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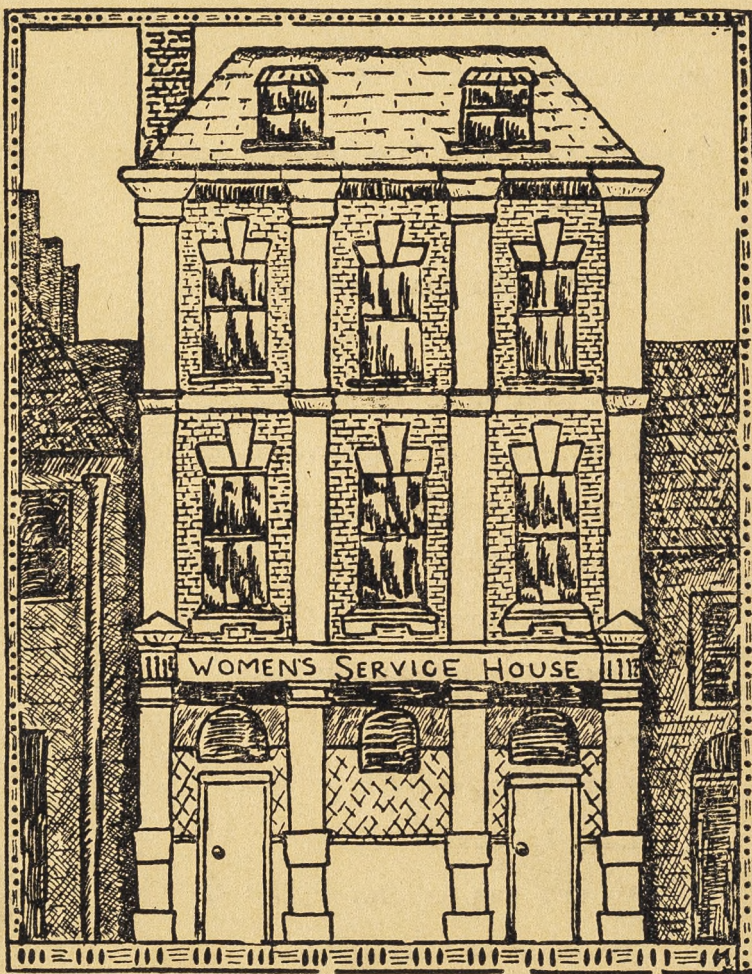
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LONDON & NATIONAL SOCIETY FOR WOMEN'S
SERVICE.

MEMORANDUM ON
OPENINGS AND TRAININGS
FOR WOMEN.



WOMEN'S SERVICE HOUSE.

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MEM

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Calcutta House
Old Castle Street
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LONDON & NATIONAL SOCIETY FOR WOMEN'S SERVICE.

PRACTICAL WORK.

The Society maintains an information Bureau on all subjects connected with the employment of women and in particular on matters relating to professional training.

In its practical work the Society has the support of the following patrons:—

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MEMORANDUM ON OPENINGS AND TRAINING FOR WOMEN

(7th Edition)

PREPARED BY THE

London and National Society for Women's Service.

(Price 6d. Postage : Single Copies, $\frac{1}{2}$ d. ; One Dozen Copies, $2\frac{1}{2}$ d.).

INTRODUCTION.

THE London and National Society for Women's Service, through its Women's Service Bureau, provides information and advice upon matters connected with Women's Employment and Training. This is freely available not only to girls leaving school and at the threshold of their professional careers, but also to those older women who, for various, and often urgent reasons, are obliged to change their occupations, or to face entering the labour market for the first time without experience or qualifications, and besides interviewing individuals at headquarters the Society is prepared to send speakers to Schools, Colleges and Societies.

This pamphlet is intended to serve only as a guide to the more standardised professional openings for Women. Brief information is given as to length and cost of training and previous qualifications required. Further advice about occupations and professions not indicated below may be obtained on application to the Bureau.

For obvious reasons it is not possible, in such limited space, to indicate individual training centres. Full particulars as to courses of training, fees, etc., are given by the Women's Service Bureau. A personal interview, in which questions of expense and prospects can be discussed in detail will give the most satisfactory result, but when this cannot be arranged as much information as possible will be sent by post. Interviewing hours at Women's Service House are from 10 to 1 and 2 to 4 daily (except Saturday), or by appointment.

N.B.—Fees and Salaries mentioned are approximate only. Both are apt to vary with locality and, to a certain extent, with the cost of living. In the case of Institutions and Colleges receiving grants from Local Education Authorities, the fees are considerably lower for students residing within the County or Area served by the College.

ACCOUNTANCY.

Previous qualifications: Matriculation or other recognised examination, or a University Degree. Length of Training: Five years, reduced to three for a University Graduate. Cost: Fees and Premium £150 to £350.

Candidates may qualify for membership either of the Institute of Chartered Accountants or of the Society of Incorporated Accountants. In both cases it is necessary to pass a preliminary examination and to enter into articles of clerkship with a member. The ordinary term of articles is five years, but for candidates holding a University Degree this is reduced to three.

For qualification as Associates of either body Intermediate and Final Examinations must be passed, the Final being taken after completion of the term of articles. Examination subjects include Book-keeping and Accounts, Costing and Statistical Method, Auditing, Elementary Economics, Commercial Law, the Power and Duties of Liquidators, Trustees, Executors and Receivers, Mercantile Law and the Law relating to Joint Stock Companies and Bankruptcy.

The premium for an articulated clerk may vary from 100 to 200 guineas, or more. A salary may or may not be paid while serving articles. Examination fees amount to about six or seven and a half guineas, coaching fees vary.

Admission to other bodies of Accountants of good standing is by examination.

ACTING. See *Dramatic Art.*

ACTUARIAL WORK. See *Insurance.*

AGRICULTURE.

Training in Agriculture and its various branches is given: (a) In the Agricultural Departments of certain Universities; (b) at large Agricultural Colleges under the auspices of County Education Authorities; (c) at smaller Colleges and Farm Institutes approved by the County or Local Authorities, and (d) at private schools and Colleges. In (b) and (c) fees are greatly reduced in the case of students ordinarily residing within the County or Area served by the College.

General Agricultural Trainings.

Degrees in Agriculture are granted by several Universities. Two year Diploma and one year Certificate courses can be taken at most Agricultural Colleges. Tuition fees* vary from about £15 to £50 per Session.

A considerable amount of scientific and theoretical study is included in these general trainings, but an opportunity is also arranged for practical and experimental work. For the management of an estate or for general teaching purposes a degree or diploma course should be aimed at.

Special Trainings.

SMALL HOLDERS AND COMMERCIAL COURSES.

Length of Training: About two years. Cost: Fees, including residence, about £110 to £130 per Session.

