

Accreditation Pack 2010

Craftsouth: Centre for Contemporary Craft and Design Inc

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Accreditation Information and Requirements

Thank you for your interest in Craftsouth's Accredited membership. We strongly recommend that you read this information pack in full before submitting your application.

Assessment Process

Your application will be assessed by the Craftsouth Accreditation Committee. The Committee will assess your application for evidence of a high level of professional presentation and check that you have met all Accreditation Requirements (see checklist on pages 3, 4 and 5). Once both of these criteria have been met you will be recommended to the Board to become an Accredited member of Craftsouth. The Board will make the final decision upon your Accreditation application.

Accredited Member Benefits

In addition to the membership services received by all members of Craftsouth, Accredited members receive significant benefits aimed at the professional practitioner. (For this reason, non-practitioners are not eligible to apply for Accredited Membership.)

One of the significant benefits of Accredited membership is the Accredited Member Insurance Package. This insurance package is included in the price of your annual Accredited member subscription. A detailed outline of the Accredited Member Insurance Package is provided in this information pack (see pages 7, 8 and 9). Please be sure that you understand the scope of the insurance cover offered under your Accredited membership. Do not cancel any existing insurance without checking with the insurance brokers: Greg Naulty of Local Community Insurance Services on 1300 853 800.

Another significant benefit of Accredited membership is eligibility to be considered for inclusion in Craftsouth projects. Each year Craftsouth has a range of special projects designed to promote excellence in the craft, design and visual art industry. As an Accredited Member you will be invited to register your interest in these projects.

Ongoing Requirements

Once accepted as an Accredited member you will be required to keep your portfolio and slides up to date. This will ensure that Craftsouth is best able to represent you and your work to potential clients. Accredited status is not permanent and can be revoked by the Board (usually only under exceptional circumstances).

Accreditation Information and Requirements (continued)

Applications are to be submitted in an **A4 spiral bound binder** with plastic sleeves. This binder will serve as your portfolio for Craftsouth clients. Note: larger binders will not be assessed.

Applicants are strongly advised to view Accredited member portfolios at the Craftsouth office before submitting their application. (If you live outside of Adelaide or are otherwise unable to visit the Craftsouth office, please telephone (08) 8410 1822 for further advice on your application.)

In an A4 spiral bound folder with plastic sleeves, please provide in the following order:

Check list:

1. Statement of Professional Practice.

This statement provides a summary of your practice to potential clients. It should not exceed an A4 sheet of paper, and may include:

- Products you produce,
- Themes / Creative Vision driving your practice,
- Markets you produce work for (commissions, exhibitions, retail etc)
- Relevant activities you undertake (teaching your craft etc).

2. Curriculum Vitae

Maximum of 4 pages in length. The curriculum vitae should provide an up-to-date overview of your practice for potential clients, and include information such as professional development (education and training), exhibitions, commissions, awards etc.

3. Images

- High quality images of your work.
- Minimum of 4 x A4 pages, with 1-2 images per page.
- On each page include:
 - Title, Artist, Medium, Dimensions, Date, Photographer (where relevant).
- You may also include brief information about the work, such as artistic rationale for the work, or if a commission a summary of the design brief.
- **Note:** The images may be digital prints, colour photocopies, or photographs attached to A4 card.

4. Catalogues, Reviews etc. (optional)

Include any relevant catalogues, articles, reviews, business cards and other promotional materials which demonstrate your professional experience.

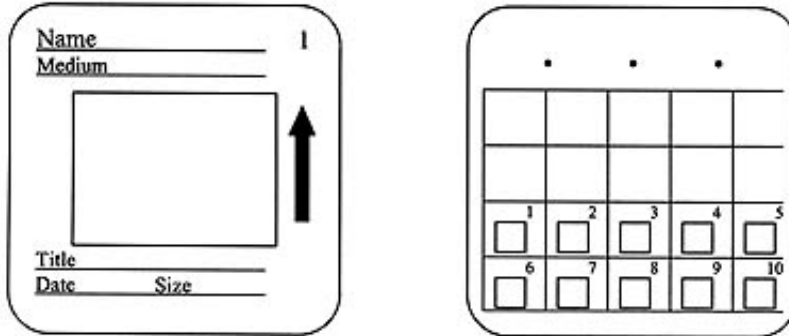
5. Coloured Slides OR Digital Images of your work and an Image List

Craftsouth now accepts either coloured slides or digital images (on cd-rom), or both (if submitting both, applicant must submit at least the minimum number required for each format). These images must be of a very high quality to ensure your work is best represented for referral and promotional purposes. Out of focus images, poorly lit images, distracting backgrounds or *anything else which detracts attention from the work will not be accepted*. The specifications for slides and digital images are outlined overleaf.

