. While creating his sustainable creative business David-Louis studied for his post graduate diploma in Media and Enterprise and gives lectures on entrepreneurship in a creative enterprise context through Birmingham City University's School of Jewellery. David-Louis mentors jewellers and silversmiths both formally and informally and delights in assisting enterprises to grow.

Mark Lewis is a graduate of the School of Jewellery, with a degree in 3-Dimensional Design, he has won several national design awards and he has worked for major jewellery manufacturer Tony Laws Studio in London. In 1981 Mark established his own studio in London and was until recently a principal lecturer at Sir John Cass Department of Art, Media and Design. Mark also teaches part-time at Goldsmiths Centre amongst others and he continues his freelance design practice and consultancy Drawing First.

Rod Gonzalez has been working with jewellery makers and designers for almost 10 years. He has many regular jewellery makers as clients and has assisted many makers with all aspects of promotion of their work and career development. www.rodgonzalez.co.uk

Cassie Reed is a graduate of the School of Jewellery who has extensive experience working in the jewellery trade for over 25 years as a Fine Jeweller, Diamond Mounter and Master Model Maker. Cassie undertakes trade and private jewellery commissions and she has worked for companies including Harrods and Barbour and prestigious clients including the House of Commons, V&A Museum, the Tower of London and others. Cassie also teaches a wide range of skills across all levels on a variety of courses involving her areas of expertise.

Kate Thorley is a talented designer specialising in jewellery and silversmithing. She has been successful in creating bespoke fine jewellery to private individuals, working with manufactures to deliver prestigious design assignments and designing collections for retail. Kate is also a mentor at the School of Jewellery and delivers short courses.

Richard Witek has run his own successful fine jewellery business in the West Midlands for many years; he has more than 30 years of extensive trade experience and industry knowledge as well as a wide range of teaching experience. Richard was often engaged to teach at the School of Jewellery on a variety of courses and projects involving his areas of expertise.

Nigel Yates has been working in the jewellery industry and Birmingham's Jewellery Quarter since 1976, specialising in stonemasonry and laser welding. He has extensive trade knowledge and expertise and he carries out private and trade commissions, and regularly teaches specialised short courses.

Paul Yeomans is a CAD/CAM technologist at the Jewellery Industry Innovation Centre who specialises in Rhino Software, which also involves undertaking a wide variety of new product development work. Prior to joining the JIIC team Paul worked as a CAD technician in industry. Paul also teaches at the School of Jewellery on specialised CAD and Rapid Prototyping courses.

Ronda Coryell is a Jewelers of America Certified Master Bench Jeweler and, one of the world's most well regarded experts on the use of Argentium. Founder of the Northwest Chapter of the Florida Society of Goldsmiths, she now devotes her time to lecturing and teaching worldwide. Ronda has taught in such places as Bali, Switzerland, Italy, Germany and England. She won First Place in the prestigious Saul Bell Awards and continues to gain recognition in competition and exhibition. Her work is included in several books on contemporary jewelry: 500 Earrings, 500 Bracelets, The Art and Craft of Jewelry Making.

Frank Cooper is a world renowned and acknowledged expert in all things digital and 3D printing particularly when applied to the jewellery and silversmithing industries. As well as being Centre Manager of the School of Jewellery Technology Hub, Frank is also a Senior Lecturer in Jewellery Manufacturing Technologies at the School. He is a widely published researcher and a guest speaker at jewellery technology and 3D printing conferences around the world.



Short course Reservation Information

Making a course reservation

To make a booking, you **must** initially telephone the Short Course office to select your choice of Course and for the University to confirm its availability. You will then be directed to visit the Eventbrite link page to make your booking and course payment. Eventbrite is a dedicated online payment secure site and in order to book you will be required to accept the University's Booking Terms and Conditions. On completion of your booking Eventbrite will send both you and the University confirmation of booking by email.

Please note that until you actually make your booking on Eventbrite and receive confirmation of this by e-mail you are not booked on the Course and the place can be offered to someone else. It is therefore recommended that you complete that process as soon as possible.

Reservations:
Diana McCann 0121 248 4584
or email diana.mccann@bcu.ac.uk

Short Course office opening hours: Mon/
Tue/Thurs 9am to 12noon

Booking conditions

A full version of these booking conditions will be found on the Eventbrite site but please note that:

The University reserves the right to make reasonable changes to the Course, including the content, timing, venue and presenters, without changing its general nature at any time whether or not you have already started the Course.

