



*The*  
**GOLDSMITHS'**  
*Company*

# Make Your Mark.

A guide to help and support  
your future in the craft

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## WELCOME TO THE GOLDSMITHS' COMPANY GUIDE

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**Support for jewellery and silversmithing lies at the heart of everything the Worshipful Company of Goldsmiths does today, just as it has done for over 800 years. This guide is designed to show you how the Company can help you 'Make your Mark' as you set out on your chosen career as a goldsmith, silversmith or jeweller.**

The London Assay Office within Goldsmiths' Hall on Foster Lane has been testing the purity of precious metals and assessing the quality of the UK coinage on the current site since 1337.

The back pages of this guide show you how to register with us. Elsewhere in this guide, you can find out about the support we can offer you as you set out to become established as a silversmith or a jeweller. This includes:

- Fully-funded apprenticeships;
- Precious metals bursaries and grants;
- Awards for new designers;
- An undergraduate Summer School;
- Studio internships;
- The opportunity to work alongside leading silversmiths;
- Masterclass DVD's
- An online journal that provides you with everything from expert technical solutions to the latest trends in world markets.

Perhaps one of the most exciting offers is the opportunity to be one of the ten graduates who receive a Goldsmiths' bursary to take part for a week in the Goldsmiths' Fair. This is held at the Hall every autumn and is amongst the most prestigious selling events of the year.

If you wish to develop particular aspects of your skills, there are various specialist courses on offer at the £17.5mn purpose-built Goldsmiths' Centre in Clerkenwell. These will help you with everything from micro-setting to establishing your own business.

If you are short of ideas, or wish to research a particular area, you can access the specialist Library in Goldsmiths' Hall, which contains over 10,000 books relating to your trade, and more than 15,000 images of British and international silver, precious metals and jewellery.

So whether you are on a foundation course, a degree programme or have recently graduated, we hope that this guide – as well as the people you meet at 'Make your Mark' – give you the inspiration you need to develop a successful career as a silversmith or jeweller. The Goldsmiths' Company will do everything it can to help you in that.

Judith Cobham-Lowe  
Prime Warden



The  
Goldsmiths'  
Company

*We promote excellence in the design and craftsmanship of jewellery and silverware.*

## HERITAGE OF THE GOLDSMITHS' COMPANY

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**The Goldsmith's Company was founded in 1327 to regulate the craft and trade of the goldsmith.**

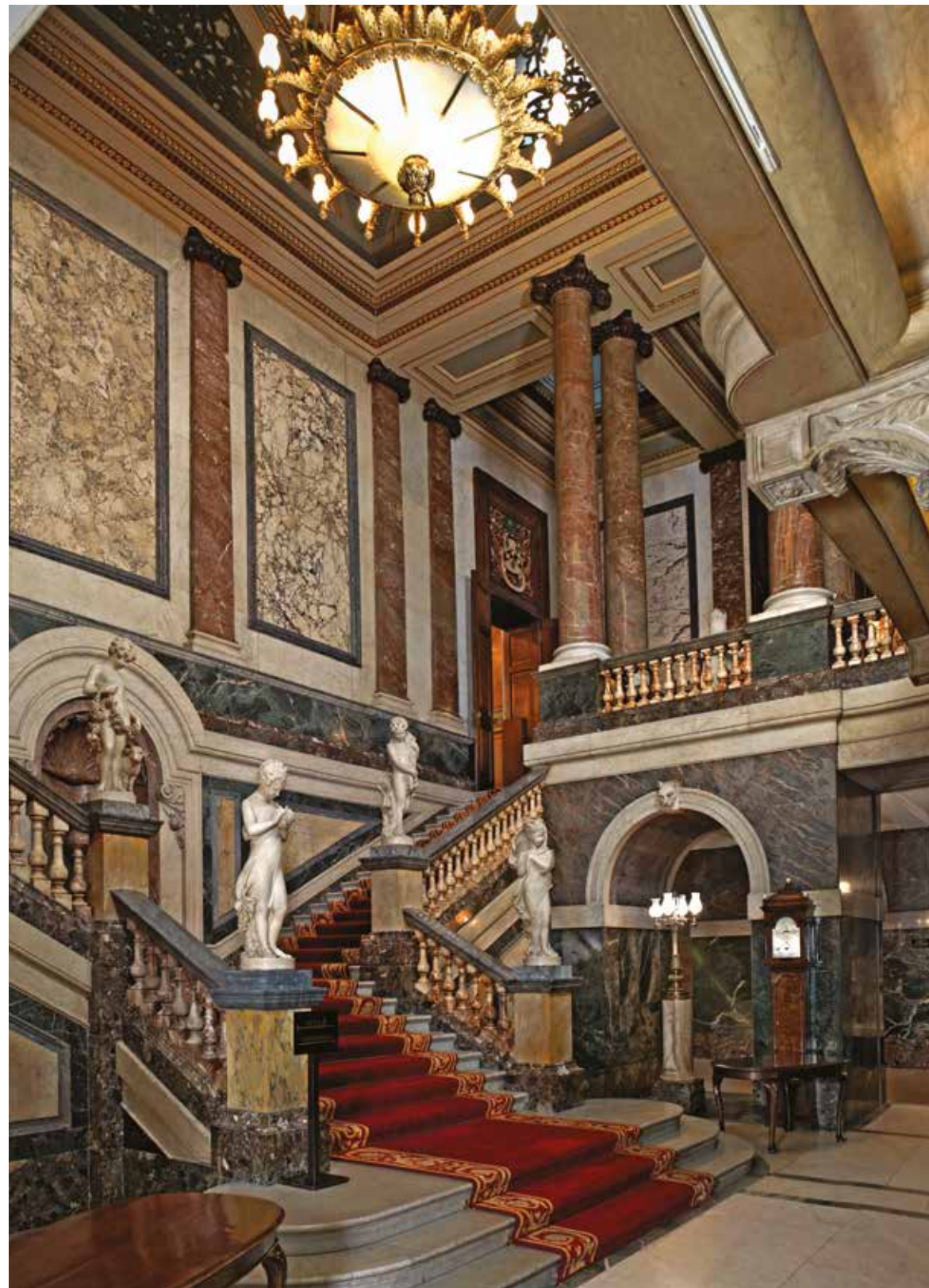
We continue to play an important role in support of the craft and industry, funding apprenticeships and assisting with the technical training of aspiring craftsmen.

