

Women's Employment Federation

(National Federation of Organisations concerned with
the Employment and Training of Educated Women).

MEMORANDUM ON OPENINGS AND TRAININGS FOR WOMEN.

October, 1934.

P

PAMPHLET

31, MARSHAM STREET, WESTMINSTER, S.W.1.
Tel. Victoria 0129.

Price 6d. Post free 6½d.

371.4250941

WOMEN'S EMPLOYMENT FEDERATION.

This National Federation of Organisations concerned with the employment and training of educated women has been set up to act as a clearing-house of information on these matters. It provides a centre to which the existing societies contribute their varied knowledge, where they meet in discussion, and through which all or any sections of them can co-operate, Its object is to widen opportunities and prevent overlapping, and it seeks the co-operation of employers to make known their requirements.

ORGANISATIONS WHICH HAVE JOINED THE FEDERATION UP TO 20th OCTOBER, 1934.

- *Association of Assistant Mistresses in Public Secondary Schools.
- *Association of Head Mistresses.
- *Association of Head Mistresses of Recognised Private Schools.
- *Association of Teachers of Domestic Subjects.
- *Association of Women Clerks and Secretaries.
- Bath City Secondary School for Girls.
- *Bedford College for Women, University of London.
Bedford Square Secretarial College, London.
Belstead School, Aldeburgh.
- *British Federation of University Women, Ltd.
Bromesbury and Kilburn High School.
Careers Vocational Bureau, London.
Channing School, Highgate.
Cheltenham Ladies' College.
City of Worcester Secondary School.
Croydon High School for Girls.
- *Electrical Association for Women.
Eothen School, Caterham.
Francis Holland School, Graham Street, London, S.W.1.
Grey Coat Hospital School, Westminster.
Hornsey High School for Girls.
Howell's School, Denbigh.
Hunmanby Hall, Yorkshire.
- *Institute of Hospital Almoners.
- *Joint Agency for Women Teachers.
Josephine Butler Training College, Liverpool.
- *Junior Council, London and National Society for Women's Service.
Kendal High School for Girls.
- *King's College, University of London.
Lincoln Girls' High School.
- *Ling Association of Teachers of Swedish Gymnastics.
Liverpool College for Girls.
- *London Diocesan Board of Women's Work.
- *London and National Society for Women's Service.
- *London School of Economics, University of London.
Miss Gladys Woolcombe's Secretarial Training College, London.
Mrs. Hoster's Secretarial Training College, London.
- *National Association of Women Pharmacists.
Newark-on-Trent High School for Girls.
- North London Collegiate School.
- *Officers' Families Fund.
Perse School for Girls, Cambridge.
Prior's Field School, Godalming.
Roedean School, Brighton.
Rotherham Municipal High School.
- *Royal Holloway College, University of London.
St. Godric's Secretarial College, Hampstead.
St. James' Secretarial College, London.
St. Martin's High School, Tulse Hill.
Scarborough High School.
Sheffield, Abbeydale Secondary School for Girls.
Sheffield Central Secondary School for Girls.
Sheffield High School for Girls.
- *Society of Oxford Home Students.
- *Society of Women Journalists.
- *Society for Promoting the Training of Women.
Southlands School, Exmouth.
- *Studley College.
Sydenham County Secondary School.
The Downs School, Seaford.
- *The National Institute of Industrial Psychology (Women's Committee).
The Violet Melchett Infant Welfare Centre, Chelsea.
The Vocational Training College, London.
- *Union of Jewish Women.
- *University College, University of London.
- *University of Bristol, Appointments Board.
- *University of Cambridge, Women's Appointments Board.
- *University of Liverpool.
- *University of London, Appointments Board.
- *University of Manchester.
- *University of Oxford, Appointments Committee (Women's Sub-Committee).
- *University of Reading.
- *Westfield College, University of London.
- *Westhill Training College, Selly Oak.
- *Women's Farm and Garden Association.
Woodford School, East Croydon.
- *Young Women's Christian Association.

*Constituent Organisations responsible for policy.

371-4250941

39000 24028

MEMORANDUM ON OPENINGS AND TRAININGS FOR WOMEN

PREPARED BY THE

Women's Employment Federation

(10th Edition)

(Earlier Editions issued 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.)

REFERENCE
ONLY

INTRODUCTION.

THE Women's Employment Federation, through its Advisory Department, provides information and advice upon matters connected with Women's Employment and Training, including information in regard to funds from which loans and grants for training may be obtained. This advice is 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. Individuals are interviewed at headquarters and the Federation is also 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 Advisory Department.

