



FILIGREE SCHOOL  
A PRACTICAL GUIDE

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PRIZREN



EUROPEAN UNION



*Empowered lives.  
Resilient nations.*

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# FILIGREE SCHOOL

## A PRACTICAL GUIDE

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**Annex I. Programs (curricular content)**

This document aims to provide some practical guidance for the establishment, organization and development of the Filigree School, as a separate program of the Filigree Enterprise in Prizren. All the content of this document should be understood as an orientation framework, while additional details and eventual changes are expected during the concretization phase of the School idea. This document has been prepared by EC Ma Ndryshe for the needs of the Filigree Enterprise with the support of the United Nations Development Program in Kosovo (UNDP Kosovo).

As elaborated below, there are many reasons why a Filigree School should be established, with four main ones: *the preservation and cultivation of craft, the promotion of Kosovo's cultural heritage, the diversification of sources of income, and the increase of employability*. EC Ma Ndryshe and Filigree Enterprise have a proven history of cooperation in the field of intangible cultural heritage. The Filigree School is taking this collaboration a notch above, building an instrument that will ensure the continuity of this traditional craft.

In the initial three to five year phase, the enterprise will focus on fully operationalizing the four core curricula of the School: 1. One year full training program, 2. Intensive three-month programs, 3. 10 day quick workshops program and 4. Special program for high school students. The Filigree School will have different sources of funding, which will ensure its sustainability. In terms of time, the School will have three periods of financial planning and development, from the initial one which mainly represents the efforts to launch and operationalize the School to the final one related to financial sustainability and stability.

The main target groups of the School are: pupils and students, unemployed youth, unemployed women, traditional craft enthusiasts, craft businesses. The School will also be open to other interested groups to attend its Programs. The School's development and strategic approach will be collaborative. Filigree will strengthen the existing partnerships and launch new partnerships with strategic partners that will provide the basis for long-term consolidation of the School.

The Filigree School is the next effort of enthusiasts, activists and cultural workers to promote joint actions towards preserving traditional crafts in Kosovo. The School aims at preserving and cultivating traditional crafts, always ensuring adaptation to market dynamics and forces. Filigree is among the most wonderful testimonies of our spiritual history, so the commitment to preserve this part of our cultural heritage implies a commitment to our general good. It also implies respect for past generations that have brought the craft to our time, as well as empathy for future generations that we cannot be denied the right to inherit the filigree.



### 1.1 Craft preservation and cultivation

Kosovo's intangible spiritual cultural heritage includes ways, representations, expressions, languages, knowledge and popular creativity, as well as the instruments, objects, crafts and cultural spaces that represent them, and the communities, groups and sometimes individuals recognized as integral parts of their cultural heritage. This intangible cultural heritage is passed from generation to generation, created over centuries by communities and groups in function of their environments, interacting with their nature and history and giving them a sense of identity and continuity, helping to promote respect for cultural diversity and traditional human creativity. Preservation, protection and presentation of Kosovo's cultural heritage is part of the strategic and political orientation of the institutions of the Republic of Kosovo, and in particular of the Ministry of Culture, Youth and Sports.

One art Prizren is known for today is filigree, using fine, mostly silver, yarn to produce amazing intricate and beautiful lace artwork. Historical sources suggest that filigree arrived in Kosovo during the 15th century. Filigree is the art of bending and forming thin metal strips, whether gold, silver or just twisted wires. Distinctive artistic values, creative work and collecting skills make Filigree an invaluable asset of Prizren's cultural heritage. Filigree is one of the few values that can compare Kosovo globally, offering a unique place in world arts and cultural heritage. Filigree jewelry is a time-honored metal technique in Kosovo, where it holds particular importance in traditional social and cultural rituals and ceremonies.

## **1.2 Promoting Kosovo's cultural heritage**

Filigree arrived in Kosovo in the 15th century and has been produced in the region by hundreds of artisans since. Among the largest and most famous of these artisans is a group of 9 producers working together in a small workshop in Prizren. Called simply Filigran, the company was originally formed in 1947 by the Yugoslav state along with local craftsmen. During this time Filigree had over 130 jewels in a building. The company survived many difficulties before being forced to close following the privatization process that followed the 1999 war.

The remaining group of 9 now works outside the original building, producing really exquisite work for clients at home and abroad. Only a handful of artisans remained, as the once booming trade has shrunk to the brink of extinction due to competition from much cheaper, mass-produced overseas goods. Craft is at risk of extinction even because education and training opportunities are not provided to transfer and preserve knowledge and skills. Last but not least, despite being listed on the Kosovo Heritage List, no professional documentation and inventory of filigree craft has been done so far.