We promote excellence in the design and craftsmanship of jewellery and silverware through arranging commissions, professional competitions and exhibitions.

The most renowned event in our calendar is Goldsmiths' Fair, the UK's most prestigious selling event for contemporary jewellers and silversmiths. We offer a special Graduate Bursary Scheme at the Fair to encourage and support the next generation of jewellers and silversmiths.

2012 saw the opening of the Goldsmiths' Centre, offering state-of-the-art workshops, exhibitions spaces and conference facilities. The Centre provides the perfect environment for members of the trade to acquire new skills or improve existing ones through professional courses and programmes.

To find out more visit  
[W thegoldsmiths.co.uk](http://thegoldsmiths.co.uk)  
[@GoldsmithsCo](https://twitter.com/GoldsmithsCo)  
[f /TheGoldsmithsCompany](https://www.facebook.com/TheGoldsmithsCompany)



## THE GOLDSMITHS' COMPANY APPRENTICESHIP SCHEME

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**The Goldsmiths' Company has been supporting young people into apprenticeships since its foundation in the 14th century. Today The Goldsmiths' Company Apprenticeship Scheme, which is managed by the Goldsmiths' Centre and funded by The Goldsmiths' Company, will offer you the practical skills and experience for a career working with precious metals within the wider membership of the Goldsmiths' Company or its Assay Office.**

These apprenticeships are open to young people based in London and the South-East who want to learn how to work with precious metals.

Apprentices are employed directly by a Master who will pay you a salary and give you a contract of employment. During your apprenticeship you will work alongside your Master in their workshop for up to five years, depending on your specialism and training background.



*Throughout your apprenticeship you will acquire and develop new vocational skills.*

Throughout your apprenticeship you will acquire and develop new vocational skills and in your final year will be required to produce a masterpiece which showcases the skills you have learnt. Alongside practical work you may also be able to gain a City & Guilds Professional Recognition Award through a programme of academic learning and practical day release.

During your apprenticeship you may also have the opportunity to take part in exciting and challenging competitions such as the Goldsmiths' Craft and Design Awards and the World Skills UK events, both of which will help develop your skills further.

There are a maximum of 10 apprenticeships available through the Scheme each year with priority given to those who have completed the Goldsmiths' Centre Foundation Programme.

**W** [goldsmiths-centre.org](http://goldsmiths-centre.org)  
**T** [@GsmithsCentre](https://twitter.com/GsmithsCentre)  
**F** [/thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
**I** [/gsmithscentre](https://www.instagram.com/gsmithscentre)

*The prize is a bursary of up to £1,000 to be spent on bullion at Cookson Precious Metals London.*

## PRECIOUS METAL BURSARY COMPETITION

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**The Goldsmiths' Company's prestigious Precious Metal Bursaries support selected final year undergraduate students to undertake their final year projects using precious metals. Bursaries of up to £1,000 are awarded each academic year to candidates whose designs exhibit exciting and innovative use of precious metals.**

The prize is a bursary of up to £1000 to be spent on bullion at Cooksons Precious Metals London as well as promotion through the Goldsmiths' Company and Goldsmiths' Centre.

Applications open in November each year and are judged by the Precious Metal Bursary Judging Panel. You can register your interest in the competition by joining the Goldsmiths' Centre mailing list.

**W** [goldsmiths-centre.org](http://goldsmiths-centre.org)  
**T** [@GsmithsCentre](https://twitter.com/GsmithsCentre)  
**F** [/thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
**I** [/gsmithscentre](https://www.instagram.com/gsmithscentre)



Above  
Reversible drinking set,  
Kyosun Jung

Talent spotting rising stars  
at New Designers  
© Julia Skupny,  
The Goldsmiths' Centre, 2016



## NEW DESIGNERS AWARDS; JEWELLERY & SILVERSMITHING

**The prestigious Goldsmiths' Company New Designer Awards provide the winning jeweller and silversmith with one week of work experience and business support. This takes place at the Goldsmiths' Centre with a specialist Master-craftsperson.**

During their work experience winners will focus on developing and commercialising their own work which may also be showcased in an exhibition held at the Goldsmiths' Centre. Winners will also receive 10 years registration with the Goldsmiths' Company Assay Office including their own punch.

