

## **Educational Policy**

### **1. Introduction**

- 1.1. The British Horological Institute was founded in 1858 with the express purpose of educating those in the horological trades. That is still the prime purpose of the Institute and this policy seeks to define how that purpose can best be met in future.
- 1.2. Education is offered to all members of the Institute, with the objective of assisting them to improve and develop their horological skills and knowledge. This is offered to both vocational and recreational members alike, since there is a history of recreational horologists using such education to become professional members.
- 1.3. There is a clear need for such education as there is still demand for horological services.

### **2. Authorities and Responsibilities**

- 2.1. Council. Council has the ultimate authority and responsibility to determine syllabi, to sponsor and/or approve courses and to manage seminars. This authority may be delegated to another body, such as the Examinations Board, but the final authority and responsibility lie with the Council.
- 2.2. Examinations Board. The Examinations Board is responsible, through its chairman and the members of Council (the Chairman and the Director of Education) who are an ex-officio members of the Board, to the Council of the Institute. The Board determines the detailed syllabus for the examinations of the Institute, and thereby determines the syllabi for courses preparatory for those examinations.
- 2.3. In common with all of the Institute's functions, day-to-day responsibility for the management of operational aspects of educational services is vested in the General Manager.

### **3. Syllabi**

- 3.1. DLC. The DLC is intended to prepare students for the Institute's examinations. It follows that the syllabus for the DLC must follow that for the examinations.
- 3.2. External courses. External agencies which prepare students for the Institute's examinations may be expected to use the syllabus for the DLC. It is expected that the DLC will be used as course material by such agencies.
- 3.3. Seminars. Each specialist seminar must have a published syllabus, defined by the presenting Tutor.

### **4. Accreditation.**

It is the current policy of the Council that the Institute's examinations be nationally accredited.

**5. Examinations.**

The Institute's examinations are held annually, though they have been held more frequently in the past and may be future should it become appropriate to do so.

**6. External examination centres.**

Examinations are conducted at the Institute Headquarters, currently Upton Hall, and at other centres around the country. These are currently as listed below:

6.1. BCU

6.2. Manchester

6.3. Epping

**7. Remuneration.**

Those involved in educational activities shall be remunerated at rates to be linked to the Institute's salary scales and reviewed regularly by Council. Activities which may be remunerated include the following:

7.1. Authorship of DLC material.

7.2. Preparation of graphic material and photographs for the DLC.

7.3. Mentorship and marking of DLC material.

7.4. Writing of examination papers.

7.5. Marking of examination papers.

7.6. Tutors' teaching time for seminars.

7.7. Tutors' preparation time for seminars.

**8. Teaching Standards.**

8.1. Teaching must promote current best practice, though traditional methods may be acknowledged and their features, limitations and drawbacks discussed.

8.2. Teaching must be consistent with the Examination Syllabus and the DLC

**9. Seminars**

9.1. Topics.

9.1.1. DLC-related. These seminars should relate wholly or mainly to topics in the DLC and be promoted as being of direct relevance to DLC students. These are expected to be fully planned, though a degree of reaction to students' needs should be permitted. It is expected that Course Outline and Teaching Plan documents should be prepared for these courses.

9.1.2. Continuing Professional Development. These seminars should provide tuition aimed at those who are already working in the trade and should aim to extend the capabilities of such students. Since the students are likely to be working horologists, consideration should be given to scheduling these at weekends wherever possible. These are expected to be fully planned, though a degree of reaction to students' needs should be permitted.

9.1.3. Recreational. These seminars should relate to those for whom horology is a hobby. These are expected to be planned, but are likely to be more reactive to students' needs.

