

# DEIRDRE O'DONNELL

JEWELLERY SKILLS & DESIGN COURSES

## JEWELLERY SKILLS & DESIGN COURSE - APPLICATION FORM

Please complete, sign, and return for consideration.

Name - \_\_\_\_\_

Address - \_\_\_\_\_

Telephone - \_\_\_\_\_

Email - \_\_\_\_\_

Applying for course: September 2024 – June 2025

September 2025 – June 2026

September 2026 – June 2027

Please sign here to indicate that you have read and agree to the attached Terms and Conditions for Certificate Courses at [Deirdre O'Donnell Jewellery Skills & Design Courses](#).

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

A little bit about yourself and why you would like to be enrolled in [Deirdre O'Donnell Jewellery Skills & Design Certificate Course](#)?

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Add additional pages if required. [Deirdre O'Donnell Jewellery Skills & Design Course Terms & Conditions Apply](#).

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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19 ANNE STREET SOUTH, DUBLIN, D02 YY83, IRELAND  
t: 00 353 1 561 1207 e: [studio@jewelleryskillsanddesigncourses.ie](mailto:studio@jewelleryskillsanddesigncourses.ie)

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**Deirdre O'Donnell - Jewellery Skills & Design Certificate Course** is a programme designed to equip graduates with all the foundation practical skills needed to develop careers in the jewellery industry.

**Jewellery Skills & Design Certificate Course** is the creation of goldsmith and designer **Deirdre O'Donnell** and teaches solid foundations in the traditional Skills of the Goldsmith and Jeweller. The course covers a wide range of goldsmith and jewellery design skills over a ten-month programme running from September to June each year and expands a traditional jewellery apprenticeship to incorporate additional elements required to establish a career in the jewellery industry.



### Outline Course Syllabus.

- Jewellery & Goldsmith Skills.
- Jewellery Design.
- Engraving.
- Workshop Management.
- Stone setting.
- Marketing & Business Skills.
- Retail Graduation, Collection Launch and Exhibition.

- **Traditional Jewellery & Goldsmith Skills.**

**Craftsmanship** | 'Lost' techniques and traditional craft skills are taught at the school and applied by students under the guidance of professional trade tutors. Traditional Bench Skills are taught, and students learn using demonstration, repetition, and practice. Students are encouraged to measure, calculate, problem solve and to design and make to specific measurements. All materials are provided as part of your course to complete the course modules. Materials will need to be purchased for your collection that is made during March – June months of your course, the cost for

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this is approximately €400 - €600 and all tools are provided. Students are taught safe workshop practice and management as part of their course.

- **Traditional Skills.**

- **Wax Carving** | The student is taught fine wax carving and is introduced to the model making and casting process. A Casting Company site visit is included.
- **Stone setting** | Basic Stone Setting is covered on the course to enable the student to understand stone mounts that are required for specific settings. Practice is included in the student's timetable.
- **Engraving** | Engraving skills are taught, and students are encouraged to use engraving in their projects throughout the year. Practice is included in the student's timetable.
- **Workshop Management** | Introduce the Skills to manage and operate a successful Workshop and Design Studio.
- **Marketing & Business Skills** | Introducing Business Skills including costing, pricing, operations, and basic accounting. In addition to these skills our professional business tutor will advise and teach marketing, sales, and operations business skills.
- **Graduation** | The Graduating Class will exhibit their collections for one week and offer their pieces for sale, subject to conditions, at our Dublin city centre retail premises.
- **Graduation Collection** | Students will be guided through the process of designing, making, costing, and marketing a limited-edition collection for sale.

**Course Schedule:** Full time. 10am - 5.30pm Monday – Friday. September– June.

### Fee Structure

Course fees of €12,900 per annum will be applicable and all silver course materials, marketing, setting, engraving, gemstones and consumable equipment are supplied. Fees may be paid by a 20% non-refundable booking deposit on acceptance to the course. An instalment of an additional 30% is due 6 months in advance of the course start date. The balance of the remaining 50% of the course fees is to be paid in full 3 months prior to the course start date. Non-payment of the fees in accordance with this schedule result in loss of your course place and the place will be offered to the next applicant on the waiting list. Please do not send any fee with your application as deposits are only payable on acceptance to the Certificate course.

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### Application Process

Applicants must be 18 years or over, fluent in English with an aptitude for Craft. [Deirdre O'Donnell- Jewellery Skills & Design Courses](#) is an all-inclusive School, and we welcome applicants at all levels, our student age profile varies from 18 – 65+ and we accept beginners based on a simple aptitude bench test.

For Short-listed applicants, there will be a bench and an aptitude test prior to acceptance to the course.