These courses are intended to prepare students to run Small Holdings or Market Gardens. Instruction may include Fruit and Vegetable Growing, Care of Stock, Poultry Keeping, some Practical Dairying, Marketing, Book-keeping, and, possibly, Bee Keeping, Fruit Bottling, etc.

DAIRYING.

Length of Training: One to three years. Cost: Tuition Fees £15 to £63 per Session.*

A University Degree in Dairying may be taken after a three years* course following matriculation, and a University Diploma may be taken after a two years' course. The standard qualifications of the National Diploma in Dairying and the British Dairy Farmers' Association Diploma, as well as the Diplomas in Dairying granted by various Agricultural Colleges, may also be taken after two year courses. Training is given at most of the well-known Agricultural Colleges. Private schools have not, as a rule, facilities for the necessary scientific and laboratory work, though sometimes excellent for practical dairying. There is an increasing, but not large, demand for well

* *Hostel Charges amount to about £45 to £65 per Session.*

qualified workers in model dairies, at salaries equivalent to about 30s. to 50s. a week; also for Instructresses and Demonstrators in Agricultural Colleges, and under County Education Authorities, and for teachers in private schools, at salaries of about £120 to £200 per annum.

POULTRY KEEPING.

Length of Training: Ten weeks to 1, 2 or 3 years. Cost: Tuition Fees from about £8 for a ten weeks' course, to £63 for one year.*

Openings and Salaries as for Dairying. For teaching purposes the National Diploma in Poultry Husbandry should be taken. This requires a one to two year course, and a year's practical work on an approved farm.

GARDENING.

Length of Training: Two or three years. Cost: £100 to £190 per annum, including residence, and from £15 to £50 per annum non-resident.

A University Degree in Horticulture may be taken, and for this matriculation is required, followed by a 3 or 4 years' course. Horticultural trainings are also given at some of the larger Colleges mentioned above, and at various good private schools. For those highly qualified in Horticulture there are certain opportunities in connection with research stations and as Instructresses, and there is a rather limited, though steady demand for well qualified all-round gardeners. Salaries for the latter vary but run up to about £3 a week for experienced workers.

LANDSCAPE GARDENING, BEE-KEEPING, HERB GROWING, RABBIT-KEEPING, VEGETABLE DRYING, FRUIT BOTTLING, ETC.

Special courses, of varying length and cost, are given in these subjects at certain Agricultural Colleges and private schools.

ALMONERS, HOSPITAL. See *Social Work.*

ARCHITECTURE.

Previous qualifications: Matriculation or other recognised examination. Length of Training: 5 years. Cost: Tuition Fees £150 to £340.

The accepted professional qualification of an architect is the Associateship of the Royal Institute of British Architects, or a University degree in Architecture. It is usual, however, for those qualifying for a degree to take the R.I.B.A. diploma as well, and University courses are arranged with this end in view. At least three years must be spent in the Schools, and in the course of or subsequent to the remaining two years at least six months experience must be gained in the office of a practising architect.

Openings for women architects are not numerous at present and, although they are gradually making their way, it is still a profession suited to the pioneer who has means to enable her to await opportunities of employment.

ART.

Preliminary qualifications: Good general education. Length of Training: 3 to 5 years. Cost: Tuition Fees about £9 to £30 per Session.

General Training.

Courses of training are given at certain Universities, at the large Municipal Schools of Art, and at Art Departments of Polytechnics and Technical Institutes. A few good private schools also give general training. In itself, such a course cannot be said to lead to employment, but it is a necessary preliminary to more specialised branches of Art.

Special Trainings.

Training in such subjects as Landscape, Portrait, Miniature, Animal Painting, Poster and Illustrative work and Design, Writing and Illuminating, Etching, Lithography, etc., can be taken at the schools mentioned above, and at about the same fees. A year at least should be spent on specialised study at the end of a three year general art training. At Municipal Schools of Art, Polytechnics, etc., evening classes may be attended at considerably less cost, if a full day time course cannot be arranged.

The earnings of an artist are well known to be uncertain and intermittent, and it is hardly necessary to urge that it is only in very exceptional cases that the profession can be considered as a means of livelihood.

N.B.—For *Art Teachers'* training, see *Teaching.*

* *Hostel Charges amount to about £45 to £65 per Session.*

ARTS AND CRAFTS.

For all Craft Work a general art training is an advantage and in some of the more skilled crafts it is practically a necessity. Excellent trainings for various kinds of handicrafts, such as Embroidery, Lace Making, Weaving and Spinning, Wood Carving, Leather Work, Book-binding, Stained Glass Work, Pottery, are given at the large Schools of Art throughout the country, and many of these specialise in crafts connected with the industries of the district. Full time courses may be taken, the fees corresponding approximately to those mentioned above in the Art Section. Evening Classes are particularly well organised, and many students learn the technique of their craft while employed during the day time.

Good practical trainings can sometimes be obtained in private studios and workshops.

AUCTIONEERING, ESTATE AGENCY AND SURVEYING.

Previous qualifications: Matriculation or other recognised examination. Length of Training: 18 months to 3 years. Cost: See below.

Candidates for the examinations of the Surveyors' Institution, the Land Agents' Society and, with certain exceptions, the Auctioneers' and Estate Agents' Institute, must be employed in the office of a Practitioner, for which a premium may be necessary. The examinations may be prepared for at day or evening classes, by correspondence, or by private coaching. The minimum fees, for evening classes or coaching by correspondence, for the examinations of the Surveyors' Institution, the Auctioneers' and Estate Agents' Institute, or for the Land Agents' examinations, are about £40.

BANKING.

Previous qualification: Matriculation or good general education.

Examinations for the Associateship of the Institute of Bankers can be taken while the candidate is employed in a Bank, and require a minimum period of two years. Prospects are not promising for women at the moment, for, though eligible to qualify for membership of the Institute, there are few openings except for shorthand typists, and routine clerical workers.

BEAUTY SPECIALISTS. See *Hairdressing*, etc.

BOOK-KEEPING.

Previous qualification: Good general education. Length of Training: About 6 months. Cost: Varies.

The examinations of a recognised body such as the Society of Arts or Chamber of Commerce are useful qualifications. Subjects include Use of Journals, Ledgers and Cash Books, Single and Double Entry, Balance Sheet, Theory and Practice of Banking and Accountancy, Costing, etc. Training may be taken at a Commercial School, at a Commercial or Technical Institute, or at a good private school. Fees vary from 10s. a Session at evening classes to about £30 for a six months' course at a private school.

Untrained book-keepers find it extremely difficult to obtain employment. But there is a fairly steady, though moderate demand in Schools and Institutions, and the offices of Societies, etc., as well as in business firms, for the well educated woman who can keep a whole set of books, and, if necessary, prepare a balance sheet.

COSTING requires special training, which, in view of the increasing use of comparative costing in industry, may well repay the student. Openings are rare at present, but may increase.

