



THE QUEEN'S BINDERY APPRENTICESHIP

A FIVE-YEAR APPRENTICESHIP
IN HAND BOOKBINDING



The Queen's Bindery Apprenticeship

Hand bookbinding forms an important part of our national heritage.

Founded by George III in 1770, the Royal Bindery in Windsor Castle is at the forefront of preserving the high standards of craftsmanship that are the benchmark of the professional bookbinding trade.

Formal apprenticeships are vital to the long-term survival and sustainability of the craft. Expertise in such techniques as edge-gilding and gold finishing may be lost for ever unless action is taken now to preserve these skills.



The Queen's Bindery Apprenticeship scheme combines the traditional approach of the apprenticeship system with a teaching programme based on gaining vocational qualifications. The training will equip

apprentices to undertake binding work to a recognised level and to

understand the business and commercial aspects of bookbinding.

Led by Royal Collection Trust, the scheme is supported by a national group of partners including City of London livery companies and the Queen Elizabeth Scholarship Trust (QEST). It will commence in the Autumn of 2016 with a seven-year pilot taking in new apprentices over three consecutive years to follow a five-year programme.

City & Guilds assessment criteria will be used to measure and certify the apprenticeship programme and ensure it meets its statutory requirements.

Apprentices will be indentured with a livery company and upon successful completion of the apprenticeship they will be made Freeman of the company. Those demonstrating excellence will be eligible to apply for a QEST Scholarship to further their careers.

There is no substitute for learning a craft in a professional workshop. The continuance of this valuable trade requires a system of teaching that will ensure the finest standards of craftsmanship are passed on to future generations.

Oliver Urquhart Irvine
The Librarian & Assistant Keeper
of The Queen's Archives



George III's standing press

The Scheme

The apprenticeship will be for five years, during which apprentices will acquire a broad range of bookbinding skills. In the first two years they will be based at the Royal Bindery in Windsor; in the following three years they will spend increasing time in outside workshops, gaining considerable practical experience. The final year will take place almost entirely in a participating workshop.

City & Guilds qualifications will provide the basis of the curriculum: the existing two levels will be extended to create new ones reflecting the full spectrum of the craft at high level. Each apprentice will be individually mentored throughout by a member of one of the participating livery companies.

At the end of the second year, having gained foundation level qualifications and valuable work experience, apprentices will have learned the techniques required for entry to commercial employment should they choose to leave the programme at this point. There will be a full assessment of all those wishing to continue, with successful candidates being formally indentured to their mentor and progressing to the next three years.



Apprentices will initially receive the living wage, with incremental rises in line with statutory requirements, plus assistance with accommodation in Windsor during the first two years and subsidy for travel expenses.

FOUNDATION COURSE
YEARS 1–2
City & Guilds Levels 1–3
Quarterly Appraisals
25% Work Experience in Year 2
ASSESSMENT
IF SUCCESSFUL, INDENTURE AND PROGRESSION TO YEAR 3

SPECIALIST LEVELS
YEARS 3–5
City & Guilds Levels 4–5
Quarterly Appraisals
50% Work Experience in Year 3 75% Work Experience in Year 4 100% Work Experience in Year 5
FINAL ASSESSMENT
FREEDOM OF A LIVERY COMPANY

The Syllabus: Craft

The first two years are designed as a foundation course covering the basic theories and practice of hand bookbinding skills.

The final three years of the five-year apprenticeship will develop key specialisms of the craft.

Foundation Course – City & Guilds Levels 1, 2 and 3

PAPER AND CLOTH BINDINGS

This level teaches first principles, including single and multi-section sewing and cloth case-making. Apprentices will hone their hand skills by repeating processes in project work.

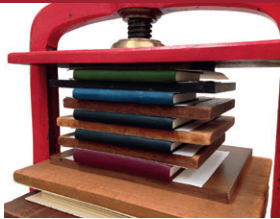


Hand sewing a book

PROJECTS

- Pamphlet bindings
- Cloth and paper journals
- Sketch books

LEATHER CASE BINDING



Books pressing

Leather case-making and gold foil blocking; exploring alternative sewing structures.

PROJECTS

- Quarter leather case bindings
- Simple albums
- Periodical bindings



© Shepherds

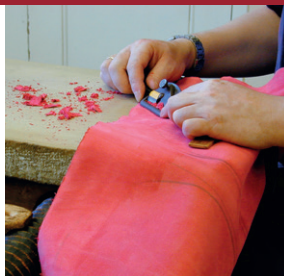
Full leather case binding with foil blocking and paper slipcase

INTRODUCTION TO LEATHER FINE BINDING

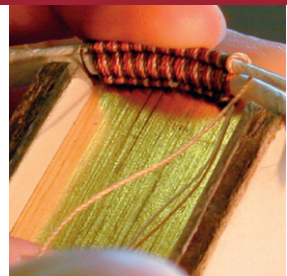
The principles of fine leather forwarding, including sewn silk headbands, drawn-on boards, raised bands and hand gold titling.

PROJECTS

- Half and full leather bindings
- Doublures
- Gold tooling basics



Paring leather



Sewing a silk headband

Specialist Levels – City & Guilds Levels 4 and 5

CONSERVATION



'In situ' paper repair

The fundamentals of book and manuscript conservation treatment, including dry-cleaning, paper repairs, disbinding, washing and rebinding.