Instructions to Accreditation Applicants (continued)

5a) Coloured slides of current work and a Slide List

Minimum of six (6) slides, representative of your professional practice. Craftsouth strongly encourages applicants to use a professional photographer to produce the slides.



- Each slide must be clearly marked in ink with the name of the artist, the title, medium, date and dimensions of the work. You may choose to include the photographer's name on the slide.
- Do not use adhesive labels.
- Place an arrow on the right hand side of the slide, pointing upwards, indicating the correct way to view your work.
- Each slide should be numbered on the top right hand corner.
- Send your slides in a clear plastic envelope for easy and safe handling, within the A4 ring bound portfolio.

5b) Digital Images and a Digital Image List

Minimum of six (6) images on a cd-rom, representative of your professional practice. Craftsouth strongly encourages applicants to use a professional photographer to produce the digital images.

- Digital Image Specifications:
 - 300dpi and at least 15cm at the greatest dimension (width or height)
 - Images may be in JPG or GIF format
 - Ensure images are in RGB colour format and not CMYK.
- File Names: each image must have artists' surname and, if possible, the name of the work. For instance:
 - craftsouth_table1.jpg
 - craftsouth_table2.jpg.
- A Digital Image List must be provided with the cd-rom (either within the cd-rom jewel case or as a separate A4 Sheet). The list should include:
 - a thumbnail image of each work
 - the file name
 - title of the work
 - materials
 - date created
 - dimensions
 - photographer's name.

Instructions to Accreditation Applicants (continued)

- 6. Code of practice declaration form (see page 6)**
Please sign and include this form in the last page of your portfolio.
- 7. Completed membership form (see page 10)**
The Craftsouth Membership form appears on page ten of this pack.
- 8. Membership fee (\$220 inc GST)**

If you have any questions regarding the presentation of this material, please contact Craftsouth on (08) 8410 1822.

Applicants are strongly advised to visit Craftsouth to view examples of Accredited Member portfolios before submitting their application.

CRAFTSOUTH: CENTRE FOR CONTEMPORARY CRAFT & DESIGN CODE OF PRACTICE FOR ACCREDITED MEMBERS

Accredited members of Craftsouth: Centre for Contemporary Craft & Design are reminded of their obligation to adhere to:

- relevant consumer legislation
- Department of Trade and Industry standards for workshop safety
- legal requirements relating to small business management eg. workers compensation; business, public liability and manufacturers liability insurance provisions of the Copyright Act
- current Occupational Health and Safety legislation

Accredited Members of Craftsouth are expected to:

- deal honestly and fairly with clients and other craftspeople
- produce work of the highest possible standard, fit for the purpose for which it was intended
- make use of written contracts

Information relating to the above is available from Craftsouth for the benefit of members.

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As an Accredited Member of Craftsouth: Centre for Contemporary Craft & Design, I undertake:

- to endeavour through my craft practice and associated business practice to uphold and advance the standing of the crafts within the community
- to endeavour to promulgate my expertise and understanding of the crafts and their contribution to human culture

Signature:

Date:

Accredited Member Insurance Package

Craftsouth has secured through Local Community Insurance Services an insurance package for Accredited members. This insurance cover is part of the Accredited membership fee – providing Accredited members with protection at a heavily reduced rate, which would not be available to individuals through the normal insurance channels.

This policy is intended to cover the activities of the craft, design and visual art practitioner as an individual, primarily as an occupier of a studio or workshop, as an exhibitor at galleries and other locations, or where commissioned to produce and install a work of art (including public art).

Please ensure you check that the insurance package covers all of your needs before canceling any existing insurance.

Accredited members are covered for the following:

Public Liability	\$20,000,000
Products Liability	\$20,000,000
Professional Indemnity	\$5,000,000
Tenants Liability	\$20,000,000
Goods in Physical and Legal Control	\$100,000
Excess	\$250

1: Public Liability Insurance

This will protect you from any person who makes a claim against you for bodily injury or property damage caused by a negligent action on your part.

2: Product Liability Insurance

This will protect you from any person who makes a claim against you for bodily injury or property damage caused by a fault in the products which you have made.

3: Professional Indemnity

This will protect you from claims made against you for bodily injury or property damage from the provision, production or tendering of art works.

4: Tenants Liability

This will protect you from claims made against you for any damage that you negligently cause to any property that you are renting.

5: Goods in Care, Custody and Control

This will protect you from claims arising from other people's goods which are in your control which you negligently lose or damage. So if you are working on a collaborative project, any goods belonging to the other person/s will be covered. This package does not insure you for the loss or damage of your own goods.

The Craftsouth Accredited member insurance policy will also cover any legal costs authorised by the insurer in defending claims brought against you in the areas covered above, and this is probably the most important part of the policy. Whilst you may be perfectly innocent of a claim brought against you, you will incur legal fees in defending the case, and without a liability policy to protect you, this could amount to many thousands of dollars.

