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SOCIAL WORK (WOMEN)

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SOCIAL WORK (WOMEN)

INTRODUCTION

1. This pamphlet is one of a series compiled by arrangement between the Incorporated Association of Headmistresses of Public Secondary Schools and the Ministry of Labour. Its purpose is to afford useful and authoritative information to secondary school pupils, their parents, teachers and all who are concerned in advising them on the choice of a suitable career.

SCOPE

2. The boundary between social work and other professions is not definite since all work involving service to the community may be included in the term "social service." Certain of these professions have been described in other pamphlets in this series e.g., Dentistry (No. 14) Medicine (No. 20), Nursing and Kindred Services (No. 17) and Local Government Services (No. 21). The information herein is therefore related only to social work (*a*) in connection with settlements, churches and clubs; and organisations such as the Charity Organisation Society, the Invalid Children's Aid Association and the Young Women's Christian Association; (*b*) in industry; (*c*) in hospital (almoners) and among mental and physical defectives; (*d*) in central and local government departments, e.g., the Home Office factory inspectorate; the probation, police and prison services.

DEVELOPMENT

3. In the past social work has often been regarded as confined to the relief of distress but social workers are now primarily concerned with the prevention of misfortune, and only in a subordinate measure with the dispensation of relief. The modern outlook is constructive and educational, the aim being to help individuals to protect themselves against conditions which may lead to suffering and difficulty.

The number and variety of posts connected with social work and administration have greatly increased during the present century, not only on account of the growth of national and local government social services but also in consequence of developments in philanthropic and charitable organisations.

These developments have stressed the need for proper education, training and experience in *all* social workers. Certain groups of specialised social workers such as hospital almoners and welfare supervisors in factories have formed associations with a view to maintaining and improving the standard of their work and universities now provide courses of study suitable for the different branches of social work.

TYPES OF WORK

Voluntary Bodies

4. Various voluntary bodies such as the Charity Organisation Society, and the Invalid and Crippled Children's Aid Association employ paid workers who are responsible for organising the work in their areas, ascertaining all the circumstances of the cases to be considered, preparing reports, arranging committee meetings, and carrying out any remedial action decided upon. They are frequently assisted, particularly in visiting homes, by voluntary workers who work under their direction.

Club Leadership

5. Clubs may be for women and girls only, or for both sexes; they may be open every evening in the week or once or twice only, and may be in a rural area or an industrial district with developing recreational needs. The club activities may include music, singing, dramatics, cookery, physical training, handicrafts, rambling, camping and games of all kinds. The duties of the club leader are correspondingly varied. She has to devise systems of recreation which will have a lasting appeal to a rather varied membership, and by the influence of her personality she must maintain an atmosphere of friendly and happy activity. She will probably organise camp holidays, and if necessary visit members in their homes.

Settlements

6. Residential Settlements are usually the centre for the voluntary social work of those districts in which they exist, and various organisations make use of the settlement premises for their separate purposes.

Housing Estate Management

7. The work of the housing estate manager is based on the principles of Octavia Hill, who made the personal collection of rents the means by which the housing estate manager establishes contact with tenants and introduces an atmosphere of co-operation between landlord and tenant. The interest of the work is three-fold; Social—the selection and placing of new tenants, re-housing in slum clearance areas and welfare work generally; technical—dealing with contractors and workmen in connection with repairs, the agreement of new assessments for rates and taxes; and business—the actual collection of large sums of rent money in small amounts, and the keeping of accounts and records.

Labour Management and Industrial Welfare

8. With the growth of large scale industry, the maintenance of the personal link between employer and worker which still obtains in many smaller firms has necessitated the formation of personnel departments. The scope of these departments varies with the organisation of the firm but usually covers employment, education, training and promotion as well as the health and working conditions of the staff. One of their most important functions is the promotion and maintenance of good relations between all sections of the firm. These departments are usually in the charge of trained workers.

Hospital Almoner

9. The hospital almoner may according to circumstances, be required to act as a link between the hospital and outside agencies, state or voluntary; to ascertain the circumstances and home conditions of patients for the

assistance of the medical staff and the patients in carrying out the treatment recommended and in order to assess the payment which the patients may be asked to make towards the cost of treatment; and to organise the after-care of patients after discharge. In the course of her duties, the almoner works in co-operation with the medical and nursing staff and interviews patients, both in the wards and the out-patients' department.

Work related to the Mentally Ill

10. Psychiatric social workers are sometimes appointed to investigate the history and social circumstances of patients in institutions for persons suffering from nervous disorders, and to organise the after-care of patients on discharge. They also work at child guidance clinics in co-operation with the medical staff.

Occupational Therapy

11. Occupational therapists are appointed to the staff of hospitals to carry out the prescriptions of physicians and surgeons by directing the mental, physical and social activities of the patients from a therapeutic standpoint. The occupational therapist is sometimes required to train members of the nursing staff in teaching of the more simple handicrafts. Occupational therapists are sometimes employed to expedite convalescence after disease or injury. (See also para. 47.)

Work related to Mental Defectives

12. Mental defectives unlike the mentally ill are not susceptible to cure i.e., they are congenitally subnormal mentally. The worker among the mentally defective is often an officer of a local authority, but she may work for a local association for mental welfare work. She visits and reports on mental defectives living in their own homes, or boarded out with foster parents or guardians. She may be required to organise occupation centres, where low-grade defectives are taught good habits and handicrafts. Older boys and girls are found suitable work such as domestic work for girls or simple farm and factory work for boys.