PROJECTS

- Repairing tears 'in situ'
- Guarding sections for resewing
- Washing and de-acidifying



Book washing

RESTORATION

Repair and restoration of bindings, retaining as much as possible of the original materials.

Relining a spine



PROJECTS

- Repairing cloth bindings
- Recasing
- Rebacking leather books

BOX-MAKING



Box-making, including fine slipcases, clamshell boxes, archival boxes and portfolios, wooden Solander boxes.

PROJECTS

- Leather-entry slipcase
- Full leather clamshell box
- Solander box

GOLD FINISHING AND BINDING DESIGN

Principally hand tooling, edge-gilding and other edge decoration techniques, inlays and onlays.

Spine decoration



PROJECTS

- Hand lettering & decoration
- Uses of gold leaf and foil
- Executing original designs

HISTORICAL BINDING STYLES

© Shepherds



'Cambridge Panel' in speckled calf

Period binding styles, including historical techniques and materials.

PROJECTS

- 'Cambridge Panel' and 'Tree-Calf'
- Account-book bindings
- Vellum bindings



Period-style bindings

The Syllabus: Professional Skills

This training will be provided in a mixture of on-the-job instruction and optional formal coursework arranged by and through the scheme's partners. It reflects the skills and knowledge required to successfully run a small business.

LEARNING THE BASICS

Objective: gain a grounding in basic administration and computer skills.

- Answering the telephone, taking messages, accepting deliveries and checking inventory.
- Keeping a written diary and timesheets.
- Microsoft Word for writing letters, Outlook for emails and diary and Excel for basic book-keeping.

GOOD PRACTICE IN THE WORKSHOP

Objective: acquire knowledge of how work is costed and the process of estimating and invoicing in a small workshop.

- Learning to cost materials and researching suppliers. Keeping a diary of the materials used on each project.
- Selecting appropriate materials and avoiding wastage.
- How to write a letter to a customer or supplier.
- Learning how 'time and cost sheets' are used for estimating. Preparing a simple bill or invoice.

BUSINESS THEORY

Objective: identify the main financial and practical skills required to set up a small business.

- How much equipment and materials are needed to start a bindery.
- Create a simple income and expenditure account, budget and cashflow in Excel.
- How to identify potential customers, create a mailing list and set up a basic website.
- Design a business card and simple brochure.

SELF-EMPLOYMENT

Objective: understand the main issues in being self-employed.

- The difference between Limited Liability Companies and self-employment.
- Income Tax, National Insurance and VAT rules for the self-employed.
- Alternative ways of financing a new business.
- Working from home or finding premises.
- Health and safety legislation and business insurance.
- Marketing and advertising.

LIMITED COMPANIES

Objective: gain an overview of how to set up a small business.

- How to set up a new company.
- The responsibilities of directors and company law.
- Shareholders.
- Hiring staff, PAYE, pensions, contracts and job descriptions.
- Book-keeping and accounts.
- Legal obligations and regulations.



The Partners

Founding Partners

Charities supporting the scheme financially over the seven-year pilot:

Antiquarian Booksellers Association
 City & Guilds of London Institute
 The Clothworkers' Company
 The Leathersellers' Company
 The Printing Charity
 Queen Elizabeth Scholarship Trust
 Royal Collection Trust
 The Stationers' Company

Skills & Industry Partners

Key participants who will directly benefit from employing the apprentices and in exchange contribute to the overall costs by paying a proportion of apprentices' salaries while they gain experience in their workshops:

The Royal Bindery
 Blissett Bookbinders
 Shepherds, Sangorski & Sutcliffe

Contributing Partners

Supporters contributing materials, equipment and specialist training. They include:

ABA Educational Trust, Bound by Veterans, Brockman Bookbinders, Connolly Brothers (Curriers) Ltd, Conservation by Design Ltd, William Cowley Parchment & Vellum, Fine Cut Graphic Imaging Ltd, The Goldsmiths' Centre, Harmatan & Oakridge Leathers Ltd, J Hewit & Sons Ltd, The Leather Conservation Centre, Maggs Bros Ltd, Pothi Seva, P&S Engraving, John Purcell Paper, F J Ratchford Ltd, Snobs Engineering, St Bride Foundation, Studio Tone Ltd, Temple Bookbinders Ltd

Interested potential contributors are invited to contact the scheme. Please see details on the back cover.

Oversight

The scheme will be governed by a Steering Group chaired by The Librarian & Assistant Keeper of The Queen's Archives and administered by the Royal Library. The Group will include representatives of all the Founding and Skills & Industry Partners and meet at least twice a year.

Two sub-committees will have responsibility for financial and training

governance. Both sub-committees will report to the Steering Group on at least an annual basis and include members of the Steering Group as well as other parties as required.

Apprentices will be line managed at Windsor by a Royal Bindery Senior Book Conservator-Restorer.



CONTACT INFORMATION

By e-mail:

royallibrary@royalcollection.org.uk

By post:

Royal Library
Windsor Castle
Windsor SL4 1NJ

By telephone:

+44 (0)1753 868286

APPLICATION INFORMATION

Application to the apprenticeship scheme will be online via the Royal Collection Trust website at www.royalcollection.org.uk/about/working-for-us

All images are Royal Collection Trust/
© Her Majesty Queen Elizabeth II 2016
unless otherwise stated

The image of Windsor Castle at sunset
(cover) was taken by John Freeman, 2012

Design Paul Barrett
Production Manager Debbie Wayment
Printed by Blissetts
Printed on UPM Fine Offset