The New Designers Judging Panel considers the work of exhibitors within the Jewellery and Contemporary Design Crafts Zone at New Designers before selecting their winners. Talk to your tutor or course leader about opportunities to exhibit.

Visit the New Designers website  
[W newdesigners.com](http://newdesigners.com)  
[W goldsmiths.co.uk](http://goldsmiths.co.uk)  
[W goldsmiths-centre.org](http://goldsmiths-centre.org)

*New Designers is the premier UK exhibition for emerging design and precious-metal graduates.*



## CURATOR'S DEPARTMENT

### SILVER BULLION GRANT

This Grant awards students, recommended by tutors on approved BA, MA and equivalent courses, £400 to design and make a domestic or ceremonial piece of silver. The grant scheme started in 1994 to encourage metalwork students to have the technical experience of making up their designs in silver rather than in base metal. Recipients have benefitted from their work being shown at New Designers, representing their college, as well as winning prizes in the Goldsmiths' Craft and Design Council Awards.

[W thegoldsmiths.co.uk](http://thegoldsmiths.co.uk)

Above left  
Everlasting Peace,  
Theresa Nguyen

Above right  
Carousel Bon Boniere,  
Jennifer Ricketts

### STUDIO INTERNSHIP GRADUATE AWARD (SIGA)

The SIGA award is open to two graduates (within 5 years of graduation) to support the next generation of artist silversmiths. The award offers the opportunity to train with the country's leading artist silversmiths for 16 weeks before creating a solo exhibition of work at the Goldsmiths' Centre. On completion, a certificate will be awarded at a special ceremony at Goldsmiths' Hall. Funding is provided.

For more information please contact [curator@thegoldsmiths.co.uk](mailto:curator@thegoldsmiths.co.uk)

### MASTER CRAFTSMAN EXPERIENCES

Launched in spring 2014, the Master-Craftsmen Experiences offers the opportunity for students to undertake work experience for one or two weeks with leading silversmiths. It also offers the opportunity to develop new skills and make new contacts to further their careers. To be eligible for the scheme, students must have received the Silver Bullion grant in the present or previous years. Please contact your tutor for more information.

Internships are offered by competitive selection.

[W thegoldsmiths.co.uk](http://thegoldsmiths.co.uk)

*The editorial team also visits key trade shows and conferences around the world to report back on your behalf.*



## TECHNICAL JOURNAL ONLINE



**The Technical Journal is the Goldsmiths' Company's annual specialist magazine and has been an informative source of expert knowledge; reporting on news and technical issues since its first publication in 2005.**

It features case studies of Master-Craftspeople, guidance on how and why to invest in technology, discussions around metallurgical issues and the latest industry developments. The editorial team also visits key trade shows and conferences around the world to report back on your behalf.

This unique resource is now available online with articles being added monthly by consultants at the top of their field. So whether you are on the go or at the workshop, you can access all you need in an instant.

Visit the website and bookmark the site today. You can also download previous issues or print individual articles to keep in your workshop for use again and again by clicking on the pdf download button at the bottom of each article.

**W** [technical-journal.thegoldsmiths.co.uk](http://technical-journal.thegoldsmiths.co.uk)

## MASTERCLASS DVDS



**Designed for use by students, apprentices and those interested in jewellery, silversmithing and the allied trades The Goldsmiths' Company Masterclass DVD series teaches you traditional skills and new technologies through step by step demonstrations.**

With centuries of experience promoting excellence in craft and design, The Goldsmiths' Company draws on master-craftspeople to deliver focused, interactive short films under a range of titles including:

- The theory and practice of hand forging with Richard Cook
- The theory and practice of hand raising with Christopher Lawrence
- An introduction to Rapid Prototyping
- Polishing and finishing silverware with Elliot and Fitzpatrick
- An introduction to diamond setting with David Basford
- An introduction to flat hammering with Christopher Lawrence

To obtain a copy of one of these training films or for further information, please email the Goldsmiths' Centre at [info@goldsmiths-centre.org](mailto:info@goldsmiths-centre.org) or call 020 75667650.





*Goldsmiths' Fair is the UK's most prestigious annual selling event for professional silversmiths and jewellers.*

## **GOLDSMITHS' FAIR – GRADUATE BURSARY SCHEME**

**Goldsmiths' Fair is the UK's most prestigious annual selling event for professional silversmiths and jewellers. We are keen to encourage and support the next generation of jewellers and silversmiths at Goldsmiths' Fair. To fulfil this, we offer ten free stands annually on the Graduate Bursary Scheme.**

Winners of the Bursary Scheme receive:

- A free stand at Goldsmiths' Fair
- £1,500 grant to help prepare for the Fair
- An optional interest-free silver bullion loan with Cookson Precious Metals of up to £3,000
- Mentoring from the Goldsmiths' Centre to develop business plans and prepare for large exhibitions.