See also *Accountancy*.

BUSINESS.

The number of women employed in the business world is increasing. Whether in running concerns of their own, or in employment in large business enterprises, there is considerable scope for capable women. In wholesale houses, as well as in the retail distributing trades, in shipping and insurance, publishing, advertising and publicity, a certain number of women are to be found making their way as directors, manageresses, buyers, commercial travellers, agents, saleswomen and demonstrators. It is not possible in the small space here available to do more than draw attention to the existence

of this wide and as yet only partially explored field of work, but advice and preliminary information about such openings, can be obtained on application to the Women's Service Bureau.

See also *Commerce, Banking, Insurance*.

CATERING. See *Cooking and Catering*.

CHILD WELFARE. See *Public Health, Nursing, Nursery Nursing and Social*.

CHIROPODY.

Previous qualification: Good general education. Length of Training: 1 year (evening classes). Cost: Tuition Fees £12 10s. to £78 15s.

The training includes both theoretical and practical work. The certificate of the School of Chiropody, London, enables the holder to become an Associate, and subsequently a Member, of the Incorporated Society of Chiropodists, whose School it is. Other Schools of Chiropody grant their own certificates. A thorough training in Chiropody can be got at a Polytechnic at a very moderate fee, and here a two years' course is recommended for younger students. The cost of books and instruments amounts to about £10. A private practice is usually aimed at but there are a few openings in clinics and in some of the bigger shops.

CHURCHES (WOMEN WORKERS IN THE)

In the Church of England women are not admitted to the Priesthood, but are ordained as Deaconesses. The Inter-Diocesan Board of Women's Work has done much towards standardising the courses of the various Diocesan Training Institutions. Candidates can qualify in the Theological, Pastoral, Social, Educational or Health branches. Salaries are, as a rule, low.

In the Free Churches and other Religious Bodies women have in some cases been admitted to the Ministry, and the question of their admission is under discussion in others. Where admitted they train in the same way as men theological students of their denominations, the length of training usually extending from three to five years. Most bodies provide some kind of specialised training for Deaconesses and Parish Workers, Missionaries, etc. See also *Missionary Work*.

CIVIL SERVICE.

Appointments in the Civil Service fall into two groups: (a) the *Treasury Classes*, which carry out the general clerical and administrative work of the Service; and (b) the *Departmental Classes*, composed of officers employed on technical work, for which special qualifications are required.

TREASURY CLASSES.

Entrance to the Treasury Classes is usually by open Competitive Examination.

The *Administrative Class* is recruited from candidates of a high standard of education over 22 and under 24 years of age. Salaries: Junior £200 to £400 plus bonus; Senior, highest appointment known at present, £1,200.

The *General Executive Class* is entered between the ages of 18 and 19. Salaries: Junior, £100 to £300; Senior, £300 to £400 plus bonus, with some higher posts.

The *General Clerical Class* is entered between the ages of 16 and 17. Salaries: Lower Clerical £60 on entry, at 18 £80, rising to £180, plus bonus. Higher Clerical, £230 to £300, plus bonus, with some higher posts. *Writing Assistants' Class*, age of entry between 16 and 17, work of a routine nature. Salaries: 18/- to 36/- a week, plus bonus. *Typists' Class*, age of entry 18 to 28. Salary: 22/- to 36/- a week, plus bonus. *Shorthand Typists' Class*, age of entry from 19, after one year as typists in a Government Department. Salary: 28/- to 46/- a week, plus bonus.

DEPARTMENTAL CLASSES.

The *Departmental Clerical Class* is entered between the ages of 16 and 17. Salaries: £52 on entry; at 18 £75 rising to £150, plus bonus. In this class there are prospects of promotion to higher grades. *Post Office Women Sorting Assistants*, age of entry 15—18. Salaries: 20/- at 18 years of age rising to 35/- plus bonus. There are also *Telegraphist* and *Telephonist Classes*.

This group also includes Professional Legal Clerks, Medical Officers, Old Age Pension Officers, Trade Investigators, Accountants and also Inspectors of Schools, Factories, Boarded-out Children, and Nursing and Poor Law Institutions, as well as National Health Insurance, Trade Board, and Income Tax Officials, Examiners in the Estate Duty Office, and others. Conditions, recruitment and salaries vary too greatly to be indicated in the space available here.

CLERICAL WORK. See *Secretarial, Book-keeping, Civil Service.*

COMMERCE.

Previous qualifications: Matriculation or good general education. Length of Training: 2 or 3 years (diploma and degree courses). Cost: Fees about £30 per annum.

Degree and Diploma courses are given at certain Universities. The subjects taken include Economics, the Organisation of Commerce and Industry, Transport and Shipping, Banking and Accountancy, Commercial Law, Modern Languages, etc.

Most of these courses provide for evening students, making it possible for candidates to qualify for their diplomas at evening classes by spreading their studies over three or four years.

See also *Accountancy, Banking, Business, Insurance.*

COMMERCIAL TRAVELLERS. See *Business.*

COOKING AND CATERING.

Full time trainings are given at Domestic Science Colleges and good private schools, and classes can also be attended at Evening Institutes and Polytechnics. A course of a year or more is the most useful qualification. Fees for such a course vary from £13 to £60 per annum, and for a three months' course from about £6 10s. to £20. After a general cookery training, classes in High-Class Cookery should be taken for private work, and in Invalid Cookery for Nursing Homes. Experience in cooking and catering for large numbers should be obtained before embarking on Institutional or Restaurant work, and some Canteens and Restaurants are prepared to take students for such training, at moderate fees. A one year training in Tea Room Cookery is given at a Trade School.

There is a large demand for well-trained and well-educated women cooks for Institutional posts in Schools, Clubs, Hostels, Hospitals, Nursing Homes, etc., as well as for private work. Openings in Tea Room, Canteen and Restaurant work are more limited and are much sought, as they are non-resident.

There are a certain number of openings for demonstrators in connection with Gas Companies, Electrical Companies, etc.

Salaries for cooks for private work run from about £50 to £100 resident, and for Institutional posts from about £80 to £120 resident. Caterers are paid rather more. Non-resident cooks may earn from about £100 to £150 per annum, with meals, and as institutional kitchen superintendents may rise to a salary of £220 non-resident.

CRECHE WORK. See *Nursery Nursing.*

DAIRYING. See *Agriculture.*

DANCING.

Dancing for the stage requires a very specialised training. There are several good schools in London suited to different requirements. Expert and unbiassed professional advice should always be sought before undertaking such training, which should be considered at a much earlier age than most vocational trainings. In regard to prospects the same remarks apply as to Dramatic Art, with perhaps even greater force.

See also *Dramatic Art, Teaching.*

DAY NURSERY WORK. See *Nursery Nursing.*

DENTAL MECHANICS.