Factory Inspectors (Home Office)

13. These inspectors enforce the Factory Acts, and certain other Acts dealing with the health, safety and welfare of persons employed in factories and workshops. The work is varied and interesting. The inspectors are engaged to a large extent in helping employers by advising them on the best means of complying with the provisions of the Acts, but in some cases legal proceedings are necessary to secure compliance, and the inspectors are themselves required to conduct proceedings. The duties include special investigation into cases of industrial poisoning and accidents, and attendance at inquests in fatal cases. They must be physically strong, as inspection is arduous work, and involves a considerable amount of travelling in all kinds of weather.

Probation Officers (Home Office)

14. The duties of these officers are very varied but primarily relate to the supervision of adult or juvenile offenders who are placed on probation and for this purpose the probation officers may be required to make inquiries in many cases before the Court. The officers are expected to act as both adviser and friend to persons under probation and to do everything in their power to make the period of probation a starting point

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for better things. The officers may also have to act as conciliator in matrimonial cases and to undertake other services of a social character connected with the work of the Courts.

There are at present about 400 full time probation officers of both sexes and this number is steadily increasing.

Policewomen

15. The duties of a policewoman include the patrolling of streets and open spaces, particularly with a view to the protection of children and young persons, and the escorting of women and juvenile offenders. Policewomen may be required to search female prisoners, take statements and keep observation on people or premises. They have, as a rule, the same powers of arrest as policemen, but they are not expected to attempt an arrest which is beyond their physical powers to effect. In some country areas women police are equipped with motor cycles.

Prison Officers

16. Although the routine locking and unlocking of doors and the supervision of meals, work and exercises, occupy the working day of prison officers fairly fully, there are opportunities for them to advise and help their charges and in some cases to assist at instructional and recreational classes outside hours of duty.

Borstal Officers

17. *Housemistresses* at Borstal institutions are responsible for educational and recreational arrangements and must have a keen interest in difficult reformative work. *Matrons* undertake the domestic welfare arrangements, and deal with a continuous stream of young people needing advice and sympathy in their personal difficulties.

Relieving Officers

18. These officers and their assistants are appointed by Local Authorities to investigate applications for public assistance. The work is dealt with more fully in Pamphlet No. 21 Local Government Services.

Care Committees of the London County Council

19. These care committees are responsible for the welfare of children throughout their school lives, and the work of organisers includes the follow-up and after-care of cases recommended for treatment by the school medical and dental officers, the assessment of parents' ability to pay in cases where treatment or supplementary diet is ordered. This involves co-operation with doctors, teachers and voluntary workers.

Juvenile Employment Officers

20. A number of Local Education Authorities have set up juvenile employment offices through which children leaving school are advised on suitable employment and assistance is given to juveniles under 18 years of age on employment questions. These officers are also responsible for the administration of unemployment insurance for juveniles. Similar work is done in other areas by the Ministry of Labour.

Health Visitors—see pamphlet No. 17 on Nursing and Kindred Services for details of this work.

QUALIFICATIONS

General

21. A social worker needs a strong personality and mature outlook, experience of and real interest in personal problems and difficulties, a first-hand knowledge of social and industrial conditions, and an ability to make contacts easily and sympathetically with people of all ages and types. Most of these qualities may be developed by proper training, but it is important that the social worker should start with a healthy outlook on life, and a sense of proportion undisturbed by too early contact with problem cases. For certain branches, for example work connected with the mentally ill and mental defectives experience and a balanced outlook are particularly important. Social service is given to all kinds of people, however, and not only to those who are abnormal; and in some branches, there is scope for ability in games, music and handicrafts.

The special qualifications required for certain appointments in central and local government services are stated in the following paragraphs.

Factory Inspectors

22. Candidates for these posts must be over 23 and under 30 years of age, but exceptionally applications may be considered from candidates under 34 years of age. Women candidates must be unmarried or widows, and may be required to resign their appointment on marriage. In general, candidates should possess a University Degree or equivalent qualification, but this may be dispensed with in the case of candidates exceptionally well fitted by suitable practical experience. Approved candidates are interviewed by a Selection Board and required to take a qualifying examination in English. Factory inspectors are permanent civil servants and before appointment they must satisfy the Civil Service Commissioners as to health and character. Appointments are on probation for a period of two years, during which the Inspectors are required to pass a qualifying examination in factory law and sanitary science.

Probation Officers

23. Probation officers in the provinces are appointed by the Justices or by the Probation Committee; in the Metropolitan Police Court District appointment is by the Home Secretary. The minimum age of appointment is 23 although the average age of selected candidates is higher. The maximum age is 40 but appointments are seldom made of persons over 35 years. Retirement is compulsory at 65 years.

Personality and character as well as the education, training and previous experience of candidates are considered at a personal interview.

Ordinarily candidates are interviewed by the probation committee of the appointing authority in the area in which the vacancy occurs but under a new scheme there has been appointed a Probation Training Board which will record for the guidance of appointing authorities the names of candidates who are suitably qualified for appointment. This Board will select candidates who are (*a*) qualified for appointment, or who (*b*) may be qualified if they obtain a university diploma with practical experience or if they complete a special course of training provided by the Board.

Further particulars may be obtained from The Secretary, Probation Training Board, Home Office, Whitehall, London, S.W.1.

Policewomen

24. Policewomen are appointed to a number of local police forces throughout the country. Candidates must be physically fit and of British

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nationality and parentage. The usual age of recruitment is 24 to 35 years, and the minimum height is generally 5ft. 4ins. but regulations vary, and the minimum height in some cases is 5ft. 7ins. or even 5ft. 8ins.

The educational standard varies, and since educated and experienced women of character, keeness and ability are wanted, there is a tendency for the standard to rise. For the Metropolitan Police Force there is an entrance examination which corresponds roughly to that of the School Certificate.