Insurance Enquiries & Certificates of Currency

If you would like general information about your insurance cover, including the insurance policy (also known as the Broadform Liability), visit:
http://www.localcommunityinsurance.com.au/coverage_pl.aspx (go to the Broadform Liability Insurance Policy).

If you require a Certificate of Currency as proof of your insurance, please contact Bonnie Donaghey at Local Community Insurance Services on 1300 853 800 / (08) 8235 6480 or email: donab@lita.com.au

If you require specific information regarding your insurance cover, please contact Greg Naulty at Local Community Insurance Services on (08) 8235 6444.

The following insurance extensions are automatically available to Accredited members:

Cover for Accredited members as Sub-contractors

The Accredited members policy automatically provides Indemnity to Principals in respect to work carried out by the Accredited member for the Principal.

Cover for Accredited members who use Sub-contractors

1. This insurance policy extension applies to the individual practitioner who is required to work away from the studio, and while the Craftsouth Public Liability insurance cover is for an individual practitioner, the policy will extend to include other individuals (paid or unpaid) who work with the artist in commissioning a work. These working arrangements may apply to the commissioning and installation of artworks, including public artworks. This cover is limited to jobs involving not more than 3 people.
2. If using a Sub-contractor the Accredited member should ensure they sight a Certificate of Currency of recent date for a Liability Insurance Policy with an indemnity limit of at least \$10,000,000 before a Sub-contractor is utilised. If this certificate cannot be provided in the event of a claim, no cover will be afforded the Accredited member for the actions of the Sub-contractor.
3. Accredited members who utilise Sub-contractors in respect to part of their activities and require the Sub-contractor to be covered under the Craftsouth members insurance policy will have to provide Local Community Insurance Services with the following information:
 - (A) Class of sub-contractors and the type of work they will carry out.
 - (B) Estimated annual payment to each type of sub-contractor.

** Definition: A Sub-contractor is a person called in by a Principal to carry out work that is within the expertise of the Principal and would normally be carried out by him/her.

Teaching

The Accredited members insurance policy automatically provides cover in respect to the artist teaching their craft or passing on their professional skills. However, this policy is not intended as a cover for regular classes but rather for occasional sessions, where not more than six (6) classes are conducted per annum, where up to ten (10) persons are taught in any one class.*

*Artists may also be contracted to undertake an Artist in Residence program at either state or private schools for a period of a school term or so. This may involve attending

school activities in order to pass on their professional skills. This activity is seen as a separate job to the teaching of classes by the artist in their own name and is not restricted to the six (6) classes per annum limitation.

PLEASE NOTE: Craftsouth Accredited members do not need to apply separately for the extensions listed above, however if the Accredited member wishes to apply for further policy extensions, or they wish to exceed the limits of the policy (for example: teach twelve (12) classes per annum instead of six (6), it is necessary for the individual Accredited Member to make contact with Greg Naulty at Local Community Insurance Services for further information on 1300 853 800.

There may be additional charges for extensions to the standard insurance cover.

Insurance cover for artist groups

Artists sharing studio space can apply for Craftsouth Accredited membership as a group. This membership includes the Accredited member insurance policy. Conditions apply. Please contact Craftsouth for further information on (08) 8410 1822 or email: craftsouth@craftsouth.org.au

Marine Transit Insurance

As a Craftsouth Accredited member you can also purchase Marine Transit Insurance for work freighted nationally and internationally at an additional and competitive cost. This additional policy can also be extended to include exhibition cover. To arrange this insurance cover contact Greg Naulty at Local Community Insurance Services on 1300 853 800.

Accredited Member Insurance Package: The Fine Print

The insurance scheme arranged by Local Community Insurance Services on behalf of Craftsouth is designed to give you protection against allegations of common law legal liability, in other words, persons issuing legal proceedings against you in the event of your negligence. The policy which has been affected covers Accredited Members of Craftsouth only, not all members. It is intended to cover members as sole practitioners, but will allow cover where members employ others provided that there are no more than three persons involved in the business. The reason for allowing up to three people is in recognition of one off projects such as installing public art works. The insurer is QBE Insurance (Australia) Pty Ltd. It is a Broadform Public and Products Liability Insurance Policy with extension to provide Professional Indemnity cover.

The policy will only cover you for the activities of the craft or crafts detailed on your Craftsouth membership application form.

The Public Liability section of the policy will protect you against any “Act of Negligence” on your part causing injury to the public or damage to their property. For instance, you may leave an item of equipment lying on the floor of your workshop in a gangway and not put it away because you are going to use it shortly. If a visitor then trips over that piece of equipment, you could possibly be held liable in a court of law. If you are held liable, the policy will pay for both the damages awarded and the costs involved in fighting the case.