This work is at present seriously overcrowded. It should therefore only be entered upon if there is a very definite opening in view. Training may sometimes be arranged as a pupil or apprentice to a dentist or a practical dental mechanic. Evening classes for mechanics are given at certain Polytechnics or Technical Institutes at very moderate fees.

DENTAL SURGERY.

Preliminary qualifications: Matriculation or other recognised examination. Length of Training: 4 years (minimum). Cost: about £400 (including fees and cost of instruments and books) in London, and less in the Provinces.

Training is given at Hospitals to which Dental Schools are attached, and, as in Medicine, the first part of the training is taken in the School and the latter in the Hospital. Students may do well to obtain a diploma in Medicine in addition to the Licentiate of Dental Surgery of the Royal College of Surgeons or Dental Degree of a University, particularly if they wish to aim at public appointments. This extends the training to 6 or 7 years at least, and increases the cost proportionately.

There is scope for Women Dentists in private practice and there are some openings in Public Health work, e.g., in Dental Clinics for Women and Children.

DIETETICS.

A University Degree in Domestic Science may be taken by those wishing to specialise in Dietetics. For this a 3 or 4 years' course following matriculation is necessary.

DISPENSING. See *Pharmacy.*

DOMESTIC SCIENCE. See *Cooking and Catering, Dietetics, Domestic Work, Institutional and Household Management and Teaching.*

DOMESTIC WORK.

The problem of recruitment of domestic workers is receiving much attention, and small scale experiments in the training of girls have been set on foot by educational authorities and others. Residential Homes are also in existence but as yet only the fringe of the problem has been touched. There are trainings in general domestic work open to adult women, arranged locally by the Central Committee on Women's Training and Employment in areas of great unemployment, and there are various short trainings arranged for women desirous of going overseas, but there are few facilities for training in the specialised branches of the work, with the notable exception of cookery. Excellent courses are, however, available all over the country for the more administrative side of the work. The housekeeping courses at most Schools of Domestic Science give practical training for private as well as institutional housekeepers. Length of training, 3 months to 1 year. Cost, tuition fees, £3 to £21 per term; £8 to £45 per Session.

The demand for resident domestic workers of any and every kind exceeds the supply, and salaries range generally from about £30 to £80 resident. The employment of daily workers is becoming rather more usual, and they receive from about 20/- to 30/- a week and meals.

See also *Cookery and Catering, Institutional and Household Management.*

DRAMATIC ART.

Previous qualifications: Good general education. Length of Training: About 2 years. Cost: Tuition Fees about £50 per annum.

A thorough course of training in Dramatic Art can be taken at the Royal Academy of Dramatic Art and other Schools recognised by the University of London as training centres for its Diploma in Dramatic Art. There are also several good private trainings. The profession involves very much more drudgery and hard work than is generally recognised, and it can only be recommended as a means of livelihood to those who possess exceptional talent and personality.

DRESSMAKING, MILLINERY AND NEEDLEWORK.

Training for Dressmaking and for Millinery may be taken either at a Technical School, or by obtaining practical experience in a business. Day and evening courses are given at Polytechnics and Technical Schools. Fees for full time day courses from about £7 to £12 per term, and for evening classes considerably less.

In a business house the learner usually enters at the Trade Board rate of pay, and works her way upwards. Few busy firms care to take premium pupils, but this can sometimes be arranged, a usual fee being about £60. Girls between the ages of 14 and 16 are catered for at Trade Schools, from which they are passed on to the workrooms of good firms, after a two year course. There are also one year Trade School courses for ex-central school and ex-secondary school girls of about 16 years of age.

The experienced workroom hand earns a minimum of about 30/- a week. Forewomen receive about £2 to £2 10s., and Manageresses from about £150 upwards. A Visiting Dressmaker may earn from 6/- to 10/- a day, with meals. For plain needlework and mending 5/- to 6/- a day is more usual payment.

For *Dressmaking and Millinery Teaching* see *Teaching*.

ELECTRICAL TREATMENT. See *Massage*, etc.

ELECTRICAL WORK.

Opportunities for women in Technical Electrical Engineering are developing, and it seems likely that fresh openings for women will also occur in connection with the commercial side of the work.

See also *Engineering* and *Cooking and Catering*.

ELOCUTION AND PUBLIC SPEAKING.

Openings for Elocution itself, apart from its teaching, are rare, and only occur very occasionally at concerts and private entertainments. But good Elocution is a necessity to teachers, lecturers, barristers, preachers, political workers and public speakers of all kinds. Classes can be attended at various good schools specialising in the subject at moderate fees, and practice debates and discussions are often arranged in connection with them. Private coaching from qualified teachers can be obtained at about 10/6 or 21/- a lesson.

For *Teaching Elocution* see *Teaching*.

ENGINEERING.

Previous qualification: Matriculation or other recognised examination. Length of Training: 5 to 8 years (3 years college and 2 to 5 years practical). Cost: Tuition Fees, £130 to £200.

A degree in Engineering may be taken at a University and must be combined with 2 to 5 years' practical workshop experience; the longer period is required for membership of the more important Engineering Institutions. Diploma and Certificate courses may also be taken at Technical Colleges and Institutes, and there are excellent evening classes at such centres for those employed in the Trade, who wish to improve their technical knowledge.

Of the three main branches, Civil, Mechanical and Electrical Engineering, the last offers the most promising opening for women at the moment, but there is still a strong prejudice against women Engineers, and the profession is more suitable for pioneers who can not only afford to take the long and expensive training involved, but also to await suitable opportunities of employment.

ESTATE AGENCY. See *Auctioneering*, etc.

EURHYTHMICS. See *Teaching*.

FARMING. See *Agriculture*.

GARDENING. See *Agriculture*.

HAIRDRESSING, BEAUTY SPECIALISTS and MANICURE.

Girls between the ages of 14 and 16 can take a two year training at a Trade School, whence they are generally passed on to shops and hairdressing departments of good standing. For ex-central school and ex-secondary school girls of about 16, there is a one year Trade School course. Older girls may obtain training as pupils, either in a private School of Hairdressing and Beauty Culture, or in a hairdressing business. Fees from about £25. Such training sometimes includes Face Massage, Electrolysis and Manicure, or these subjects may be taken separately. Evening Classes in Hairdressing may also be taken. It is wise for a woman who intends to open a business of her own at a later date, to take a post in a good business for a year or two to gain experience.

HEALTH VISITORS. See *Public Health*.

HORTICULTURE. See *Agriculture*.

HOUSEKEEPING. See *Institutional and Household Management*, and *Domestic Work*.

HOUSE DECORATING.