- 9.1.4. Masterclass. These seminars should be reactive to students' needs, being defined by overall topic and the reputation of the person conducting them.
- 9.2. Preparatory documents
  - 9.2.1. Seminar outline. Prior to presenting a seminar, the tutor concerned must provide an outline of the proposed seminar. This will be used to give promotional information in the Journal and to give to prospective students. The outline must give the following information:
    - 9.2.1.1. What level of knowledge or skill must the prospective student have prior to attending the seminar?
    - 9.2.1.2. What skills and/or knowledge can the student expect to gain by attending the seminar?
    - 9.2.1.3. What equipment or tools should the student bring to the seminar?
  - 9.2.2. Teaching/lesson plan. Prior to presiding over a seminar, the tutor concerned must provide a plan of the proposed teaching or lessons. This may be more or less detailed according to the nature of the seminar.
  - 9.2.3. Certificates shall be issued to indicate completion of a course.
- 9.3. Number of students – minimum economic attendances. No course shall planned be run at a net cost to the Institute.

## **10. Tutors**

- 10.1. Recruiting. Tutors shall, in general, be recruited from the qualified Members and Fellows of the Institute. Tutors may be recruited specifically to address recognized requirements for courses, or may offer courses of their own. The Selection Procedure is at Appendix c of this document.
- 10.2. Remuneration. See 7.
- 10.3. Representation. All tutors shall be entitled to attend Tutors' Forums, at which they may express their views. The views expressed at Tutors' Forums will then form the basis for discussion by the Workshops Advisory Group.

## **11. Education Officer.**

Should Council decide to employ an Education Officer, the post will be managed by the General Manager and report also to the Director of Education. The Job Description for this post is at appendix d to this document.

## **12. Facilities**

- 12.1. Overall policy. Since the workshops are provided principally for the training and education of seminar students, the needs of these students must determine the equipment and facilities which are provided in them. These needs shall be determined by the tutors, acting through the members of the Workshops Advisory Group.
- 12.2. Clock workshop
  - 12.2.1. Responsibility for layout and equipment. The layout of the workshop and the equipment of it shall be determined by the Workshops Advisory Group. Any major change to the layout, or major

equipment expenditure shall be subject to approval by Council, normally delegated to the Education Director.

12.3. Watch workshop

12.3.1. Responsibility for layout and equipment. The layout of the workshop and the equipment of it shall be determined by the Workshops Advisory Group. Any major change to the layout, or major equipment expenditure shall be subject to approval by Council, normally delegated to the Education Director.

12.3.2. The layout and equipment of our watch workshop should be in accord with WOSTEP guidelines.

**13. Workshops Advisory Group.**

13.1. Purpose: to ensure that the Clock and Watch workshops, along with any subsidiary facilities, are configured, equipped and maintained in a condition suitable for the activities which take place in them, in accordance with the consensus of opinion of the users and to determine the list of seminars to be included in the forthcoming year's calendar.

13.2. Membership: the group shall have the following members:

- Chair - Director of Education, ex officio.
- The General Manager, ex officio.
- Chief Tutor, Clocks, ex officio.
- Chief Tutor, Watches, ex officio.
- Workshop Technician, ex officio.
- Other members as determined or approved by Council, up to a maximum of 7.

**14. Tutors' Forums.**

These shall be held on a regular basis [suggest annually]. All current tutors shall be entitled to attend. They will provide a structure for discussion of matters affecting tutors, such as Workshop provisions. Proceedings will be recorded and will provide input to the Workshops Advisory Group.

**Appendices.**

**a) Course outline template.**

Title of Seminar.

Duration of Seminar.

Presenter of Seminar. The presenter may include a summary of his/her credentials.

What knowledge, skills and/or facilities should the student have prior to attendance? [It is particularly desirable that no student finds him or herself "out

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of their depth” or committed to a project which they do not have the facilities to complete].

What knowledge and/or skills should the student gain from attendance?

What tools or equipment should the student bring to the seminar?

**b) Teaching plan template.**

<b>Time</b>	<b>Tutor activity</b>	<b>Student activity</b>	<b>Resources</b>	<b>Outcome</b>

Extended as necessary and probably in landscape format.

**c) Selection Procedure for Tutors.** To be defined.

**d) Education Officer Job Description.** To be defined.

**e) Role of the Chief Examiner.** To be defined.