### **2016 Graduate Bursary Scheme winners:**

Karolina Baines  
[W karolinabaines.com](http://www.karolinabaines.com)

Mauri Beardshaw  
[W mauriann.com](http://www.mauriann.com)

Max Danger  
[W dangerjewels.com](http://www.dangerjewels.com)

Monique Daniels  
[W moniquedaniels.co.uk](http://www.moniquedaniels.co.uk)

Patrick Davison  
[W pedavison.com](http://www.pedavison.com)

Fiona McAlear  
[W fionamcalear.co.uk](http://www.fionamcalear.co.uk)

Loucinda Nims  
[W loucindanim.com](http://www.loucindanim.com)

Emma-Jane Rule  
[W emma-janerulesilversmith.co.uk](http://www.emma-janerulesilversmith.co.uk)

Louise Seijen ten Hoorn  
[W luzzious.com](http://www.luzzious.com)

Hazel Thorn  
[W hazelthorn.co.uk](http://www.hazelthorn.co.uk)

For eligibility details and further information please contact the Fair & Events Manager  
[E fair@thegoldsmiths.co.uk](mailto:fair@thegoldsmiths.co.uk)  
**T** 020 7606 7010

Heather McDermott,  
Goldsmiths' Fair 2016.  
Image © The Goldsmiths' Company.  
Photography by Rory Lindsay



## THE LIBRARY

**Housed on the first floor of Goldsmiths' Hall, the Library specialises in material relating to precious metals, gold/silversmithing and jewellery. Its unique reference material is open to all researchers from Monday to Friday from 10.00am to 4.45pm.**

*The Library contains over 10,000 books related to all aspects of gold and silversmithing, jewellery, assaying and hallmarking.*

We encourage students, members of the trade and those affiliated with it to use us, whether simply to browse or to undertake more detailed research.

### HOW TO USE THE LIBRARY

If you would like to visit the Library, please telephone or email to make an appointment. Spaces in the reading room are usually available within 1–2 days. To help you get the most out of your visit, Library staff will usually discuss your research interests with you and, where possible, will have relevant material waiting for you on your arrival.

If you have more general questions regarding research (technical, trade or historical) staff at the Library are happy to give advice, so please get in touch.

### GROUP VISITS & WORKSHOPS

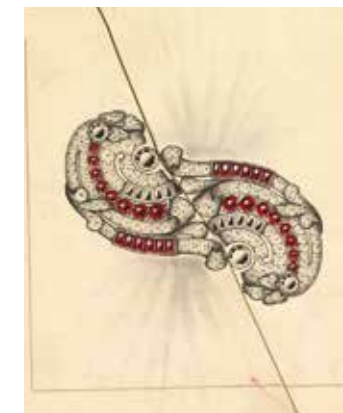
Individually tailored Library tours can be arranged for small businesses, workshops or other groups. Special research and writing workshops can be booked by students working on essays or theses. Groups or individuals are welcome.

### OUR RESOURCES

The Library contains over 10,000 books related to all aspects of gold and silversmithing, jewellery, assaying and hallmarking, allied subjects related to precious metals and the history of London and its guilds.

Our catalogues are not online, so please telephone or email if you have an enquiry about a specific publication or image.

*Our collection includes over 15,000 images of British and international modern jewellery and silver, antique jewellery and silver, plus related subjects.*



### PERIODICALS AND JOURNALS

The Library holds runs of over 40 titles, many starting in the late 1940s. These include craft magazines, British and European trade magazines, auction house sales catalogues and titles on art/antiques.

### AUDIO-VISUAL COLLECTION

Our collection includes over 15,000 images of British and international modern jewellery and silver, antique jewellery and silver, plus related subjects. Various films on the subjects of silversmithing, jewellery and allied crafts are available on loan to groups and organisations. We also hold renderings and design drawings, mostly 19th and 20th centuries, as well as numerous drawings of silver and jewellery which illustrate a range of rendering styles.

### INFORMATION FILES

Information files are kept on all related topics, for example galleries, exhibitions, trade fairs, materials and technologies, and ethical issues. The Library also holds biographical files on significant British silversmiths and jewellers from the 1950s onwards.

### THE TWINING COLLECTION

Lord Twining (1899–1967) was a dedicated enthusiast and expert on regalia and matters associated with coronations. He gave the Goldsmiths' Company his library of books on the subject, all the photographs which he had collected for his research and guide books to European collections. Contemporary books on royal regalia and jewels are regularly added to this special collection.

### THE COMPANY'S ARCHIVES

The Company's archives, dating from the 14th century, are also the responsibility of the Library. A short listing of the Goldsmiths' Company archives are included on AIM25's website.

**W** [aim25.ac.uk](http://aim25.ac.uk)

### CONTACTING US

You can find additional information on the Library's services and collections on our website.

**W** [thegoldsmiths.co.uk](http://thegoldsmiths.co.uk)

**E** [library@thegoldsmiths.co.uk](mailto:library@thegoldsmiths.co.uk)

**T** 020 7606 7010



The  
Goldsmiths'  
Centre



## THE GOLDSMITHS' CENTRE

**The Goldsmiths' Centre supports trainee jewellers, silversmiths, and those working in the allied trades to have productive, rewarding and successful careers.**

We are the only UK jewellery, silversmithing and allied-trade training provider combining traditional, vocational skills with modern technologies; our training workshops contain state of the art equipment and facilities for specialisms including jewellery, silversmithing, setting, engraving and enamelling as well as machine and experimental workshops.