## **1.3 Diversifying sources of income**

Filigree Company in Prizren has survived thanks to the professional dedication of the artisans, who have been challenged by various pressures, mainly due to market dynamics and rapid replacement with industrial products of low quality and price. In order for the enterprise to continue to exist and thus cultivate the filigree craft, it must create new models of financing its activity. For this reason, diversification of sources of income is a necessity and the only opportunity to ensure sustainability. The Filigree School is designed to function within a reasonable period of time as a promoter of the cultivation of filigree craft that at the same time generates additional revenue for the enterprise and thus helps not only to cover the operating costs of the enterprise, it also creates conditions for investment in human resources, working conditions and promotion.



## **1.4 Increasing employability**

The UNDP Human Development Report 2016 in Kosovo found that Kosovo has the lowest employment rate in the region, with women being the most represented of all the unemployed. In addition, the report concluded that the youth employment rate in Kosovo is the lowest in the region, especially for women. Kosovo's public authorities have been regularly recommended to design policies and other relevant measures and programs to address the employability of women and youth. Engaging women and youth in preserving traditional arts and crafts, project's effort to protect the intangible cultural heritage of Kosovo's communities, and transferring professional skills to women and youth as a mean to increase opportunities for them to be hired.



In the initial three to five year phase, the enterprise will focus on fully operationalizing the four core School programs: 1. One year full training program, 2. Intensive three-month programs, 3. 10-day quick workshops program, and 4. Special program for high school students. Over the coming years and depending on the partnerships and capacities developed, the enterprise will explore opportunities for launching new programs to respond to market demands.

### **2.1 One year full training**

The full training program is designed for people who have long-term goals for engaging in the craft field. The program duration is one year and consists of three main modules, each module having its own courses / courses.

#### Module 1

**History and Concepts** – provides basic and introductory knowledge mainly at the theoretical level to Program attendees by preparing them for the other two modules that are closely related to Filigree learning and doing business. The special courses part of the first module of the Filigree School are:

- The history of art
- Traditional Crafts / Filigree
- Cultural (spiritual) heritage
- The creative process

## Module 2

**Craft learning** – After being provided with introductory knowledge of art history, traditional crafts and spiritual heritage, School attendees are prepared to move on to the second module, which is entirely focused on the process of creating filigree works. Parts of the module of the Program are these courses / subjects:

- Introduction to silver processing techniques
- Materials and equipment
- Product Categories
- Melting, welding
- Practical work 1
- Artistic design and stylistic details
- Practical work 2
- Preparing for sale
- Practical work 3.

## Module 3

**Doing Business** – the last period of the Program is dedicated to transferring the skills of doing business in the field of traditional crafts. This module aims to prepare the Post-Graduate Program attendees by enabling them to secure a sustainable market for their craft products. The final module of this Program consists of the following courses:

- Marketing of artisanal product
- Starting a craft business
- Mentoring and technical assistance.

Upon completion of the modules provided under the one-year full-time training program, all attendees will be subject to the final test / exam, consisting of written and manual work. Attendees who successfully pass the final test will be provided with the appropriate certificates, which will be awarded to them at the closing ceremony along with the exhibit where the participants' papers will be presented.

## 2.2 Intensive three-month programs

The intensive program is designed for people with limited time opportunities and represents a reduced and accelerated version of the full training program. The program duration is three hours and consists of three main modules, each module having its own courses.

### Module 1

**History and Concepts** – provides basic and introductory knowledge mainly at the theoretical level to Program attendees by preparing them for the other two modules that are closely related to Watermark learning and doing business. The special courses part of the first module of the Filigree School is:

- Traditional crafts / Filigree
- Cultural (spiritual) heritage.

### Module 2

**Craft learning** – After being provided with introductory knowledge of art history, traditional crafts and spiritual heritage, School attendees are prepared to move on to the second module, which is entirely focused on the process of creating filigree. Part of the Eye Module of this Program are these courses:

- Materials and equipment
- Product Categories
- Melting, welding
- Artistic design and stylistic details
- Practical work

### Module 3

**Doing business** – The last part of this Program is dedicated to transferring the skills of doing business in the field of traditional crafts. This module aims to prepare the Post-Graduate Program attendees by enabling them to secure a sustainable market for their craft products. The final module of this Program consists of the following course / subject:

- Artisanal product marketing

Upon completion of the modules provided under the three-month intensive program, all attendees will be subject to the final test / examination, which consist of the written and hand-made part. Attendees who successfully pass the final test will be provided with appropriate certificates, which will be awarded to them at the closing ceremony.