Nurses who hold the certificate of the Central Midwives Board, social workers and teachers have experience and training likely to be of value for police work. In one district at least all candidates are required to be certificated nurses.

The work calls for a high standard of moral and physical courage.

Prison Officers

25. Candidates must be British women, single or widowed, between the ages of 24 and 35 with a minimum height of 5 ft. 3 ins. Good character and physique are necessary and preference is given to applicants of good education with special qualifications as instructors of physical training or with ability to take educational classes or practical knowledge of a trade or industry. There is a selection interview, a medical examination and a simple qualifying examination in writing and arithmetic. Selected candidates are appointed as probationers for a period of twelve months. During the first two months they receive instruction at a training school. Further information may be obtained from the Home Office, Whitehall, S.W.1.

Borstal Officers

26. *Housemistresses.*—Candidates should have had a university or secondary school education, be between the ages of 25 and 35 years and physically fit. Experience of dealing with the more difficult types of working class women and girls is of primary importance and candidates should feel a keen desire to help these people. Ability to organise recreations and a knowledge of handicrafts will be useful.

27. *House matrons.*—Candidates should be between the ages of 35 and 50 and be physically fit. Experience in duties similar to those of a school matron and a personal knowledge of the lives and interests of working class boys are desirable. Previous experience in reformative work is not essential but matrons are expected to co-operate in the re-education of young offenders.

TRAINING

General

28. With the development which has taken place in social service, public and private, during the last quarter of a century, the standard of education and training required of candidates for employment in social work has been raised. It is now increasingly recognised that adequate preparation is necessary.

PREPARATORY TRAINING

29. The best general training for social work is a university course for a degree or diploma in social science, although in some branches such as club leadership, it is not essential. In addition specialised training is frequently necessary; and details are given below.

The nature of the training and subsequent work is such that it is unwise to begin social science training before the age of 19 years and there are advantages in delaying still further. For example, in church and moral welfare work it is inadvisable to commence specialised training before the age of 23-25 years. In the interval after leaving school, some candidates study for a University Degree in Arts or some other faculty which appeals to them. This is valuable, particularly to the girl who aspires to the higher organising posts in social work. It is advisable, where possible, to include in these degree courses such subjects as economics, history and psychology. A course of training for secretarial work or in domestic science might be useful for a girl who has not the means or inclination to take a degree course. If, however, no preliminary training can be afforded, employment of almost any kind, especially if it involves numerous social contacts, is useful. During this preparatory period, the prospective social worker should gain practical experience and test her suitability for the career by voluntary spare time work in a settlement, or in a club, play centre, or guide company. Inquiries should be made at local technical institutes or of Local Education Authorities regarding courses suitable to this preparatory period.

The training for a diploma includes the practical work considered necessary for most social workers, and for that reason a diploma is of greater value than a degree in social science for the immediate purpose of securing paid employment, unless and until degree holders have obtained the necessary practical training after graduation. On the other hand the cultural value of a university degree is likely to improve the status of the social worker at a later stage so that if financial and other considerations permit, the most desirable plan is to obtain a degree, preferably in Arts, and then to obtain a social science diploma. The cost of training is increased but the delay in qualifying is in no way a disadvantage.

THEORETICAL TRAINING

University Courses

30. University courses in social science differ in detail according to the university selected and the qualification desired. The theoretical work is designed to show the relationship between present social conditions and the industrial and social life of the past. Subjects includes:—economics, economic history; philosophy; psychology; industrial law; ethics; statistics; public health and hygiene; the principles and practice of social work; social institutions and contemporary social conditions. Particulars may be obtained from the registrars of the universities and colleges referred to below.

31. *Degree* courses in sociology are available at London, Liverpool and Manchester Universities as follows:—

London.—London School of Economics—degree in sociology, Bedford College—degree in sociology, King's College of Household and Social Science—degree in household and social science,

Liverpool and Manchester.—Degree in social science.

Matriculation or equivalent is necessary for all degree courses; these courses usually extend over three sessions.

32. *Diploma* or *certificate* courses in social science are available at the following universities and colleges:—

Birmingham, Bristol, Edinbugh, Glasgow, Leeds, Liverpool, Manchester, Nottingham, Oxford (Barnett House), London (London School of Economics, Bedford College, King's College of Household and Social Science), Southampton (University College).

The minimum age of admission is usually 19 years, and normally the school certificate or equivalent is required but exceptions may be made in the case of those who have had experience of social work or industry. The courses usually extend over two years for non-graduates and one year for graduates whose studies have included subjects closely related to social science. At Glasgow University, the non-graduate course is held in the evenings.

Further details of courses may be obtained from the registrars of the respective Universities and Colleges.

PRACTICAL TRAINING

33. Practical training, which is generally effected under the supervision of a University Settlement or one of the well-known societies such as the Charity Organisation Society, includes the study of the co-ordination of the various social agencies, and considerable practice in detailed family case work involving home visiting and keeping of records, and visits of observation to such places as mental hospitals, employment exchanges, agencies and factories. During this period or its early stages students are advised to reside in a settlement.

After experience has provided a proper perspective and usually in the latter part of their training, students may specialise in the branch of work which they intend to pursue later. For those choosing industrial welfare or labour management, specialised instruction in co-operation with the Institute of Labour Management or with the Industrial Welfare Society is generally available. Both these organisations arrange practical training which may include six to eight weeks in an employment or welfare department of a business firm, and, when possible, some experience in an ambulance room or in an out-patients' department of a hospital. The technical instruction generally includes some training or experience in business methods and secretarial routine, industrial health research work and psychological testing, safety organisation, committee work, and canteen organisation. Various useful means of establishing contacts and obtaining knowledge of working people are suggested, such as working as an ordinary employee in a factory or business concern, coaching for games, and work in connection with the juvenile advisory committees of the Ministry of Labour.