Although the house decorator may not carry out the practical side of the work herself, it is necessary for her to understand thoroughly the technique of painting, papering and distempering. She should also have sufficient real knowledge of building construction, plumbing, lighting, heating, etc., to supervise any ordinary alterations and repairs. Practical instruction is given at certain Technical Evening Institutes, at a very low fee. Some firms will take pupils for a one or two year training at a premium varying from about £30 upwards, one firm has special training courses for non-premium paying pupils, and there is now a 3 year course provided in the Division of Decorating at the Bartlett School of Architecture, University of London. It is possible for an enterprising woman, with capital, to work up a business of her own, if she is prepared to face a thorough and arduous training.

HOUSE PROPERTY MANAGEMENT.

Previous qualification: Good general education, preferably University Degree. Length of Training: 1 to 2 years, or more according to qualifications aimed at. Cost: Fees from about £20 to £100.

This profession combines the technical and business side of rent collecting and the management of house property, with social aspects of the work. Previous experience of practical social work, or a Social Science Diploma is a distinct advantage. Several women Estate Managers are now prepared to take trainees. The trainee does her practical work under an experienced manager, at the same time attending lectures on Building Construction, Sanitation, the Law of Landlord and Tenant, Valuation, Local Taxation, Book-keeping, etc. She may work for the Surveyors' Institution Examinations, or the London B.Sc. of Estate Management, or the Women House Property Managers' Association Examination (which is held at the end of twelve months' training, an Associates' Certificate being awarded on the successful result of one year's work). The Certificate of the Royal Sanitary Institute and Sanitary Inspectors Examination Joint Board is a useful further qualification. The Surveyors' Institution Examination is most strongly recommended in that it widens the field of activities, and may enable the candidate to apply for appointments of a type from which she would otherwise be barred.

The demand for trained women to manage property is small, but openings under public authorities are increasing, especially in the poorer urban districts. Salaries commence at £150 and may rise to £500.

INFANT WELFARE. See *Public Health*.

INSTITUTIONAL AND HOUSEHOLD MANAGEMENT.

Previous qualification: Good general education. Length of Training: 2 to 4 terms. Cost: £8 to £64.

Certificate courses suitable for Institutional Housekeepers, School Matrons, Superintendents of Hostels, etc., are given at most of the large Domestic Science Colleges, at several Polytechnics, and at various good private schools. Such trainings include Cookery, Needlework, Laundry Work, Housewifery, and a general course of this kind should cover at least a year. A knowledge of practical book-keeping is a useful asset.

More specialised training should be taken for certain types of appointments, e.g., as Dieteticians (see *Dietetics*). Some large general hospitals offer institutional training to non-nursing candidates, and such courses are a valuable training for posts in such institutions. Catering for large numbers is dealt with under *Cooking and Catering*. For School Matron posts some training in Nursing is generally required. This can sometimes be arranged at a small general or children's hospital. For the post of School Matron in a Preparatory School a well recognised Nursery Nursing Training often proves a useful qualification. (See *Nursery Nursing*).

The demand for capable educated women for institutional posts of all kinds is very considerable, and tends to increase. Salaries depend upon the size of the institution and responsibility of the post, and vary from about £80 to £150 resident.

For *Domestic Science Teaching* see *Teaching*.

See also *Cooking and Catering*, *Dietetics* and *Domestic Work*.

INSURANCE.

Previous qualification: Good general education.

The examinations of the Chartered Insurance Institute, which are held in the four branches, Fire, Life, Accident and Marine, admit to the Associateship of the Institute. An entrance examination is necessary. Candidates usually work up for the examinations while employed with Insurance Firms. Associates of exceptional ability can proceed to the Fellowship after passing a fifth examination and presenting a thesis. "Indoor" Insurance work in the office requires specialised knowledge, and offers a regular salary. "Outdoor" work is more precarious. The Outside Canvasser has to make her commission in face of great competition, but has the advantage of an out-door occupation, which can be carried on to a certain extent in her own time.

Several of the leading Insurance Companies have now a women's branch.

Opportunities for entry into the Actuarial profession are very rare, and the work is highly specialised. The examining body is the Institute of Actuaries.

JOURNALISM.

Previous qualification: University Degree, Matriculation or good general education. Length of course: Diploma 2 years (or, exceptionally, 1 year). Cost: Fees, 28 guineas per Session for Diploma course.

A University Diploma course in Journalism can be taken. This does not include shorthand and typewriting, but students are required to attain a reasonable standard of proficiency in both.

There are several well-established private schools of Journalism and Secretarial Training. Correspondence courses in Journalism may be useful to those unable to attend a full time course. Journalists may either be attached to the regular staff of a paper, or may engage in free-lance work, which is intermittent and precarious. Openings are limited at present and competition extremely keen.

LAUNDRY MANAGEMENT.

Previous qualification: Good general education. Length of training: 6 to 12 months. Cost: Premium about £50 to £100.

Practical training is given in many up-to-date model laundries. Pupils pass through the successive departments, *i.e.*, Sorting Room, Wash House, Ironing, Packing and Checking Departments, working their way as Learners, and ending in the Office where the training includes Book-keeping, Costing, Percentages, Time and Wages Sheets, Correspondence, etc. Candidates should be strong and healthy, and usually between 21 and 35 years of age.

There is a considerable demand for well-trained women in this trade. Salaries for expert Heads of Departments run from £2 to £3 a week, for Assistant Manageresses from £3 to £4 and Manageresses' salaries rise from £250 upwards.

For training of *Laundry Teachers* for Schools and Technical Institutes, etc., see *Teaching (Domestic Science)*.

LAW.

BARRISTERS.

Previous qualification: Good general education, preferably University Degree. Length of Training: 3 years (minimum). Cost: Fees about £180 to £200.

Students must be admitted to one or other of the four Inns of Court, and during the necessary period of at least 3 years, between admission and call to the Bar, must attend six, or if a University graduate, three dinners a term for twelve terms. It is not essential for the terms to be consecutive. At the same time the student reads for the four examinations in (a) Roman Law; (b) Constitutional Law and Legal History; (c) Criminal Law; and (d) Real Property and Conveyancing, which precede the Final. A further short period elapses between passing the Final Examination and call to the Bar.

SOLICITORS.

Previous qualification: as for Barristers. Length of Training: University graduates 3 years, others 5 years. Cost: Fees and Premium £450 to £650.

The preliminary examinations of the Incorporated Law Society (or an equivalent examination carrying exemption), must be passed before entering into articles with a Solicitor. The premium may be anything from 300 to 500 guineas. The usual term of articles is 5 years, which is reduced to 3 years in the case of University graduates. The subjects for the intermediate examination include English Law, Book-keeping, Trust Accounts, and for the Final, Real and Personal Property and Conveyancing, and Law and Procedure in the various Courts.

LIBRARIANSHIP.

Previous qualification: Matriculation or good general education. Length of Training: Diploma 2 years (full time) or, exceptionally, 1 year. Cost: Fees for Diploma course £21 per Session.