### **2.3 Quick 10 day workshops**

The workshops are an opportunity created solely to serve as an introduction to the filigree craft and will mainly be organized in collaboration with entities that have projects and programs in the field of cultural heritage. Quick workshops last 10 days and consist of these accelerated courses:

- Traditional crafts / Filigree
- Materials and equipment
- Melting, welding
- Artistic design and stylistic details
- Practical work

### **2.4 Special program for high school students**

Kosovo youth and in particular high school students are one of the main target groups of the Filigree School. For this reason, the School will also be a special program specifically designed for high school students. In the initial phase, the Program will aim to cooperate with the secondary schools of the municipality of Prizren through a structured dialogue with the Municipal Directorate of Education and relevant school management. The details of the content of this Program will be determined in continuity and in consultation with the department and schools. The aim of the Program will be to provide extra lessons outside the regular school curriculum, as well as integrate some parts of existing school subjects that are substantially related to cultural heritage and traditional crafts.

### *Teamwork and individual work*

School programs will be structured in three forms: Large group work, Small group work, and Individual work. Large groups can have up to 30 followers, while small groups can have up to 10 followers. Individual stakeholders can pursue each of the Programs in individual capacity as well.

### *Course holders*

The current staff of the enterprise, filigree craftsmen will be the main course providers within the School's programs. The masters of the enterprise will be divided according to skill and knowledge and will be carriers of the specific courses provided for in the appendix to this document. The enterprise will also engage external persons to provide specific knowledge and skills within the programs. External experts from academia, civil society, business and other sectors will be invited on a regular basis to contribute through lectures, hands-on sessions, mentoring and other forms provided by the curriculum plan. Upon request, the enterprise will also engage international experts in traditional craft, cultural heritage, entrepreneurship and related fields to enrich and consolidate program capacity and quality.



The main target groups of the School are: pupils and students, unemployed youth, unemployed women, traditional craft enthusiasts, craft businesses. The School will also be open to other interested groups to attend its Programs.

### **3.1 Pupils and students**

Kosovo high school students are an important target group of the School, due to the potential of young people to ensure the continuity of filigree craft cultivation. For this reason the School will have a Special Program for high school students, which will be developed in cooperation with the municipal directorates of education and school management. At the same time, part of this target group are the students of Kosovo universities, while in the initial phase the School will aim to provide Programs for the students of universities operating in the municipality of Prizren, with the aim to spread to other Kosovo universities.

### **3.2 Unemployed youth**

Young people in Kosovo continue to face a number of challenges, including the inability to access the job market after completing their education. The school will be a practical opportunity aimed at training these young people in the craft of entrepreneurship skills by enhancing their employability.

### **3.3 Unemployed women**

Like young people, women are among the most marginalized groups in society, with limited opportunities in many areas of life, including access to the labor market. Unemployed women will be a special target group of the School, providing them with opportunities to acquire new skills and skills to increase employability opportunities, including starting individual businesses in the area of traditional crafts.

### **3.4 Traditional craft enthusiasts**

Filigree has a positive experience with individuals of different ages, genders, and professions that have been part of our activities over the years driven by their enthusiasm for learning Filigree. School programs will also welcome other interested people in learning the craft.


### **3.5 Craft businesses**

A number of handicraft businesses operate in Kosovo. These businesses will be offered opportunities to train their new staff, as well as to enhance the knowledge of the existing staff.

### **3.6 Other groups**

The school will also be open to other interested groups who may express a desire to benefit from its Programs. In this sense, the long-term goal of the School will be to provide Programs for those interested in other countries, with the possibility of developing them in other languages (besides the local languages of Kosovo, also in English). International programs are a long-term strategic goal of the School and they will be developed in the later stages of School consolidation.





The School's development and strategic approach will be collaborative. Filigree will strengthen the existing partnerships and launch new partnerships with strategic partners that will provide the basis for long-term consolidation of the School. The school will have six main groups of entities with which it intends to engage in structured dialogue and cooperation: High Schools and Universities, Ministry of Education and Municipal Directorates of Education, Private

Companies, Civil Society, International Schools/Programmes of Traditional Crafts, School Alumni.

### **4.1 High Schools and Universities**

Collaborating with Kosovo's high schools and universities is one of the School's most important commitments because young people (and specifically pupils and students) are among the School's main target groups. This collaboration will enable the School curricula to be structured and adapted to the specific needs of schools and universities, with the possibility of incorporating them into the official curricula of the respective schools.