*Our specialist events, exhibitions, talks and short courses ensure that you are able to keep up to date with emerging technologies, techniques and innovations.*

We provide high quality skills training through our tutors who all have extensive current trade experience.

Our specialist events, talks and short courses ensure that you are able to keep up to date with emerging technologies, techniques and innovations. These are complemented by a public programme of exhibitions and events aimed at those with a general interest in our fascinating industry.

You can also become a member of the Goldsmiths' Centre and start to make your creative connections – share ideas, collaborate and grow your business. By registering for free, you'll be amongst the first to hear about upcoming programmes and be able to book for in demand courses and events before general release.

W [goldsmiths-centre.org](http://goldsmiths-centre.org)  
 @GsmithsCentre  
 /thegoldsmithscentre  
 /gsmithscentre



## GETTING STARTED

*This free one week business taster programme is for those who want to pursue a career within the industry.*

**Have you graduated in the last five years from a certified UK precious metal course? Do you need some support in developing your business skills? Then Getting Started could be the course for you.**

This free one week business taster programme is for those who want to pursue a career within the industry. Delivered as a series of seminars, interactive workshops and keynote speakers, the programme focuses on helping you sell your work to galleries, develop your website, social media presence, portfolios, CVs, as well as an introduction to the basis of PR, marketing and business planning.

Getting Started delegates end the week with a greater understanding of the range of skills needed to run a business or move on within a creative career. You'll also get the chance to showcase your work and make contacts and connections which will help you on your way to success.

The course runs each January at the Goldsmiths' Centre and is free. Delegates may also claim for help with accommodation and travel costs if based outside of London. There are a maximum of 30 places.

Applications close in early October each year.

W [goldsmiths-centre.org](http://goldsmiths-centre.org)  
 @GsmithsCentre  
 /thegoldsmithscentre  
 /gsmithscentre



## FOUNDATION PROGRAMME

**The Goldsmiths' Centre Foundation Programme, for young people aged 16-19, provides you with the core skills required to begin a career in the jewellery, silversmithing or allied trades.**

You will learn traditional techniques from Master-Craftspeople as well as cutting edge technologies.

The course is workshop based and covers fine jewellery, setting, enamelling, engraving, chasing, polishing, silversmithing, finishing techniques, Computer Aided Design (CAD) and design and drawing skills. You may also get the chance to gain some work experience with a professional company.

You will graduate with the skills needed to start an apprenticeship – perhaps through the Goldsmiths' Company Apprenticeship Scheme – or to go on to a job, further or higher education courses.

*You will learn traditional techniques from Master-Craftspeople as well as cutting edge technologies.*

You will also work towards a City & Guilds Level 2 Diploma in Jewellery Manufacturing plus additional qualifications in areas which include Employability and Personal Development. The cost is free for those who meet the eligibility criteria and there are a maximum of 10 places available each year. For information on how to apply visit the website.

[W goldsmiths-centre.org](http://goldsmiths-centre.org)  
[@GsmithsCentre](https://twitter.com/GsmithsCentre)  
[f /thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
[i /gsmithscentre](https://www.instagram.com/gsmithscentre)



## SETTING OUT

**Are you looking to set up a creative, design led business? Do you need support and space to plan your next career move? Setting Out is the opportunity to achieve your goals.**



*Setting Out is a fantastic opportunity for any silversmith or jewellery designer starting a business.*

Setting Out is aimed at graduates and working goldsmiths as well as those aspiring to join the industry from a related design discipline. The full-time paid course is delivered by expert tutors and guest speakers and combines technical and creative design skills with business development training from marketing, visual merchandising to finance.

Setting Out offers many unique benefits including:

- The knowledge to start up your own business and become a part of The Goldsmiths' Centre design community
- Training in technical, creative and business skills

- One-to-one mentoring from an industry expert
- Full-time, flexible access to modern, shared studio space
- Use of fully equipped training and prototyping workshops
- A platform to showcase work at exhibitions and events
- Opportunity to apply for a potential studio upon course completion

The course starts each February. Applications are accepted on a rolling basis and application forms can be downloaded from the website.

[W goldsmiths-centre.org](http://goldsmiths-centre.org)  
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[f /thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
[i /gsmithscentre](https://www.instagram.com/gsmithscentre)



Undergraduates improve their silversmithing skills during the Undergraduate Summer School  
© The Goldsmiths' Centre, 2016



## SHORT COURSES

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*These courses will allow you to learn and practise specialist skills in a secure training environment.*

**The Goldsmiths' Centre offers a range of short courses throughout the year led by expert tutors and tailored to the needs of working goldsmiths; ranging from micro-setting and polishing to business planning.**

These courses are held in the state-of-art training facilities of the Goldsmiths' Centre and are aimed at different levels and various areas of specialism.

Courses are limited to small numbers of participants to give you the chance to receive one-to-one guidance specifically tailored to your needs. These courses allow you to meet like-minded people, learn and practise specialist skills in a secure training environment whilst extending your knowledge and understanding of the area covered.

So no matter whether you are starting out on your career, have a gap in your knowledge or do not know your next step, there is the right course for you.

Course dates and prices vary depending on specialism. Please contact us or visit our website for more information.