### Terms & Conditions

- A non-refundable (fully transferable) 20% deposit payment books your place on the full-time course.
- Your deposit payment is transferable only to another scheduled Certificate / Higher Certificate / 14 Week Foundation Course.
- Only one booking transfer is permitted to another scheduled Certificate / Higher Certificate / 14 Week Foundation Course.
- An instalment payment of an additional 30% is due 6 months in advance of the course start date. The balance of the remaining 50% of the course fees is to be paid in full 3 months prior to the course start date. Non-payment of the fees in accordance with this schedule result in loss of your course place and the place will be offered to the next applicant on the waiting list.
- No place can be confirmed without full payment.
- Your course fee relates to the course that you have booked and the specific class time that you have chosen.
- If you are unable to attend the course that you have booked, your course payment may be transferred at the discretion of [Deirdre O'Donnell Jewellery Skills & Design Course](#) and subject to availability on an alternative Certificate course.
- Course transfer requests will only be accepted up to 12 weeks prior to the Course commencement date. Thereafter, your full course payment will be forfeited.
- Tea-breaks need to be taken at your bench and masks removed only while drinking or eating for as short a time as possible.
- If you cannot attend your course due to a Close Contact or Positive Covid Diagnosis, the existing Terms and Conditions of your course booking will be mutually applicable.
- If you do not attend a course, or do not notify us that you will not be attending and arrange an alternative course, your course fee will be forfeited in its entirety.

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- Course classes that are not completed by choice or non-attendance are not refundable or transferable-this includes courses that are not completed due to ill health or other unforeseen circumstances including force majeure on either part.
- There is a 7-day cooling off period from the day of booking- during which you will receive a full refund (less administrative fees of 5%) if requested.
- This cooling off period does not apply if the course start date is within 7 days of booking date.
- There is no facility to redeem unfulfilled classes due to circumstances that are beyond our control, i.e., weather warnings etc.
- If you have any health issues or are pregnant, please notify The School at the time of booking.
- A fluent understanding of English is required to complete any course.
- If you arrive without adequate English to understand instruction you will be asked to leave, and your course fee will be forfeited.
- It is at the discretion of [Deirdre O'Donnell Jewellery Skills & Design Course](#) to accept or reject your enrolment on any course.
- [Deirdre O'Donnell - Jewellery Skills & Design Course](#) reserves its option to request that a student leave the studio in the short term and the balance of the course in the long term if their behaviour is impacting the smooth running of the course or negatively impacting other students and/or tutors.
- [Deirdre O'Donnell - Jewellery Skills & Design Courses' role](#) is not to mediate or become involved in any personal student disagreements.
- If you are asked to leave the course, your course fee will be forfeited in its entirety.
- [Deirdre O'Donnell - Jewellery Skills & Design Course](#) reserves its option to re-locate the school faculty with notice and without interruption to the students learning and to the smooth running of any course.

### Safe Practice in the Studio

- It is advisable that you wear sensible footwear (no sandals or high heels).
- Long hair must be always tied back please.

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- Always be considerate of others and act responsibly - you are not just responsible for your own health and safety, but for that of those around you as well.
- All printed worksheets at [Deirdre O'Donnell - Jewellery Skills & Design Course](#) are protected under copyright law. It breaches all agreements that you have made with the School of Jewellery to copy, photograph, or remove any printed worksheets.
- Projects undertaken by students at [Deirdre O'Donnell Jewellery Skills & Design Course](#) are at the discretion of your tutor.
- You are not permitted to use equipment or machinery unless the tutor is in the workshop and until you've had an induction from the tutor and have been supervised whilst using the equipment for the first time.
- It is your responsibility to make sure that you understand how to use the machinery, tools, equipment, and chemicals that you have been shown. If you are not sure, please ask your tutor.
- Always refer to the Safe Systems of Work notices (located near each machine and soldering station) before using it, following the instructions for PPE (personal protective equipment) such as safety glasses, aprons, gloves, and masks. If you are not sure, please ask your tutor.
- Although every effort will be made to ensure your safety, [Deirdre O'Donnell - Jewellery Skills & Design Course](#) will not be held liable for any injury that may occur because of student negligence.
- NEVER wear gloves when using rotary machinery such as polishing motors.
- At the end of each class, tools must be cleaned, wax blades removed from saws, tools returned to their proper places and work surfaces and lemel (brass or silver filings from the leather bench skin) put in the appropriate lemel pot and your bench cleaned and swept down.

### General Practice

[Deirdre O'Donnell - Jewellery Skills & Design Courses](#) understand a student's need to get inspiration from other Design Influences within reason and we encourage your individual design development. However, the Copyright Laws are strictly adhered to in The School of

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Jewellery, and we are bound to protect the Design Copyright of our Student's, Tutor's, and other Craftspeople.

Deirdre O'Donnell - Jewellery Skills & Design Course reserves the right to amend and update these T & Cs at any time during any programme and any alteration will be informed to students via email or notices posted throughout the school.

The school shall be under no liability whatsoever for any loss or damage to a student's property while on the premises.

Enrolment in any course at Deirdre O'Donnell - Jewellery Skills & Design Courses Indicates acceptance of all the aforementioned T & Cs. If you do not accept the T & Cs, you must bring this to the attention of the tutor before the start of any course in which you are enrolled.

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