Cost of Training

34. The cost of training varies according to the university selected and the course pursued. Tuition fees may range from about 12 to 50 guineas a session, maintenance being additional. Residence at a settlement usually costs about 25s. to 35s. a week for board and lodging. It is sometimes possible for special terms to be arranged at a settlement whereby the cost of board and lodging is reduced if part-time assistance is given e.g., in clubs, and some settlements grant bursaries. Information as to the award of bursaries and scholarships is usually available at the university.

SPECIALISED TRAINING

Hospital Almoner

35. Candidates for training under the Institute of Hospital Almoners should be between the ages of 19 and 35 years, but the certificate of qualification *cannot* be obtained before the age of 22 years. Every candidate is interviewed by a selection committee in either London, Birmingham, Bristol, Dublin, Edinburgh, Glasgow, Leeds, Liverpool or Newcastle. In order that the candidate may have personal knowledge of the work of an almoner, two days must be spent in an Almoners' Department before the interview. After acceptance and following the required period of university training candidates are required to undergo practical training, which includes four months general family case work under a Society approved for the purpose, at least two consecutive months being full time work under the Charity Organisation Society, and eleven months practical work at a hospital under the guidance of a certificated almoner.

Students preparing for a university degree or diploma in social science can by arrangement complete the four months general case work simultaneously with the university course; in which case this subsequent practical work usually consists of eleven months training under a certificated almoner in a hospital.

Graduates in other subjects but with qualifications in certain social science subjects satisfactory to the Executive Council, may be exempted from further theoretical training but are required to complete the full period of 15 months of practical training.

Graduates without qualifications in social science subjects must first complete a one year post-graduate course in social science before taking the normal 15 months course of practical training.

The fee of the Institute, which covers the practical training, is 20 guineas for students accepted by the London Committee. For students accepted by local selection Committees in the provinces and Scotland, the Institute fee is eight guineas, which does not include the cost of Charity Organisation Society training, nor any fees of the local committees, but the total cost is approximately the same as for London students.

All students are required to take part of their practical training in London, and London students must take at least two months of their hospital training at a hospital outside London.

Psychiatric Social Work

36. Courses of training in preparation for this work are available at the London School of Economics (University of London). Selected students only are admitted to the courses and preference is given to candidates over 23 and under 35 years of age who have taken a social science diploma or its equivalent and who have been engaged in responsible social work. The course covers one university session and the theoretical work includes physiology, psychology, psychiatry, mental hygiene and social case work. The practical work is undertaken during the session and in vacations and deals with individual cases at child guidance clinics and mental hospitals and involves, also, attendance at case discussions, conferences and demonstrations.

The sessional fee is 30 guineas. Eight Commonwealth fund scholarships of £200 each (less a deduction for fees) are available annually to students

taking the above course. Applications for these scholarships should be made to the Registrar of the London School of Economics before 1st May for entry in the following October.

Probation Officers

37. Normally candidates will have taken a university course for a degree and/or diploma in social science followed by practical experience but the Probation Training Board is offering as a temporary measure special two years courses of training for a diploma to a limited number of suitable candidates between the ages of 21 and 30. No definite standard of education is laid down but should be such as to enable the candidate to profit by the course of training offered, which provides practical experience in adult and juvenile courts in both urban and rural areas, and includes lectures on criminal law and procedure and other appropriate subjects.

Selected candidates receive a maintenance grant at the rate of £150 a year. No fees are payable by the candidate.

Further particulars may be obtained from the Board—address as in paragraph 23.

Club Leadership

38. Three main types of worker are needed for the growing and varied requirements of clubs; fully trained club leaders who are full time workers and responsible for the running of one or more clubs, assistant club leaders or helpers who are responsible, under the guidance of the club leader for part of the club programme, and who may or may not be specialists in one of the subjects undertaken in the club classes; and qualified specialists in such subjects as handicrafts, recreation or physical training, music, and drama.

The National Council of Girls' Clubs has special courses for training club leaders and assistant club leaders. These are run on inter-denominational lines planned in consultation with social and religious organisations concerned with girls' work and with representatives of educational bodies and settlements. This training is most useful for girls with a special bent for practical work amongst people and fits the trainees also for posts in women's institutes and settlements. Candidates are required to register as students with the National Council and to take the appropriate course of training as laid down in the Council's regulations. The diploma and certificates referred to below are awarded by the National Council; the certificates are granted partly on the result of a written examination, partly on reports of practical work, and partly on personal qualifications. Residence in one of the club training centres approved by the Council is regarded as of great importance, but when this is not possible, non-resident training may be arranged.

(1) *The Diploma* is awarded to candidates holding a social science diploma of a university, who have obtained certificate I in club leadership, and after at least one year's experience in responsible work, have shown themselves to be exceptionally well qualified for the work of club leadership.

(2) *Certificate I* is awarded to candidates who have successfully completed eighteen months' full-time training, in accordance with the syllabus drawn up by the National Council of Girls' Clubs.

(3) *Certificate II* is awarded to candidates who have successfully completed a course of part-time training of at least eighteen months (but not more than three years) under the National Council Scheme. This certificate is intended for candidates who, being engaged in other occupations, cannot give their full time to the training.

The Scottish Association of Girls Clubs has a scheme of training for Scottish students which is recognised by the National Council—the scheme differs only slightly from the English scheme.

Syllabus of training.—The training for certificates includes lectures in club work and elementary social administration; practical experience of club work and home visiting; methods of teaching through study circles; elementary general principles of health and physical training; at least two educational club activities such as handicrafts, music and drama; visits of observation to schools, junior instruction centres, factories, employment agencies, and hostels; conferences on club work and other social service; religious study and teaching with own religious denomination (this may be omitted): and case work. Training in camping is also provided.