**W** [goldsmiths-centre.org](http://goldsmiths-centre.org)  
**T** [@GsmithsCentre](https://twitter.com/GsmithsCentre)  
**F** [/thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
**I** [/gsmithscentre](https://www.instagram.com/gsmithscentre)

Setting Out alumnus Flora Bhattachary on the Business Incubation course  
© Julia Skupny,  
The Goldsmiths' Centre, 2016



## UNDERGRADUATE SUMMER SCHOOL

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**The Undergraduate Summer School offers those who have completed one year of practical skills on a UK based certified precious metal course the chance to learn and improve their skills using state of the art facilities. Second year students can apply if their first year was theoretical.**

This one week course offers intensive practical experience for up to sixteen undergraduates to learn and practise a range of transferrable, practical skills under an experienced Master-Craftsperson. Split into two classes of eight, one focused on jewellery and the other on silversmithing, the course is designed to increase your confidence when working in precious and non-precious metals and enhance your basic understanding of technical processes such as joining, cutting and forming metals.

*The course is designed to increase your confidence when working in precious and non-precious metals.*

Held each summer at the Goldsmiths' Centre, the course is free for delegates who may also claim for help with accommodation and travel costs if based outside of London. There are a maximum of sixteen places and application forms can be downloaded from the website. The application deadline is in June each year.

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[f /thegoldsmithscentre](https://www.facebook.com/thegoldsmithscentre)  
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Undergraduates improve their silversmithing skills during the Undergraduate Summer School  
© The Goldsmiths' Centre, 2016



# The Goldsmiths' Company Assay Office







*The leopard's head mark of London has been used by some of the finest craftsmen in history.*



## HERITAGE OF THE ASSAY OFFICE

**The Goldsmiths' Company Assay Office has been responsible for hallmarking precious metal items since 1327.**

Goldsmiths' Hall in London, the home of the Goldsmiths' Company Assay Office, is where hallmarking began. The word 'hallmark' originates from when craftsmen were first required to bring their items to Goldsmiths' Hall for assaying (testing) and marking.

The image of the leopard's head, the town mark for London, and the mark of the Goldsmiths' Company Assay Office, continues to be internationally recognised as the stamp of approval and guarantee of quality from the renowned home of hallmarking.

*Goldsmiths' Hall in London, the home of the Goldsmiths' Company Assay Office, is where hallmarking began.*

### THE ASSAY OFFICE TODAY

In addition to our Goldsmiths' Hall headquarters, we now operate at a range of different sites, each situated to make life as convenient as possible for our customers.

These include premises at Greville Street, in the centre of the Hatton Garden jewellery quarter and at Heathrow Airport, which provides a premium fully insured door-to-door service for imported goods. We also have a dedicated facility on the premises of the manufacturer Allied Gold based in Dalston, North London and in 2015 we opened within Graff Diamonds in Mayfair.

We regularly hallmark over 3 million articles each year across all our locations.

**W** [assayofficelondon.co.uk](http://assayofficelondon.co.uk)  
**E** [info@assayofficelondon.co.uk](mailto:info@assayofficelondon.co.uk)  
**T** @LondonAssay  
**F** /Goldsmiths'CompanyAssayOffice  
**I** /theassayoffice

## WHY CHOOSE US?

*Every mark matters*

### QUALITY OF MARK

The leopard's head mark of London has been used by some of the finest craftsmen in history and continues to be the mark of quality for many of the leading jewellers and silversmiths today. In order to retain this quality, we regularly employ apprentices who receive four years specialist training before becoming skilled in the art of assaying and hallmarking. We use the most modern and advanced equipment and technology that is available, not only to apply our laser hallmarks but to manufacture the finest quality punches used for traditional marking.

### QUALITY OF SERVICE

Helping the customer lies at the heart of everything that we do and we have always tried to respond to the changing needs of the trade. Today, we are conscious that quality, speed and flexibility of service are a high priority. As well as operating over five sites, we also offer four different levels of service to help you achieve your lead times. Our digital portfolio includes online registration, packet tracking, packet payment and helpful email and text

messages letting you know when your work is ready. This year we have also launched online hallnotes so you can submit your order to us via the website. We also keep you updated with all the news and events through our e-newsletter and social media sites, and can provide point of sale material to help you market your product.

### QUALITY OF SUPPORT

Being part of the Goldsmiths' Company means we are dedicated to supporting students, graduates, the trade and the public by providing educational seminars, workshops and training. You will also often hear about us going on the road to schools and colleges to talk about the importance of hallmarking. We realise that some people may find hallmarking a little daunting at first, so we offer a complimentary behind the scenes tour for every new customer to give you a better understanding of the hallmarking process.

Read on to discover how you can become part of this 700 years of heritage...