### **4.2 Minister of Education and Municipal Directorates of Education**

To facilitate access and collaboration with high schools and universities, the School will establish structured collaborations with education departments in Kosovo municipalities as well as with the Ministry of Education, Science and Technology. These state institutions will be long-term partners of the School and, inter alia, will be encouraged to co-finance the School's programs.

### **4.3 Private companies**

Filigran Enterprise already cooperates with private companies in Prizren and other cities in Kosovo. This network of partnerships with private companies will be further enhanced by offering traditional (and not only) craft companies the opportunity to train their staff through the School of Filigree Crafts and Entrepreneurship Skills programs.

### **4.4 Civil society**

Civil society organizations have consistently been partners of the Filigran Enterprise mainly in organizing short workshops for training young people and women in the craft of filigree. The school will deepen this collaboration with civil society organizations mainly in two forms: the inclusion of school programs as part of the projects of organizations, as well as through the application and implementation of partnership projects (between Filigran and organizations) in the field of cultural heritage and filigree craft.

### **4.5 International Schools/Programs of Traditional Crafts**

Ensuring an international attendee market for the Filigree School, as well as achieving international standards of quality, standardization and accreditation will be achieved through collaboration with schools and international traditional craft programs. A number of these schools / programs will be identified strategically to initiate dialogue towards formal partnerships.

### **4.6 School alumni**

All attendees of the School program will be identified in the database and at the first moment of creating a reasonable number the idea of establishing the School Alumni will be launched. This organization will create a space for cooperation between all persons who have completed a School program.



The Filigree School will have different sources of funding, which will ensure its sustainability. In terms of time, the School will have three periods of financial planning and development, from the initial one which mainly represents the efforts to launch and operationalize the School to the final one related to financial sustainability and stability.

### **5.1 Emergency period**

During the initial (emergency) period, the School will aim to mobilize financial resources from donors (mainly international), municipalities and civil society cooperation on projects and programs. In this initial period, particular attention will be given to strengthening cooperation with different entities as well as developing internal capacities for the design of projects and programs with which to apply for funding.

### **5.2 Consolidation**

In the consolidation phase, the School will aim to mobilize financial resources from municipalities and the Government of Kosovo (relevant ministries) through institutional cooperation projects and programs. During this phase, a special program for high school students will be developed and aimed at structuring cooperation with schools and the municipal directorate of education. Also, in the consolidation phase the School will also start applying tuition fees (individual tuition fees).

### **5.3 Sustainability**

In the final phase, the School will provide sufficient revenue from several sources, including individual payments (from local and international attendees), payments from businesses, additional services (such as start-up assistance) and international programs. Of course, funds for projects and programs coming from state institutions and other donors will continue to be part of the sustainability phase.

### 6.1 Accreditation and Quality Standards

The quality standards and accreditation of the School (and its programs) are a rigorous commitment of the staff of Filigran Enterprise. At the initial stage of operation of the School, attendees will be provided with basic certificates proving their participation in the respective programs. The next step will be to start collaborating with universities in Kosovo and abroad (including specialized schools and programs for traditional crafts) to assess accreditation opportunities. One of the options will be the concretization of such cooperation in Kosovo with the aim of securing the accreditation of the School and its programs by the Ministry of Education, Science and Technology. In parallel, opportunities for international accreditation will be assessed, which in the long run represents more strategic action for the School, especially in relation to the establishment of the international program. An important commitment of the Filigran Company will be to further enhance the skills of the School staff, with a focus on their international certification. Building and permanently improving quality standards through international certification will be an integral part of the School's commitment.

### 6.2 Physical infrastructure

For the needs of the School, Filigran Enterprise will make available all the spaces it currently has. School programs will be held in dedicated classes and in the workshops of the enterprise where the filigree craft takes place. At the same time, and depending on the growing interest in pursuing School programs, the expansion of spaces will also be planned. Important part of the physical infrastructure are working tools and equipment. In addition to using the tools and equipment in their possession, opportunities will be provided for the purchase of new tools / equipments to ensure regular process continuity. The enterprise will develop a detailed physical infrastructure consolidation plan based on inventory of existing premises, equipment and facilities, assessment needs for additional intervention and acquisition, and interest in pursuing School programs at the initial stage of its consolidation.