Fees.—The total fees for the course including lectures, conferences, registration and examination fees does not exceed £10. The cost of board and maintenance at an approved residential centre is additional and usually varies from about 30s. to 35s. per week according to the centre selected. The cost of books is nominal, as library facilities are, as a rule, arranged at the residential centre.

Provincial training.—Special arrangements for training under the National Council have been made through local committees in Lancashire, Yorkshire, and Scotland and other similar arrangements are in prospect.

Recreative Physical Training

39. There is a great demand for recreative physical training classes in girls' clubs and to remedy the inadequate supply of club teachers and leaders the affiliated branches of the National Council of Girls' Clubs arrange courses in different parts of the country from time to time which vary in length from 12 weeks full-time training to 30 weeks of one evening a week. These courses have the support of the Central Council of Recreative Physical Training, Abbey House, Victoria Street, London, S.W.1, to whom inquiries as to courses of training for recreative physical work should be addressed. This training is purely for *recreative* physical work and does not qualify to teach physical training in day schools under the Board of Education or the Scottish Education Department. (For such teaching a three years' full time organised course of training at a recognised physical training college is necessary.)

The syllabus of these courses of recreative physical training includes "keep-fit" work (based on the Swedish system recognised by the Board of Education and adapted to recreative purposes); the theory and practice of teaching; dancing; indoor games, and skipping. Trainees who reach a satisfactory standard are welcomed afterwards for voluntary help with classes in clubs and, in certain cases, may be eligible for the London County Council Panel of Teachers of "Physical Exercises without Apparatus" in Girls Clubs affiliated to London County Council Evening Institutes. Payment is made for such teaching at the rate of 8s. for two hours teaching per evening.

Training under the Charity Organisation Society

40. The Charity Organisation Society consists of a federation of about 30 district committees in London, each having its own office and staff of paid and voluntary workers. As indicated in para. 33 practical training for all kinds of social work may be obtained through this Society; in addition the Society accepts for training candidates for occasional vacancies as secretary to one of its district committees. Preference is given to candidates holding a university degree or diploma in social science. Accepted candidates are generally asked to work for three or four months in a district office at their own expense, and, if approved, are then appointed as *secretaries on probation* at a salary at the rate of £120 a year for the remaining period of training, which may extend to a year or eighteen months. In Scotland, similar training can be obtained through the Council of Social Service, Edinburgh, and the Society of Social Service, Glasgow, but when the period of probation is completed no salary is paid for the remaining part of the training.

Training under the Invalid Children's Aid Association

41. The Invalid Children's Aid Association trains candidates for its special work. The training which is given in London extends over at least a year and includes three months' work in a Branch Office of the Invalid Children's Aid Association, three months in an office of the Charity Organisation Society, three months in another office of the Invalid Children's Aid Association, and a further three months according to the needs of the student. During the last part of the training some time would probably be spent in the office of a hospital almoner. In addition to general office management and some book-keeping, the training includes case work, visiting and writing up of visits, and after-care work, in the course of which the trainees are brought into close personal touch with the children and their families. Lectures on the Association's work are also given. The student gains a knowledge of national and local health services and of the co-operation between voluntary societies and public authorities. The student who successfully completes the course is equipped for work as organising secretary in the branch offices of the Invalid Children's Aid Association or similar employment.

Candidates for training should be at least 23 years of age. No charge is made by the Association for the course, but the student must maintain herself during the year of training.

Training arranged by the Young Women's Christian Association

42. The Young Women's Christian Association, an inter-denominational body, arranges theoretical and practical training for responsible positions in its centres and clubs, hostels or community centres either within the Association or otherwise. The training is adjusted to the qualifications and experience of candidates after a personal interview. There are openings both at home and oversea.

For younger candidates and those with little or no previous experience recognised for this purpose. For a period of six months or a year as *student helper* in one of the Young Women's Christian Association centres recognised for this purpose. For a period of six months or a year as a student helper, the candidate is provided with full board and residence and pocket money.

The course for general secretaries and club leaders includes one month's work in a recognised club centre as a probationary period during which the cost of full board and lodging at the centre is charged. Approved candidates attend for two terms at the Young Women's Christian Association College at Selly Oak, Birmingham for a course which includes tutorial classes, discussion circles and club work under supervision. The subjects are bible study, and its application to modern questions, psychology, economics, Christian ethics, social hygiene, club principles, methods and organisation. Lectures are also given on the history, constitution and methods of work of the Association itself. The students receive practical training in general social work in London (or in Glasgow if intending to work in Scotland) over a period of three months during which they live in a Y.W.C.A. centre and also work in an office of the Charity Organisation Society. The cost of the full course, including maintenance, is about £110.

The Young Women's Christian Association grants a certificate to those who successfully complete the course of training.

Students may also obtain the club leaders' certificate of the National Council of Girls' Clubs through the auspices of the Young Women's Christian Association.

In addition to the above complete course, shorter courses are available for students who have had experience of social work or who have previously covered part of the curriculum at a university. Courses for *hostel wardens and assistants* are also arranged by the Association. Candidates for such appointments should undertake the general training recommended above for general secretaries and club leaders; in addition it is advisable to obtain some training in domestic science.

Church Work

43. There are opportunities for women in church work as ordained deaconesses, lay workers, missionaries and social workers. The various denominations have their own training arrangements and in the first place all candidates for church work should get into touch with the appropriate training authority through their own church headquarters or, if they desire missionary work, through one of the missionary societies whose addresses may be obtained from the Conference of British Missionary Societies, Edinburgh House, 2, Eaton Gate, Sloane Square, London, S.W.1.