We reserve the right to cancel your booking with immediate effect if at the sole discretion of the University it appears the Course does not have enough delegates to provide a suitable class environment for attendees. The University will always seek to inform delegates a minimum of four weeks prior to the course start date. If the University cancels your booking in circumstances detailed above, any payment paid to the University will be refunded in full unless cancellation is related to acts or omissions by yourself, your agent or contractor, or your or their employees or guests.

Please be aware we cannot accept any responsibility for travel or accommodation arrangements you may have made should a course cancellation occur. If you think you may be affected by this you should contact

your insurance broker for advice about personal insurance coverage. If you wish to cancel a booking after confirmation you must give the University at least four weeks' notice of your decision by contacting the University by letter or e-mail to notify them of your intention. Cancellation will not be implemented by the University until such written confirmation is received. If you cancel your booking at any time after confirmation, a Cancellation Charge of £175.00 shall be deducted from your refund.

No refunds will be given for cancellations of less than four weeks' notice, although we may, in our absolute discretion, be able to transfer your reservation to an alternative course, availability permitting.

Further Information

Once your course is established as viable to proceed and your booking confirmed we will send you:

- A map of the area
- Student tools/materials list (if applicable)
- Local supplier list for tools/materials (if applicable)
- Local Hotels/ Apartments list. We are sorry, but we are unable to provide accommodation for short course students.

Many courses are of a practical nature and you should, dependent on the individual project you have chosen to do, the course content or both, make allowance for the additional cost of purchasing hand tools and/or materials if necessary at your own expense. If tools or materials are required for your course a student tool/materials list will be compiled by the tutor and sent to you in advance of the course start date. In some cases additional materials may be available for optional purchase from the tutor or you

may need to make a local purchase with the tutor's assistance, depending on your individual progress. Small hand tools may not be readily available from the School; all students should bring their own if they have them marked with their name (eg Pliers, Files, and Scriber etc.) Courses run from 9.30 am to 5pm.

Travelling to the School

A map of the local area will be supplied in advance.

By Rail: Birmingham New Street, Snow Hill and Moor Street Stations are around a five minute taxi ride to the School. There is a train available direct from Moor Street station (A five minute walk from New Street Station) to the Jewellery Quarter Station.

By Bus: Take the 101 'Jewellery Quarter' bus from Livery Street by Snow Hill Station or Newhall Street and get off at the 'The Clock' Frederick Street, Jewellery Quarter.

By Road: M6 to Junction 6 follow the A38 / M5 to Junction 3 follow the A456 then the A450 / M42 join M6 to junction 6

Parking: There is no parking available on site; however there is a multi-storey car park located on Vyse Street (B18 6LP) which is a 2 minute walk to the School, or pay and display parking on local roads.

Useful Websites

www.visitbirmingham.com

www.jewelleryquarter.net

Disability statement

Birmingham City University's Disability Service aims to enable students with disabilities or learning support needs to make the most of their time at university. We regard disclosure of a disability as a positive thing and think it is important that you feel you can tell us about any disability you may have so we can try to support your individual needs. If you have not made us aware of your disability or you feel you may have a disability please contact the Disability Service on 0121 331 5588 or email disability@bcu.ac.uk.

Alternatively you can discuss this with our advisor when booking your short course place.

Legal information statement

This information is intended as a general guide to the University's courses and facilities and forms no part of any contract between you and the University. Although reasonable steps are taken to provide the courses as described, the University cannot guarantee the provision of any course or facility. Any course may be altered or withdrawn owing to circumstances beyond the University's control. It is strongly recommended that prospective students contact the relevant faculty or visit the University website to obtain the most up-to-date course information. For full terms and conditions please log on to www.bcu.ac.uk/about-us/policies-and-procedures.

Employability statement

Birmingham City University is committed to preparing students for successful employability and professional careers. We have an innovative approach to employability that will help you obtain an interesting and well paid graduate job. Read our Employability Statement to find out more: www.bcu.ac.uk/courses/employability-statement.

Equal Opportunities statement

Birmingham City University promotes equality of opportunity in every aspect of its provision. For full details of our Equal Opportunities Policy, please visit www.bcu.ac.uk.

Heritage statement

Birmingham City University's contribution to the education of the citizens of Birmingham and beyond stretches back through a succession of predecessor institutions for over 160 years. We achieved university status in 1992 as the University of Central England, changing our name to Birmingham City University in 2007, reflecting our commitment to, and pride in, our home city.