A University Diploma course in Librarianship can be taken. This is open either to full time students who take the two years' course, or can be prepared for by attending evening classes while working in a library in the day time, in which case the training may be spread over a period of not less than 3 and not more than 5 years. Librarians may also qualify by entering a library in a junior capacity, and working for the Diploma of the Library Association, with the aid of coaching by correspondence. To gain this, it is necessary to pass six sectional examinations (fee, 10/- for each), to submit evidence of a knowledge of one classical and one modern language, and to pay a fee of £2 2s. 0d.

The position of women in libraries is not very satisfactory at present, as few women are appointed to the higher and better paid posts, but there seems a prospect of development in library work. Openings in Public, Private, Children's, Special and Technical Libraries and the Libraries of Universities and Learned Societies offer interesting work, but are not very frequent. It is important that women seeking responsible positions should gain practical experience in addition to studying for the examinations. Salaries for trained chief Librarians (apart from libraries of exceptional size), range from about £250 to £600.

MANICURE. See *Hairdressing, etc.*

MASSAGE, Etc.

MASSAGE, MEDICAL GYMNASTICS AND MEDICAL ELECTRICITY.

Previous qualifications: Good general education. Length of Training: 16 months to 2 years. Cost: Fees £35 to £65.

The Chartered Society of Massage and Medical Gymnastics issues a list of recognised training centres and holds examinations in Massage, Medical Gymnastics and Medical Electricity. For the two first, a Conjoint Examination must be taken, for which candidates may enter after a year's training, if not less than 21 years of age. The training for Medical Electricity following this must last 4 months. It is usual to spread the whole training over 18 months or 2 years.

RADIOGRAPHY.

Length of Training: 8 to 12 months. Cost: 20 to 25 guineas (less for those with previous training).

A course in Radiography may follow a training in Medical Electricity, but such courses are also taken by trained nurses and by persons with no previous training.

MATERNITY NURSING. See *Nursing*.

MATRONS OF SCHOOLS AND INSTITUTIONS. See *Institutional and Household Management*.

MEDICINE.

Previous qualification: Matriculation or equivalent. Length of Training: 5 to 6 years. Cost: About £300 to £400.

The first 2 years of training are spent in a Medical School or College. After the Intermediate has been passed, 3 years are spent in practical as well as theoretical work in hospitals and laboratories, before entering for the Final. The usual qualifications are Licentiate of the Royal College of Physicians (L.R.C.P.), Membership of the Royal College of Surgeons (M.R.C.S.), or the degrees in Medicine or Surgery of the various Universities. After qualifying it is usual to spend 1 to 2 years gaining experience as House Surgeons or House Physicians in hospitals. Further special qualifications are also sometimes taken, such as D.P.H. (Diploma of Public Health).

The provincial Medical Schools are open equally to men and women, but nearly all of the London Schools are barred to women students.

Notwithstanding assertions to the contrary there is a steady and increasing demand for well qualified medical women for private and public work, both in England and abroad. Those, however, who intend to set up in private practice require some capital to tide them over the initial period.

MIDWIFERY. See *Nursing*.

MILLINERY. See *Dressmaking, etc.*

MISSIONARY WORK.

Previous qualification: Good general Education and preferably some special vocational training, e.g., for medicine, nursing or teaching.

Practically every one of the organised religious bodies engages in missionary work overseas, and considers offers of service from suitable candidates, who have passed a medical examination and reached the required professional standard.

Foreign Missions Committees usually insist on the candidate taking at least part of her special training at a residential missionary College before sailing; next, in most fields, the language of the country must be studied and a period of probation passed. Salaries vary considerably, and use is often made of voluntary and nominally salaried workers. Many societies have pension schemes.

MOTOR DRIVING.

Good courses of training, including simple workshop mechanics and running repairs are given in preparation for the R.A.C. certificate at a cost of about £12 12s. to £15 15s. Openings are very limited. Either gardening or secretarial work is sometimes required, as well as driving, and occasionally chauffeuse-companion posts occur. Salaries vary.

MUSIC.

Previous qualification: Good general education. Length of Training: at least 3 years. Cost: Fees about £120.

Training for the various branches of the musical profession is given at well-known colleges, and academies of music, both in London and the Provinces, the standard qualifications being the Licentiate of the Royal Academy of Music (L.R.A.M.), and the Licentiate of the Royal College of Music (L.R.C.M.). Musical Degrees are granted by some Universities.

The profession is overcrowded, and only the most gifted artists can hope to depend upon their earnings.

For Music Teaching see Teaching.

NEEDLEWORK. See Dressmaking, etc.

NURSERY NURSING.

Previous qualification: Good general education. Length of Training: Usually one year. Cost: £50 to £150 per annum (resident).

Training for educated girls as Nursery Nurses is given at a number of well-established schools. Such courses include Nursery Management, Needlework and Laundering, Hygiene and Physiology, and generally some Sick Nursing. The demand for well-trained children's nurses far exceeds the supply. Salaries vary from about £60 to £100 according to age, qualifications and experience.

For those to whom the expense of such a course is a difficulty, very good practical training can be obtained in a well organised Day Nursery or Crèche. Resident probationers are usually taken on an "au pair" basis.

NURSING.

Under the rules as to registration framed by the General Nursing Council, a three years' training and the passing of certain examinations are required, not only for General Nursing, but also for various forms of Special Nursing, such as Children's, Mental and Mental Defective Nursing. For Fever Nursing the length of training required is two years. Qualification for registration as a Special Nurse does not carry with it the right to register as a General Nurse. For this a General Training must be taken; but at some hospitals a shortened training for General Nursing can be taken by those who have previously been training in certain Special Hospitals.

Nursing is one of the few professions in which it is possible to obtain a free training. Probationers are provided as a rule with board, lodging, laundry and part uniform, together with salaries during the training years approximating to £20, £25 and £30 per annum. A number of the larger hospitals stipulate for a fourth year's service in the hospital on the completion of training. The age for admission is usually between 21 and 30 years, but these limits vary in different hospitals.

After the completion of a General training there is considerable choice of work within the profession itself, e.g., Hospital Nursing (which now includes such posts as that of Sister Tutor), Private Nursing, the various Nursing

Services, District Nursing, etc.; and a nursing training is now considered a qualification or part qualification for other forms of work, such as Health Visiting. A University Diploma in Nursing may now be taken, and there are various Sister-Tutor courses.

There is no standardised rate of pay in the nursing profession, and salaries vary considerably in institutions of different sizes, but a trained nurse who decides to continue in hospital work usually begins at a salary of £60 to £70, while the fee received by a fully certificated private nurse is from three guineas a week.

MIDWIFERY AND MATERNITY NURSING.