The Central Council for Women's Church Work aims to raise the standard of women's work in the Church of England by securing a supply of suitable and adequately trained women. Suitable communicants are recommended by diocesan boards and those who satisfy the Council that they possess the necessary qualifications in biblical and theological knowledge and also in either pastoral and evangelical work, general social work, moral welfare work or health work are granted an inter-diocesan certificate of recognition. This certificate may be of three grades; a minimum (grade C), well qualified (grade B) and expert (grade A). The Council holds central examinations for the certificates in July and December of each year but also accepts certain public examinations in lieu. The minimum age for receipt of a certificate is 21 years. The cost of two years residential training is about £180 to £200 but some bursaries are available.

Further particulars may be obtained from the Secretary, Room 621, Grand Buildings, Trafalgar Square, London, W.C.2. The Church of Scotland Women's Missionary College, St. Colm, 23, Inverleith Terrace, Edinburgh, provides training for candidates for Church of Scotland work. Certain of the other religious denominations make use of the training given at the Selly Oak, Birmingham group of colleges, which includes five associated colleges independent of each other but sharing their activities as a group. Courses of training may last from a few terms to three years and include such subjects as theology, social economics, international study, philosophy and psychology.

Moral Welfare

44. Training in moral welfare work (preventive and rescue) is given at the Josephine Butler Memorial House, 6, Abercrombie Square, Liverpool, and at St. Agnes House, Windsor Terrace, London, N.W.3. The basis of the training is a general social science course with special practical work through which some insight is given into patrol, police court and probation work, and students spend some months in residence at homes and refuges of different types. The cost of training, including maintenance, varies from free training and maintenance in one or two cases, up to £125 per annum in other cases. Information concerning bursaries should be sought from the headquarters of the religious denomination concerned or from the training colleges or the bodies referred to above.

Housing Estate Management

45. The Society of Women Housing Managers undertakes the training of students in house property and estate management in the methods established by Octavia Hill. Candidates are interviewed by a training committee normally in London, but in certain cases in the provinces, and if approved are placed in offices by arrangement with individual managers. Training, which consists of practical work on estates and preparation for approved technical examinations, takes from one to two years according to previous experience, and it may be started at any time in the year as vacancies occur. The first three months are probationary. It is regarded as essential that students should work in at least two offices during the period of training and desirable that one of these should be municipal and one non-municipal. Special arrangements are made for students who are articled pupils to surveyors.

Students must be prepared to take either (*a*) the Women House Property Managers' certificate of the Chartered Surveyors' Institution; or (*b*) the professional examinations of the Chartered Surveyors' Institution; or, (*c*) a B.Sc. degree in estate management; or, (*d*) in special circumstances, an alternative technical examination, such as the Sanitary Science certificate of the Royal Sanitary Institute. Holders of special qualifications such as certain university degrees may be exempted from further examinations, but must supplement their qualifications by an agreed technical course.

The fee, including entrance to the Society, is 20 guineas, and, in addition, there are lecture and examination fees, which vary according to qualifications sought from 20 guineas per annum for part-time tuition to 100 guineas per annum for full-time tuition.

Welfare Work in connection with the Mentally Ill and Mentally Defective

46. Reference has been made already to the post-graduate course for psychiatric social workers (see paragraph 34). Short courses of three

weeks' duration for those engaged in mental welfare work with mental defectives are arranged annually by the Central Association for Mental Welfare. Courses include lectures on the general principles of training defectives, and the practical work includes visits to special schools, certified institutions and occupation centres. The fee is £6 5s. (non-resident) or £13 15s. (resident). Practical specialised training may be arranged by the Association for individual qualified workers at a nominal fee of two guineas. Further particulars may be obtained from the Association.

Occupational Therapy

47. There is a suitable training course in occupational therapy at Maudsley Hospital, Denmark Hill, London, S.E.5, where not more than six non-resident students are given training for a period of one year. The tuition fee is 8 guineas. Certain mental hospitals accept occupation therapy trainees as probationers for a period of three years.

The Astley Ainslie Institution, Grange Loan, Edinburgh (which is associated with the Royal Infirmary) has an occupational therapy department which provides a full training course over a period of 2½ years available to about 12 students at any one time. The first course is due to commence in October, 1937. Particulars may be obtained from the Medical Superintendents.

The Royal Medico-Psychological Association has instituted an examination for a certificate of proficiency in occupational therapy; the requisite two years' training is taken concurrently with training in nursing.

Training as Home Visitor and Home Teacher of the Blind

48. The work of the home visitor and home teacher of the blind is distinct from teaching in a school for the blind, for which a certificate from the Board of Education or Scottish Education Department is required.

Home visitors and teachers of the blind are primarily welfare workers and a knowledge of social work is, therefore, an essential qualification. In addition to visiting the elderly and unemployable blind in their homes, the home teacher and visitor is required to give instruction in the reading of raised types and in simple pastime handicrafts. For some appointments it is a condition that candidates should possess the Home Teachers' Certificate of the College of Teachers of the Blind, and for most others that they should obtain this certificate within two years of appointment.

Candidates for the certificate are examined as to their ability to use the manual alphabet for the deaf-blind with accuracy and fluency, to write standard English Braille and to read and teach Braille and Moon types. They must be qualified to instruct in three selected pastime handicrafts and understand the special state and local government provisions for the blind and the various social amenities peculiarly suited to their needs. Candidates who take the examination for the first time must produce evidence of having had six months' practical experience in the home teaching service, or have successfully completed an intensive course recognised by the College. A fee of 21s. is charged for the examination, which is held annually in London, and in a centre in the North. Further details and the regulations and syllabus of the examination can be obtained from the Hon. Registrar, College of Teachers of the Blind, School for the Blind, Swiss Cottage, N.W.3.