### **6.3 Promotion and Price Policy**

School Marketing will serve to maintain the target market and will largely be based on the Filigran Enterprise Management and Marketing Plan. Within the Enterprise website, a separate space will be dedicated to the School, within which all relevant information will be placed with a focus on potential applicants. The school will also have its own profiles on social networks where marketing pieces will be published, as well as details of the activities. A separate plan for the School's marketing is planned to be developed at a later stage and mainly in response to increased demand and revenue from School activity. The pricing policy will follow the logic of cost effectiveness, reasonable market price and market response after the publication of prices for attending School programs. Filigran enjoys complete independence in pricing, and will be subject to further scrutiny throughout the School's activity in order to keep it in sync with market dynamics and demand.

## Annex I. Programs (curricular)

<b>TRAINING PROGRAM FULL ONE YEAR</b>				
<b>Course</b>	<b>Content</b>	<b>Holder</b>	<b>Duration</b>	<b>Period</b>
<b>Moduli 1. Histori dhe Koncepte (Janar)</b>				
The History of art	Art history with a focus on the history of silver jewelery from antiquity to the present day	Prof. Dr. Jahja Drançolli	3 days	January
Traditional crafts/ Filigree			4 days	January
Cultural (spiritual) heritage			3 days	January
Creative process			1 week	January
<b>Module 2. Craft Learning (February - September)</b>				
Introduction to silver processing techniques	The course offers basic knowledge (introductory knowledge) on silver processing techniques	B.Sc.Ing Faik Bamja	1 week	February
Materials and equipment	Periodic system of elements, properties of noble metals, structure of		1 week	February

	gold, silver and copper, alloys of gold, silver and copper			
Product Categories	Fluids, calculations, purity of seals, stampings, analysis		1 week	February
Melting, welding	Calculation of adhesives, calculation of temperature of components, components, washing of welded surface (lemite)		1 week	March
Practical work	Melting, laminating, measuring and thinning the rod in certain dimensions, item elements, lacra, blinds, birds, screening, instruction of desired items		Two months	March – May
Artistic design and stylistic details	Screening, instruction, filling with relevant		1 week	May

	elements			
Practical work	Screening, guiding the pieces of bracelet		1 month	June
Preparing for sale	Washing in acid, cleaning and drying of finished articles and packaging		1 week	September
Practical work	Testing the skills acquired during the production process		1 month	September
<b>Module 3. Doing Business (October - December)</b>				
Artisanal product marketing	Packaging, customer behavior		2 weeks	October
Starting a craft business	The way to start a business registration, the basic equipment for starting a filigree craft		2 weeks	October
Mentoring and technical assistance	Improvement of skills acquired during the production process and improvement of errors during the production		1 month	November



	process			
<b>Final Test / Exam</b>			1 day	December
<b>Closing Ceremony and Certification (Exhibition)</b>			1 day	December

<b>INTENSIVE THREE MONTHLY PROGRAM</b>				
<b>Course</b>	<b>Content</b>	<b>Holder</b>	<b>Duration</b>	<b>Period</b>
<b>Module 1. History and Concepts</b>				
Traditional Crafts/Filigree			3 days	
Cultural (spiritual) heritage			2 days	
<b>Module 2. Craft learning</b>				
Materials and Equipment	Periodic Table of Elements, Noble Metal Properties, Structure of Gold, Silver and Copper, Alloys of Gold, Silver and Copper One Week		1 week	
Product Categories	Liquids, calculations, purity of seals, stamps, tests		1 week	
Melting, welding	Calculation of adhesives, calculation of temperature of components, components,		2 weeks	

	washing of welded surface (lemite)			
Artistic design and stylistic details	Screening, instruction, filling with relevant elements		2 weeks	
Practical work	Screening, guiding the pieces of bracelet		2 weeks	
<b>Moduli 3. Doing business</b>				
Artisanal product marketing	Packaging, customer behavior		2 weeks	
<b>Final Test / Exam</b>			1 day	
<b>Closing ceremony and certification</b>			1 day	

**TEN DAY WORKSHOP**

<b>Course</b>	<b>Content</b>	<b>Holder</b>	<b>Duration</b>	<b>Period</b>
Traditional Crafts/Filigree			2 days	
Materials and Equipment	Periodic Table of Elements, Noble Metal Properties, Structure of Gold, Silver and Copper, Alloys of Gold, Silver and Copper One Week		1 day	
Melting, welding	Calculation of adhesives, calculation of temperature of components, components, washing of welded surface (lemite)		1 day	
Artistic design and stylistic details	Screening, instruction, filling with relevant elements		1 day	
Practical work	Screening, guiding the pieces of bracelet		4 days	
<b>Certification</b>			1 day	