The certificate of the Central Midwives Board is necessary, and General Nursing training desirable, for a practising midwife. The length of training for the C.M.B. for other than trained nurses is twelve months, and the cost about £55 to £84. Those who undertake to practise as midwives may obtain grants in aid from the Board of Education, reducing the expense of the twelve months' course by £35. Free trainings for Midwifery can be arranged under various nursing associations in return for a promise of service for a certain period. For trained nurses the length of training is six months and the cost is reduced.

For private Maternity Nursing it is advisable to take a General Nursing training as well as the C.M.B. Salaries as for private nursing, and sometimes on a rather higher scale, but work is irregular, and largely dependent on private connection.

OVERSEA SETTLEMENT.

Openings in the Dominions and Colonies are chiefly of a domestic nature, although there are a certain number of appointments for highly qualified women in professions such as Teaching and Nursing.

Assisted, or, in certain cases, free passages are offered, and employment guaranteed to selected candidates of 18 to 35 or 40 years of age, who are willing to undertake domestic work for a period of at least 12 months after arrival. The work is usually extremely arduous, but conditions good. Initial salaries offered are from about 20/- to 25/- a week, resident.

PHARMACY AND DISPENSING.

Previous qualifications: Matriculation or other examination. Length of Training: 2 to 3 years. Cost: Tuition Fees from about £21 per Session.

A candidate for the examinations of the Pharmaceutical Society, having passed a suitable examination in general subjects, must first register as an apprentice or student. Approved courses of instruction, and training under a practising Pharmacist are required for the several examinations as follows:— (a) Preliminary Scientific Examination: Instruction, 420-440 hours (Botany, Chemistry, Physics). (b) Chemist and Druggist Qualifying Examination: Instruction, 720 hours (Pharmacy, Pharmaceutical Chemistry, Pharmacognosy); Apprenticeship, 4,000 hours (spread over not less than 2 years). (c) Pharmaceutical Chemist Qualifying Examination: Instruction, 1,600 hours (Pharmacy, Pharmacognosy, Chemistry, Botany); Apprenticeship, 2,000 hours. For both (b) and (c) a candidate must be not less than 21 years of age. Examination fee for each £12 12s.

Certain colleges and schools are recognised by the Society, and part or whole time training may be taken concurrently with practical work.

A University Degree in Pharmacy may be taken, but this is not in itself a qualification to practise.

The Apothecaries Hall Certificate qualifies for assistants' work only. Length of training, 9 months. Tuition fees about £20. Candidates must not be less than 18 years of age. Examination fee £6 6s.

The profession is overcrowded at present and prospects should be seriously considered before embarking on training.

PHOTOGRAPHY.

Training may be taken either at a Technical School or as an apprentice or pupil in a photographer's studio. An excellent one year's training in a good school of photography costs about £45, and covers all branches of the work. As an apprentice or pupil to a photographer arrangements vary from an "au pair" basis to a premium of up to £60 or more. In Trade Schools there are two year courses for girls between the ages of 14 and 16, and one year courses for ex-central school and ex-secondary school girls of about 16 years of age. Prospects as employees are seldom promising, though some branches of the trade, such as re-touching and finishing, command better salaries than others, and may run to about £3 a week or more. Openings are, however, limited.

For those who may ultimately be able to open businesses of their own, there are some possibilities in carefully chosen localities.

PHYSICAL CULTURE. See *Teaching*.

POLICE.

Opportunities for work in the Police Forces are not numerous at present, but it is hoped they may soon increase. The Local Authorities appointing the Police Forces usually undertake their training, and require good health, a height of about 5ft. 6in., and an age limit varying from about 22 to 38.

Salaries in the Metropolitan Area (where the Force has now been increased to 50 women), commence at 48/- a week and rise to 58/- for constables, and 60/- to 70/- a week for sergeants. There is also a pension scheme.

POLITICAL WORK.

Previous qualification: Good general education.

Since the extension of the franchise to women in 1918 openings for women in paid political work have greatly increased in number, and they are now employed by all parties in various organising capacities. Tact and a quick understanding of others is essential for success in political organising, which consists to a great extent in enlisting the support of strangers and guiding the efforts of voluntary workers. Some Secretarial training is desirable, and the organiser should be capable of addressing small meetings in case of necessity. In some cases training is given by Party Organisations. Heavy demands are made on the physical strength of the political worker at election times, and she must always be ready in a period of crisis to subordinate personal comfort to the needs of her party, and to adjust her existence as circumstances may require. Appointments are not easy to obtain, and those who wish to take up this work as a career are recommended to let no opportunity slip of helping as volunteers in elections, whether Parliamentary or Municipal; the experience thus gained, and the acquaintances thus made, will be their best recommendations in applying for paid employment later on.

PROBATION OFFICERS AND POLICE COURT MISSIONARIES. See *Social*.

POULTRY KEEPING. See *Agriculture*.

PUBLIC HEALTH.

SANITARY INSPECTORS.

Previous qualifications: Matriculation or equivalent. Length of Training: About a year. Cost: See below.

The recognised qualification for Sanitary Inspectors is the Certificate of the Royal Sanitary Institute and Sanitary Inspectors Examination Joint Board. Candidates must be over 21 years of age, and in addition to having attended an approved six months' course of Lectures and Demonstrations must have had at least one year's practical experience or have attended a course of Instruction and Training in the work and duties of a Sanitary Inspector in a Public Health Department. Training may be taken at various centres in London and the Provinces approved by the Board. The fee for a six months' course, including evening classes and afternoon demonstrations is from £2 10s. to £6 6s. Openings for Women Sanitary Inspectors are practically non-existent.

HEALTH VISITORS.

A Health Visitor's Certificate can be obtained by a trained nurse holding the Certificate of the Central Midwives Board after a recognised 6 months' course in Public Health work followed by an examination. The Health Visitor's Certificate may also, for the time being, be obtained by women who are not trained nurses provided they have undergone a recognised two years' course of training together with six months' training in hospital, have passed the necessary examination and hold the Certificate of the Central Midwives Board for which a year's training is now necessary. Grants in aid of training given by the Ministry of Health result in very moderate tuition fees, *i.e.*, from about £18 to £25 per annum.

Salaries vary under different Authorities from about £130 to £250 per annum upwards.

INFANT WELFARE WORK.

For appointments as Superintendents or Assistants in Infant Welfare Centres, Schools for Mothers, Baby's Clinics, etc., the same standard of qualification is required as for Health Visitors. Such appointments are sometimes made under private bodies, but are more generally connected with the work of the Local Health Authority. Salaries run from about £130 to £250.

RADIOGRAPHY. See *Massage, etc.*

RELIEVING OFFICERS. See *Social*.

RESCUE WORK. See *Social*.

SANITARY INSPECTORS. See *Public Health*.

SECRETARIAL WORK.

Previous qualifications: Good general education. Length of Training: 6 to 12 months. Cost: Fees £21 to £115 (Private School). £15 to £20 (Commercial Colleges).