PROSPECTS

General

49. As the scope of social work is so wide and varied, it is not possible in this pamphlet to indicate all the types of posts available. Much of the work is undertaken by voluntary helpers who are often however specially trained and experienced.

Few salaried posts are open to candidates under the age of 23 years, and salaries tend to be lower than for work of comparable responsibility in other professions. The work, however, is usually taken up by those who regard the somewhat limited financial prospects as less important than the work itself. Generally speaking, the field of work is an expanding one.

Settlements

50. In residential settlements and similar centres there is usually a nucleus of salaried professional workers under the direction of the warden. Salaries for wardens may range from £150 to £300 a year or more resident, and for assistant wardens and bursars from £60 to £100 a year or more resident.

Club Leaders

51. The development of the club movement and the setting up of community centres on new housing estates has created a greater demand for experienced club leaders and organisers of social and recreative facilities. Assistant club leaders may receive about £50 to £60 a year resident and an experienced club leader about £120 a year resident. In due course, club leaders may become qualified for administrative work, such as wardenship of a settlement.

Voluntary Organisations

52. Branch Secretaries of the Charity Organisation Society, after completion of their probation period (see para. 40), are generally paid £200 per annum, and after three years' service are eligible for posts as district secretary with a salary of £250 rising yearly by £10 to £300 per annum. For appointments with organisations such as the Young Women's Christian Association, the Invalid Children's Aid Association, councils of social service and other voluntary societies, initial salaries usually range from about £150 to £200 a year or occasionally more. There are occasional opportunities of appointments oversea in such organisations as the Young Women's Christian Association at salaries which vary according to the expenses of living in the different countries. Allowances are usually made for travelling expenses and outfit.

Church Work

53. Diocesan and parochial workers, church sisters, organisers and secretaries of church societies are usually paid from £120 a year to £175, or occasionally, £200 a year or more.

Moral Welfare Work

54. Superintendents of training homes and similar responsible workers are paid £100 a year resident, and for non-resident employment, for example as a worker among children, salaries are from £150 a year upwards.

Labour Management and Industrial Welfare

55. Posts as labour manager and industrial welfare worker in factories and industrial concerns offer somewhat better prospects than many of the other branches of social work. Appointments are non-resident and salaries for assistants range from about £150 per annum upwards; and for posts of responsibility from about £300 per annum upwards. Experience in these posts is particularly helpful to those who intend in due course to apply for vacancies as factory inspectors (see para. 60).

Hospital Almoner

56. Hospital almoners are being appointed in an increasing number of hospitals. The initial salary is usually £200 a year with provision of certain meals and participation in a pension scheme. Experienced almoners may receive £250 to £400 a year.

Housing Estate Managers

57. The demand for trained women to manage house property is increasing, particularly where clearance schemes under local authorities and public utility societies are being carried out. Salaries generally begin at £180 a year for assistant managers and £250 a year for managers and rise to from £300 to £400 a year.

Welfare Work in connection with the Mentally Ill and Mentally Defective

58. An increasing number of hospitals and other institutions are appointing psychiatric social workers and occupational therapists. The salaries for psychiatric social workers range from about £200 to £300 a year, while for occupational therapists salaries vary from £70 to £100 a year resident, or from £150 to £200 a year non-resident.

Initial salaries for welfare workers among the mentally defective range from about £150 to £200 a year, with occasional posts from about £250 to £300 a year.

Welfare Workers for the Blind

59. These receive salaries on a scale comparable with those paid to mental welfare workers.

Factory Inspectors

60. Vacancies for factory inspectors, who are established civil servants, are advertised from time to time in the press. Salaries at present are on a scale rising from about £270 a year to about £455 but promotion to a scale rising from about £455 to about £680 may normally be expected. A few posts carry higher salaries up to about £1,000 a year. Retirement on pension may be required at 60 years of age and is compulsory at 65 years.

Probation Officers

61. Vacancies are usually advertised in the local or national daily press. See also para. 23. Salaries begin at £220 rising by annual increments to £320 per annum. Opportunities of advancement to higher posts are not frequent but principal probation officers have been appointed to

organise and supervise the work of probation officers in a few areas. Further appointments of this kind are expected. The maximum of the salary scales of principal officers is at present £400, and allowances not exceeding £50 may be granted to other officers in certain circumstances.

A compulsory superannuation scheme is in force providing for a pension of £4 for each completed year of service. Pensions are payable at age 65 or earlier on medical grounds after ten years' service.

The social value and human interest of probation work are a great attraction and may outweigh considerations of material prospects.

Policewomen

62. Newly recruited policewomen are placed on probation for a period of twelve months during which they are given systematised training.

Scales of pay vary. The scale recommended by the Board Committee is 60s. a week, rising to 80s. by annual increments of 2s. a week, but in many areas the scale is lower, and may begin as low as 50s. a week. In addition to pay, there are generally allowances for boots, clothing and rent. Service is pensionable. All policewomen must be prepared to go through the ranks and promotion to the next grade of sergeant depends upon the number of policewomen in the district. There are at present very few appointments above the grade of sergeant. Applications relating to the Metropolitan Police Force should be addressed to the Commissioner, New Scotland Yard, London, S.W.1; and for other forces to the Chief Constable of the district.

Prison Officers

63. In prison work the initial appointment is to the grade of prison officer, and the normal avenue of promotion is to principal officer, matron and chief officer. There are in all about 200 posts for women including a governor and three deputy-governors.