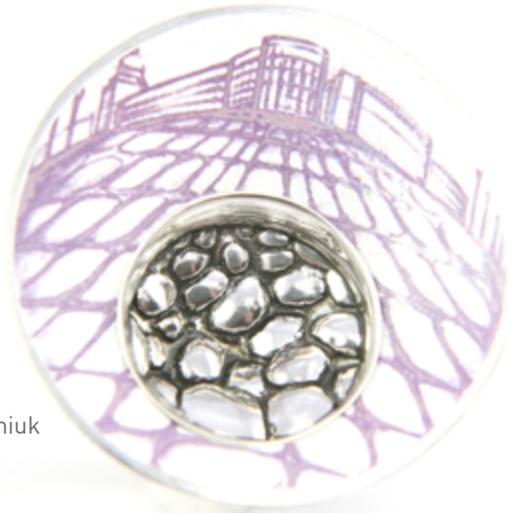


Courses

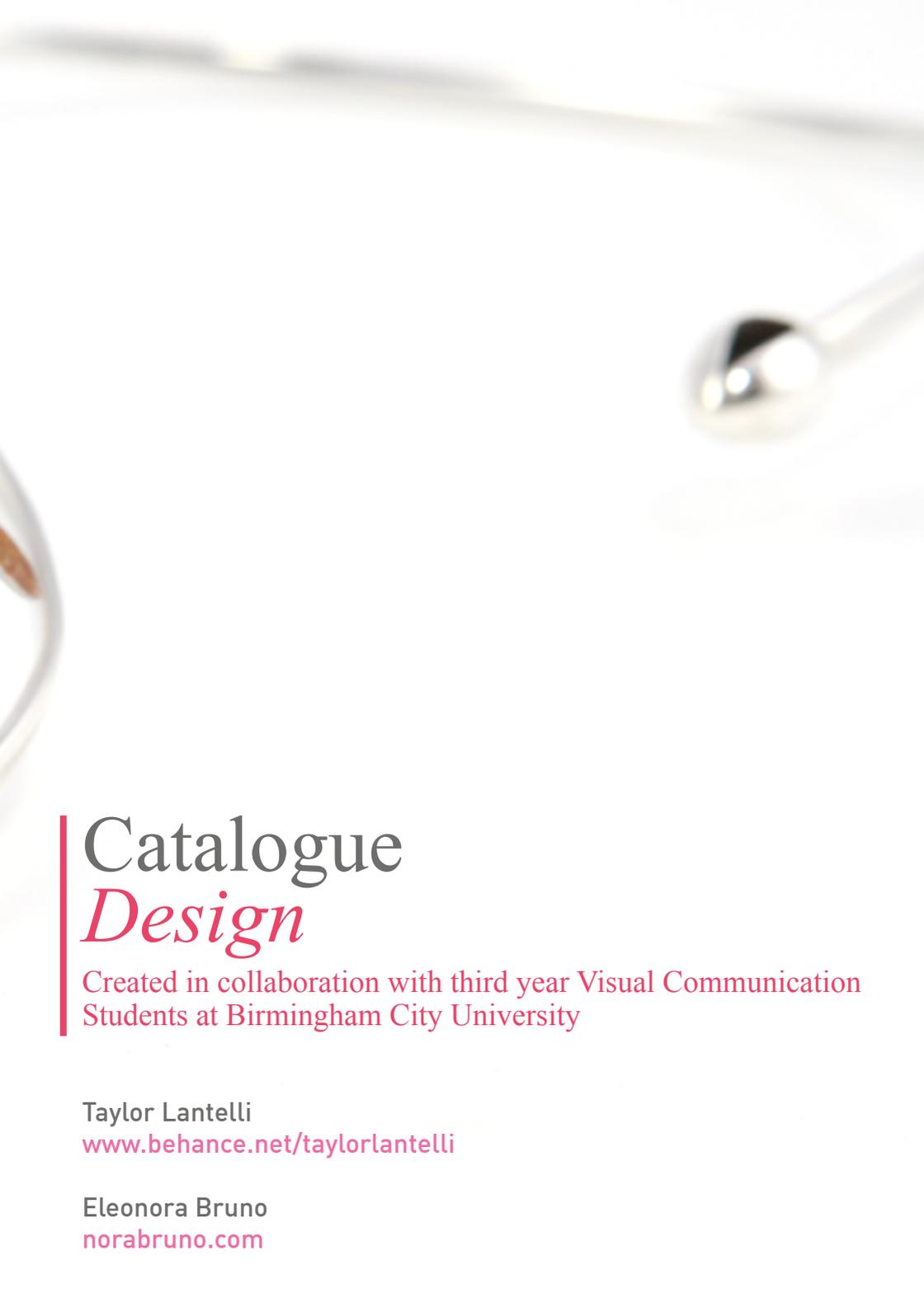
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Catalogue *Design*

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