**A FULL UK HALLMARK TELLS YOU:**

**Who made the article  
(Sponsor's mark)**



**What the article is made of  
(Metal Fineness marks)**



**Where the article was hallmarked  
(Assay Office town mark)**



**When the article was hallmarked  
(date letter)**



**WHAT IS A HALLMARK**

**If you are making jewellery or silverware with precious metals (silver, gold, palladium or platinum) it's important to know the relevance of hallmarking.**

Hallmarking consists of individual, significant marks which are applied to your articles by an official Assay Office. It offers an independent guarantee of precious metal purity, providing invaluable customer and consumer protection. It is also a legal requirement when selling articles over a certain weight, shown below:

Silver	7.78 grams
Gold	1 gram
Palladium	1 gram
Platinum	0.5 gram

Whether your ambition is to enhance your skills or to develop a commercial business, a hallmark adds a special, official touch to your handcrafted pieces. It can be used as an invaluable marketing tool, leading to increased recognition and brand awareness.

**METHOD OF MARKING TRADITIONAL STRUCK HALLMARKING (BY PUNCH)**

The most traditional method of marking is handmarking, where the article is struck using a metal punch by a highly skilled expert. It marks deeper into the metal and can withstand plating or general finishing. Ideal for unfinished work where work will be need to be heavily polished.

**LASER HALLMARKING**

The most recent method of marking is by laser. In this process metal is etched away using a very fine laser beam. It can also be used to apply logos, signatures and personal messages on request. It is the most ideal method of hallmarking for finished and polished work and delicate or hollow articles – the process does not displace the metal so it won't need setting back.

**NOT JUST HALLMARKING ...**

**We offer a range of additional services to complement our hallmarking portfolio.**

*Go to page 36 to get started with registration and hallmarking.*



**LASER ENGRAVING**

As well as laser hallmarking, we also offer laser engraving of bespoke logos, designs, letters and numbers which can be applied to most metal items. This is ideal for branding your pieces or adding a personal touch to special gifts or commissions.

**LABORATORY**

Our laboratory offers a diverse range of analytical services to support the jewellery trade and law enforcement authorities including nickel, lead and cadmium testing, antique silver dating, non-destructive compositional analysis and a melt and assay service for scrap precious metal. It is all carried out in our fully independent on-site laboratory.

**VALUATIONS**

Our highly experienced valuation team appraises silver, watches and jewellery items. You can submit items by hand or post or attend one of our one-to-one valuation days and watch them whilst your items are being valued in front of you.

**PHOTOGRAPHY SERVICE**

Our award winning photographer is on hand to assist you with images for your portfolio, website or any other imagery to help you market and promote your products.

**EDUCATIONAL SEMINARS AND EVENTS**

We host a wide variety of informative presentations and events ranging from our popular Hallmarking Information Days through to our more specialist Fakes and Forgeries Workshops. We also exhibit at craft fairs and trade shows across the country educating both the trade and public on hallmarking related subjects.

- W** [assayofficelondon.co.uk](http://assayofficelondon.co.uk)
- E** [info@assayofficelondon.co.uk](mailto:info@assayofficelondon.co.uk)
- T** [@LondonAssay](https://twitter.com/LondonAssay)
- F** [/Goldsmiths'CompanyAssayOffice](https://www.facebook.com/GoldsmithsCompanyAssayOffice)
- I** [/theassayoffice](https://www.instagram.com/theassayoffice)

## THE STUDENT HALLMARKING PACKAGE

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**We know how difficult it can be to begin a career in this industry, so we offer a special hallmarking package for students on precious metal courses in the UK, to help and encourage you to move confidently forward in your chosen career. As part of your free student registration you will receive:**

- Ten year registration with the Goldsmiths' Company Assay Office
- Laser software set-up in preparation for laser hallmarking
- Behind the scenes tour of our working assay office
- Free access to the Goldsmiths' Company Library

Terms and Conditions apply, see website for details.

*Being part of the Goldsmiths' Company means we are dedicated to supporting students, graduates, the trade and the public.*

So, how do you begin? On the following pages you will find three simple steps that will guide you through the hallmarking process from registration, submitting your work and payment options, to receiving your work back with a beautifully-crafted London hallmark.



Silver bowl,  
Juliette Bigley

## THE HALLMARKING PROCESS

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- 1 STUDENT COMPLETES ONLINE REGISTRATION**
- 2 COMPLETION OF REGISTRATION CONFIRMED**
- 3 STUDENT CAN EITHER DOWNLOAD AND COMPLETE HALLNOTE BY HAND, OR COMPLETE HALLNOTE AND PAYMENT ONLINE**
- 4 SUBMITS ARTICLES BY POST OR HAND WITH HALLNOTE, (OR A DELIVERY NOTE IF COMPLETING HALLNOTE ONLINE)**
- 5 SPONSORS MARK ARTWORK IS CREATED FOR LASER APPLICATION**
- 6 PAYMENT MADE BY CASH, CARD OR ONLINE**
- 7 ARTICLES ARE ASSAYED AND HALLMARKED**
- 8 ARTICLES ARE RELEASED**

**CONGRATULATIONS! – YOU ARE PART OF OUR TRADE'S LEGACY AND ARE SUPPORTING ITS PERMANENCE**

## STEP 1 – REGISTRATION

### WHAT IS A SPONSOR'S MARK?

A hallmark must include a unique sponsor's mark (maker's mark). This provides a traceable link to the source of an article. The Hallmarking Act 1973 requires a new sponsor's mark to be registered at a UK assay office before hallmarking can begin.

A sponsor's mark comprises a combination of two to five letters enclosed within a surrounding shield. Different shield designs are available to ensure your mark is unique.