The scale of pay of new entrants is 40s. per week rising by annual increments to 60s. a week. Principal officers receive 62s. rising to 66s. a week, and the scale for chief officers is 80s. rising to 87s. 6d. a week. Uniform, quarters, fuel, light and washing but not food are provided free. The working hours are 96 a fortnight and generally every second week-end is free. Established service is pensionable.

Borstal Officers

64. *Housemistresses* in the Borstal services are very few in number and are appointed as vacancies occur. Initial appointments are made on an unestablished basis, the salary being at the rate of £200 per annum; but, after a period of not less than one year, nor more than three years, the holder is eligible for consideration for established appointment. Free unfurnished accommodation, or a cash allowance in lieu, is provided. The avenue of promotion is to Deputy-Governor and Governor. Established service is pensionable.

65. *House Matrons* in Borstal Institution. New entrants are appointed on a scale of pay of 62s. a week, proceeding by two annual increments for approved service to 66s. a week, with a special allowance of 3s. 6d. a week. Free quarters with light, fuel and washing, and an allowance in lieu of uniform, are provided. Established service is pensionable.

Vacancies are advertised in the leading daily papers, generally on Thursdays, and enquiries may also be made through any Ministry of Labour Employment Exchange and in particular to the Employment Exchange at 60, Gt. Marlborough Street, London, W1.

L.C.C. Children's Care Committee

66. Assistant organisers of care committees under the London County Council are appointed initially in a temporary capacity, and from their number the permanent staff is recruited. Salaries range from about £170 a year for temporary assistant organisers and from £200 a year upwards for permanent officers.

Juvenile Employment Officers

67. Salaries of assistants in juvenile employment bureaux range from about £120 to £200 per annum and may rise to about £300 in the largest bureaux. Officers in charge may receive from about £200 to £400 per annum. In the largest bureaux and in exceptional cases the salary may rise to £500 per annum or more.

FURTHER INFORMATION

68. The following publications may be of interest to the prospective social worker.

	s.	d.
Handbook of Settlements in Great Britain (British Association of Residential Settlements)	1	0
Higher Appointments open to Women in the Civil Service (P. S. Unwin and Son)		6
The Hospital Almoner (Allen and Unwin)	3	6
Prevention and Relief of Distress (P. S. King and Son)	2	6
Report of the Advisory Committee on the Welfare of the Blind (H.M. Stationery Office)		4
Report to the Home Office by H.M. Inspector of Constabulary (H.M. Stationery Office)		
Report of the Chief Inspector of Factories and Workshops (H.M. Stationery Office)	2	0
Report of the Departmental Committee on the Social Services in Courts of Summary Jurisdiction (H.M. (Stationery Office)		
University Training for Labour Management and Industrial Welfare (W. H. Taylor and Sons)		6
Voluntary Social Services (National Council of Social Service)	2	0
Welfare Supervision in Factories (H.M. Stationery Office)		6

69. The reports of the various social service societies and institutions generally published annually, and obtainable from the bodies concerned, give accounts of their social activities. Enquiries should be addressed to the respective secretaries (See Appendix for addresses).

70. Further information regarding careers may be obtained from local juvenile employment offices or in the London and the south-eastern counties from the Headmistresses Employment Committee, Queen Anne's Chambers, 41, Tothill Street, London, S.W.1.

In all cases students are recommended to seek a personal interview at one of these offices so that the career and the student's personal qualifications may be fully discussed. Enquiries should be addressed in the first instance to the offices referred to in the previous para. or to the Divisional Offices of the Ministry of Labour at the following addresses.

South Western.—The Grange, Woodland Road, Bristol, 8.

Midlands.—281, Corporation St., Birmingham, 4.

North Eastern.—Quebec Chambers, Quebec St., Leeds, 1.

North Western.—Sunlight House, Quay St., Deansgate, Manchester, 3.

Northern.—Exchange Buildings, Queen St., Newcastle-on-Tyne, 1.

Scotland.—44, Drumsheugh Gardens, Edinburgh, 3.

Wales.—Dominions House, Queen St., Cardiff.

APPENDIX.

British Association of Residential Settlements,
Toynbee Hall,
Commercial Street.
London, E.1.

Central Association for Mental Welfare,
24, Buckingham Palace Road,
London, S.W.1.

Central Council for Women's Church Work,
Room 621,
Grand Buildings,
Trafalgar Square,
London, W.C.2.

Charity Organisation Society,
Denison House,
296, Vauxhall Bridge Road,
London, S.W.1.

Council of Social Service,
28, Stafford Street,
Edinburgh.

Home Office,
Whitehall,
London, S.W.1.

Institute of Hospital Almoners,
Tavistock House (North),
Tavistock Square,
London, W.C.1.

Institute of Labour Management,
Terminal House,
52, Grosvenor Gardens,
London, S.W.1.

Industrial Welfare Society,
14, Hobart Place,
Westminster,
London, S.W.1.

Invalid Children's Aid Association,
Carnegie House,
117, Piccadilly,
London, S.W.1.

Joint University Council for Social Studies,
School of Economics and Political Science,
Houghton Street,
Aldwych,
London, W.C.2.

London County Council,
County Hall,
Westminster Bridge Road,
London, S.E.1.

London Society for Teaching and Training the Blind,
Swiss Cottage,
London, N.W.3.

National Council of Girls' Clubs,
Hamilton House,
Bidborough Street,
London, W.C.1.

Society of Social Service,
212, Bath Street,
Glasgow.

Society of Women Housing Managers,
13, Suffolk Street,
Pall Mall,
London, S.W.1.

Young Women's Christian Association,
National Office,
Central Buildings,
Great Russell Street,
London, W.C.2.

Ministry of Labour,
Whitehall, S.W.1.
October, 1937.

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