The Products Liability section of the policy will cover you against an “Act of Negligence” on your part caused by the manufacture or sale of your merchandise. For instance, a nail may come loose on an item you have made, or you may have failed to knock it in properly. If someone tears their clothes on that nail then you could be held liable to replace the item of clothing. Again the policy would answer to the claim in the same manner as in the previous paragraph.

Technically, to be negligent you must either have done something that a reasonable person would not do, or conversely, you must have failed to do something that a reasonable person would have done. A third party will not be able to claim against you merely because they were injured on your premises; it will be necessary for them to prove that their injury was caused by your negligence. The law in respect of manufactured products is different. In this case it is only necessary for the injured party to show that the injury was caused by your product or a product that you have sold to them. It is then your responsibility to prove that the injury was not caused by your negligence.

Perhaps the most important aspect of a liability policy is the cost of fighting a false claim made against you – provided these costs are approved by the insurance company prior to their being incurred. Many people think that they do not need a liability policy because they are very careful in everything that they do, and forget that people may try to claim against them even when they have not been negligent. This is one of the reasons that there are courts to decide these cases and lawyers to help you prove that you have not been negligent. The decision whether or not you have been negligent, and an injured party should be paid, rests with the insurance company and the court. **You should never admit liability in any way, as it may prejudice your claim.**

The scheme which Craftsouth has arranged is not intended to be “all embracing”. The policy will cover you against legal action taken against you, as described above, and against professional acts of negligence which result in to bodily injury or property damage. This could include: advice that you may give to anyone on a professional basis, or any fault in the actual design of your product. It is virtually impossible to give instances in all cases, because each case will depend on the circumstances and these always differ. This brings us back to one of the most important reasons for liability insurance, the policy covers the costs of a claim made against you, provided that the claim falls within the terms and conditions of the policy, and that the insurance company agrees to those costs being incurred. To access the Public Liability insurance policy (also known as Broadform Liability), visit: http://www.localcommunityinsurance.com.au/coverage_pl.aspx (go to the Broadform Liability Insurance Policy).

DISCLAIMER: Information contained in this outline should not be relied upon in lieu of legal advice on any particular case, transaction or matter.

For further information contact Greg Naulty, Local Community Insurance Services on (08) 8235 6444.



MEMBERSHIP FORM / TAX INVOICE

Craftsouth: Centre for Contemporary Craft & Design
 PO Box 8067, Station Arcade SA 5000
 ABN: 75 442 934 320
 Tel: 8410 1822 | Fax: 8231 0004

Name _____	
Business Name _____	
Postal Address _____	Suburb _____
Business Phone _____	Postcode _____
A/H Phone _____	Business Fax _____
Email _____	Mobile _____
Website _____	
Areas(s) of Practice _____	Accredited Member \$220 inc GST
	Associate Member \$98 inc GST
	Affiliate Member \$81.50 inc GST
	Student Member \$54 inc GST
Craft, Design & Visual Art Product(s) _____	JamFactory Associate \$54 inc GST

PAYMENT OPTIONS:

I enclose my cheque money order for the sum of \$_____ made payable to Craftsouth.

OR

Please charge my credit card: Bankcard Mastercard Visa for the sum of \$_____.

Credit card number: : _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _

Name on card: _____

Expiry date: _ _ | _ _

Signature: _____

OFFICE USE ONLY
Date:
Receipt Number:
Admin:
File:

PRIVACY AGREEMENT: (Due to privacy legislation enacted in 2001, this section must be completed)

| | **Yes** Craftsouth **may** release my contact details provided on this form for referral purposes or professional development purposes.

| | **No** Craftsouth **may not release my contact details.**

Craftsouth: Centre for Contemporary Craft & Design Inc. *Correspondence:* PO Box 8067 Station Arcade SA 5000
 T: (08)84101822 | F:(08)82310004 | E: craftsouth@craftsouth.org.au | Web: www.craftsouth.org.au

Craftsouth Accreditation Submission Deadlines 2010

Deadline	Assessment Date*
Friday 19 February	Monday 22 February
Friday 26 March	Monday 29 March
Friday 23 April	Monday 26 April
Friday 28 May	Monday 31 May
Friday 25 June	Wednesday 30 June
Friday 23 July	Monday 26 July
Friday 27 August	Monday 30 August
Friday 24 September	Monday 27 September
Friday 22 October	Monday 25 October
Friday 26 November	Monday 29 November

* Please note that while every attempt will be made to undertake assessments on these dates, circumstances may necessitate a change to any or all of these dates. Applicants will be notified of results in writing within 7 days of the assessment.

Accreditation applications are due by 5pm on the deadline date.

Post To:

Craftsouth
PO Box 8067
Station Arcade SA 5000

OR

Deliver To:

Level 1 | 38 Hindley St, Adelaide SA

If you require further information or would like assistance with your submission please contact Craftsouth on (08) 8410 1822 or via email craftsouth@craftsouth.org.au