As part of our special student package, your sponsor's mark will be set up for laser hallmarking free of charge when you submit your first piece of work to us.

Please note, you must keep your choice of letters to two or three if you may later wish to order a punch so that you can have your hallmark applied traditionally by hand.

The information below, and that on page 32, will help you with that decision. Do take note that the shield design you pick may restrict the size of any future punches ordered.

### Punch type

Punches can be cut on two different types of shank.

**Straight punches** are used on items with a flat surface where the markers have a clear line of sight, which may include silverware, cufflinks and pendants.

**Swan Neck punches** are used on items with a curved surface, which includes rings and bangles. This type of punch can also be used on flat surfaces, making it the preferred choice if you are only ordering one punch. Swan Neck punches cannot be made larger than a size K (1mm).

### Punch size

The size of the punch should reflect the nature of the articles intended to be submitted for hallmarking: a large punch will be unsuitable for delicate items as the punching process will displace the metal. If choosing a large punch, it is very likely to cause distortion. When submitting smaller jewellery items, including earrings, jump rings on chains or small pendants, we recommend choosing a size M (0.5mm) or size L (0.75mm) punch. When struck by a punch, the hallmark will appear larger.

### YOU MIGHT LIKE TO KNOW...

We can provide you with a jpeg image of your unique sponsor's mark - our customers often use this on their website, packaging or social media profiles! Just contact us for more information.

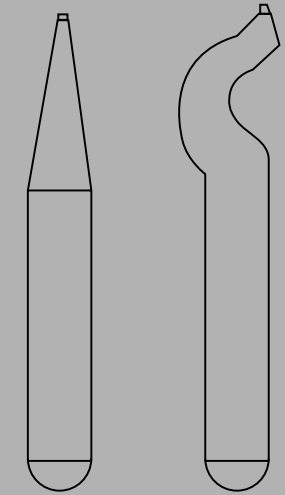
Register online at [www.assayofficelondon.co.uk](http://www.assayofficelondon.co.uk)

### SHIELD DESIGNS

Note: Shield designs marked \* are not suitable when applied below 1mm (size K)



### SHANK TYPE



**Straight Punch**

**Swan Neck Punch**

### MARK SIZE

SIZE	HEIGHT	USE
A	6.00mm	Large silver holloware
B	5.00mm	
C	4.25mm	
D	3.50mm	Small silver holloware
E	3.00mm	
F	2.50mm	
G	2.00mm	
H	1.75mm	Napkin rings, frames
I	1.50mm	
J	1.25mm	
K	1.00mm	Solid bangles, large jewellery
L	0.75mm	Rings
M	0.50mm	Small jewellery, rings



## STEP 2B – GETTING YOUR ITEMS TO US

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### **BY POST**

Please send all your work by Royal Mail Special Delivery to our main office at Goldsmiths' Hall.

### **BY HAND**

You can submit work by hand to our main office at Goldsmiths' Hall or the Greville Street sub-office.

### **BY COURIER**

You can use a secure courier service to deliver and collect your work to/from The Hall. You will be responsible for arranging collection and delivery as well as any costs incurred.

### **PACKAGING YOUR ARTICLES**

Please ensure you wrap items together as much as possible in a large piece of tissue paper, bubble wrap or poly-bags. Try and use the minimum amount of packaging without compromising the safety and security of your work.

### **LEVELS OF SERVICE**

#### **Standard service**

Turnaround for the standard hallmarking service is typically 3–5 working days.

### **ONLINE PACKET TRACKING AND PAYMENT OPTIONS**

You can pay using cash, cheque, card, or sign-up to track and pay for your work online.

### **PRICE LIST**

Our price list is available to view and download from our website.

### **Same day service**

Items brought in by 10am will be ready for collection by 4.30pm. This service is available for a maximum of 10 items. Available at Goldsmiths' Hall and Greville Street.

### **Next Day / 'Early Hall' service**

This next day service can be used for up to 10 items at Greville Street (ready by 1pm) and up to 30 items at Goldsmiths' Hall (ready by 12 noon).

### **One hour service**

Get up to five items hallmarked within one hour. Please note, logos and display marks are additional. Available at Goldsmiths' Hall and Greville Street. Last drop off time is 4pm.

### **Need your work in a hurry?**

When submitting your items for any priority service, please write the type of service on the front of the outer packaging as well as writing or selecting on the hallnote. This ensures your work is processed quickly!

Levels of service may be subject to change

### **ANY QUESTIONS?**

If you need more information please contact us or refer to the documents 'Getting Your Items Hallmarked' and 'Hallmarking Services' available to view and download on our website.

**T** 0207 606 8971

**E** [info@assayofficelondon.co.uk](mailto:info@assayofficelondon.co.uk)

**W** [assayofficelondon.co.uk](http://assayofficelondon.co.uk)

## STEP 3 – PAYMENT

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### **NEXT STEP**

Don't forget that every new registrant is offered a free tour of the Assay Office. It is a great way to see "behind the scenes".

**WE HOPE YOU  
HAVE FOUND  
THIS INFORMATION  
HELPFUL AND WISH  
YOU AN EXCITING  
AND SUCCESSFUL  
FUTURE IN YOUR  
CHOSEN CAREER.**

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