Training for secretarial work may be taken at a good private school. Courses include Shorthand (English and Foreign), Typewriting, Book-keeping, Office Routine, Filing and Indexing, Précis Writing, Committee Procedure, etc. Practical experience in Secretarial work is usually arranged at the completion of the student's training.

Apart from private schools excellent training in Shorthand and Typewriting and Commercial subjects is given at Business and Commercial Colleges and Technical and Evening Institutes.

There is a steady demand for really well qualified secretaries. A previous University education is an asset and a knowledge of French and German, and shorthand in those languages is useful, but the market is greatly overstocked with untrained or partially trained clerical workers. Real efficiency is required to obtain, and keep, a good type of post, and it is advisable to aim at some special qualification such as ultimately becoming a Chartered Secretary. Salaries range from about £2 5s. to £3 for shorthand typist secretaries, and from £3 to £5, or more, for confidential or organising secretaries.

SOCIAL WORK.

Previous qualification: University Degree or good general education. Length of Training: 1 to 3 years. Cost: Fees, Diploma courses from £16 10s. to £25 per annum.

Social Science Diploma Courses are given at most Universities, the usual trainings being two years in length, though sometimes reduced to one year in the case of University graduates. Subjects included are Economics, Social and Economic History, Local Government, Public Administration, etc., and a considerable amount of practical work is covered during training. Arrangements are made for students to specialise in certain aspects of Social work, *e.g.*, as in the case of Welfare Workers. Hospital Almoners take a special Diploma, and a great part of their training is carried out in hospital. For administrative or economic work a Degree in Economics should be taken, and followed, if possible, by at least a year's Social Science training. For some branches of Social Service, however, a general Social training under such a Society as the Charity Organisation Society, or in a well organised Settlement, may be more useful and can be taken either before or during the Social Science course. Openings for skilled voluntary service are unlimited, but salaried posts are not numerous at present.

A Social Science training is a sound preparation for Children's Care Work, Club and Settlement Work, Juvenile Employment, Probation, Relieving and Old Age Pension Officers, for Workers among the Crippled, Blind, Deaf and Dumb, and Mentally Defective, for Police Court Missionaries, and others engaged in social and philanthropic activities.

For Rescue Workers, Deaconesses and Parish Workers, special trainings are arranged by various religious bodies.

Salaries for Social Workers vary from £150 or even less, to £250, or occasionally £300 per annum.

STOCKBROKING.

Women are not admitted to membership of the Stock Exchange, and the few who are engaged in this work are, like other "outside" stockbrokers, obliged to do the actual buying and selling of stocks through members. Long training with a well-established firm is required for the conduct of such business, and in view of the prejudice that still exists in regard to women stockbrokers, opportunities of obtaining the necessary experience are rare.

SURVEYING. See *Auctioneering, etc.*

TEA ROOMS AND RESTAURANTS. See *Cooking and Catering*.

TEACHING.

Previous qualification: Matriculation or equivalent. Length of Training: Elementary teaching, 1 to 4 years; Secondary teaching, 3 to 4 years. Cost: varies, see below.

It is possible for those who intend to follow the profession of a teacher in an Approved School to pass from an Elementary School, through a Secondary School, to a Training College or University Day Training College, with considerable help from Public Funds.

Training in teaching is a necessary qualification for those who wish to be entered on the Register of the Teachers' Registration Council. The training is obtained concurrently with the general work of the course in some cases, e.g., in Elementary Training Colleges, while in others a year's special training in the Theory and Practice of Teaching is given after the general training has been taken, e.g., in Secondary Training Colleges.

Scales of salaries are, as a rule, in accordance with the Burnham Award of 1925. See Reports of 1927.

Teaching may be considered under the heads of : (1) University ; (2) Training College ; (3) Secondary School ; (4) Elementary School ; (5) Special Elementary School ; (6) Kindergarten and Montessori ; (7) Nursery School ; (8) Continuation School ; (9) Private School ; and (10) Private, also under the special subjects : (11) Domestic Science ; (12) Physical Training ; (13) Art ; (14) Music ; (15) Elocution ; (16) Eurythmics ; (17) Dancing ; and (18) Handicraft.

For teaching Arts or Science subjects in (1), (2) and (3), a University Degree is essential ; for (1) the Degree must necessarily be a good Honours Degree, while for (2) and (3) a Teaching Diploma, as well as a Degree should be taken. The length of training required is thus, as a rule, four years. The cost of a University training is about £150 per annum (including residence). It is possible to obtain a Board of Education grant covering a part of the cost of the year's post-graduate training in teaching.

For (4) and (5) at least a two year training is necessary in order to become a certificated teacher. There are also three and four year courses which admit of a Degree being taken.

For (6) it is necessary for Registration as a Teacher to spend three years in training, but no such regulations as to length of training are laid down by the National Froebel Union. There are as yet no recognised Montessori Training Colleges in this country.

As, owing to reasons of economy, Nursery Schools and Continuation Schools are all but non-existent, it is hardly advisable at present to contemplate training for either (7) or (8).

For (9) and (10) there is more latitude as to qualifications and remuneration, together with considerable uncertainty as to employment, and lack of pension rights.

For (11) there are both two and three year courses in special Domestic Science Training Colleges.

For (12) a three years' course is necessary, and this is also the minimum length of training necessary to qualify for (13), (14), (15), and (16), while longer periods of training than this are often taken for both (13) and (14).

For (17) a two or three years' course is usual.

For (18) the training taken varies considerably. There is at present no great demand for teachers of handicraft.

TRANSLATING.

Translating can hardly be recommended as a profession in itself, as the demand is limited and the competitors many. Most business houses, publishers, etc., who require translations have linguists on their regular staffs—probably combining translating with secretarial duties. Women with good knowledge of languages are strongly recommended to add shorthand and typewriting to their qualifications if they wish to be able to avail themselves of opportunities for regular employment of this kind. See *Secretarial*.

VETERINARY SURGERY.

Previous qualification: Matriculation or equivalent. Length of Training: 4 to 5 years. Cost: Tuition Fees £85 to £175.

The Royal College of Veterinary Surgeons confers the only license for the practice of Veterinary Medicine and Surgery. Having passed a Preliminary Examination, the student must attend a four years' course at a recognised Veterinary College, and has four professional examinations to pass before the Diploma of Membership of the Royal College of Veterinary Surgeons can be obtained (M.R.C.V.S.). Degrees in Veterinary Science are granted by certain Universities. Such courses cover four to five years, and arrangements are made for students to prepare for the M.R.C.V.S. concurrently. In addition to tuition fees, there are examination fees, etc. The profession is still a pioneer one for women and its prospects cannot be stated with any certainty, but the outlook seems promising.

WELFARE WORK See *Social*.

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