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 Advisory Department. 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 are from 10 to 1 and 2 to 4 daily (except Saturday), or by appointment. The fee for a consultation, whether personal or by letter, is 2s. 6d. to members of the general public, and 6d. to persons introduced by Constituent Organisations and by Subscribers, to the Federation of not less than two guineas.

LONDON GUILDHALL UNIVERSITY
FAWCETT LIBRARY

N.B.—Fees and Salaries mentioned are approximate only. Both are apt to vary with locality. 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 qualification: 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, approximately, £150 to £350.

Candidates may qualify for membership either of the Institute of Chartered Accountants or of the Society of Incorporated Accountants by entering into Articles of Clerkship after passing a preliminary examination, and later passing Intermediate and Final Examinations.

The ordinary period of Articles is five years, but for graduates this is reduced to three. Alternatively, under the Incorporated Society's Regulations, candidates may complete nine or (graduates) seven years' equivalent qualifying service.

The premium for an articled clerk may vary from 100 to 300 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.*

ADVERTISING.

Various courses in advertising are available, but advertising is mainly learned by entering an advertising firm or department in a junior capacity.

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 Agricultural 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.

Special Trainings.

SMALL HOLDERS AND COMMERCIAL COURSES.

Length of Training: About two years. Cost: Fees, including residence, about £111 to £178 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.

* *Hostel Charges amount to about £50 to £65 per annum.*

MEMORANDUM ON OPENINGS AND TRAININGS FOR WOMEN

PREPARED BY THE

Women's Employment Federation (10th Edition)

(Earlier Editions issued 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 Women's Employment Federation, through its Advisory Department, provides information and advice upon matters connected with Women's Employment and Training, including information in regard to funds from which loans and grants for training may be obtained. This advice is 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. Individuals are interviewed at headquarters and the Federation is also 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 Advisory Department.

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 Advisory Department. 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 are from 10 to 1 and 2 to 4 daily (except Saturday), or by appointment. The fee for a consultation, whether personal or by letter, is 2s. 6d. to members of the general public, and 6d. to persons introduced by Constituent Organisations and by Subscribers, to the Federation of not less than two guineas.

N.B.—Fees and Salaries mentioned are approximate only. Both are apt to vary with locality. 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 qualification: 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, approximately, £150 to £350.

Candidates may qualify for membership either of the Institute of Chartered Accountants or of the Society of Incorporated Accountants by entering into Articles of Clerkship after passing a preliminary examination, and later passing Intermediate and Final Examinations.

The ordinary period of Articles is five years, but for graduates this is reduced to three. Alternatively, under the Incorporated Society's Regulations, candidates may complete nine or (graduates) seven years' equivalent qualifying service.

The premium for an articulated clerk may vary from 100 to 300 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.*

ADVERTISING.

Various courses in advertising are available, but advertising is mainly learned by entering an advertising firm or department in a junior capacity.

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 Agricultural 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.

Special Trainings.

SMALL HOLDERS AND COMMERCIAL COURSES.

Length of Training: About two years. Cost: Fees, including residence, about £111 to £178 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.

* *Hostel Charges amount to about £50 to £65 per annum.*

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 year course following matriculation, and a University Diploma may be taken after a two year 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. There is an increasing, but not large, demand for well 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, at higher rates of pay.

POULTRY KEEPING.

Length of Training: 10 weeks to 1, 2 or 3 years. Cost: Tuition Fees from about £10 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: One to four years. Cost: £100 to £178 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. Shorter horticultural trainings are also given at certain Agricultural and Horticultural Colleges, and at various good private schools of gardening. 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 training schools.

For *Rural Domestic Science* see *Teaching.*

ARCHITECTURE.

Previous qualification: Matriculation or other recognised examination. Length of Training: 5 years. Cost: Tuition Fees, £100 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.

ART.

Preliminary qualification: Good general education. Length of Training: 3 to 5 years. Cost: Tuition Fees, about £12 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 art 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.

* *Hostel Charges amount to about £50 to £65 per Session.*

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 salaried posts in studios are scarce.

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

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 qualification: Matriculation or other recognised examination. Length of Training: 2 to 3 years. Cost: See below.

Candidates for the examination of the Chartered 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 Chartered Surveyors' Institution, the Auctioneers' and Estate Agents' Institute, or for the Land Agents' examinations, would probably amount to about £40.

Not many women are at present employed in such work.

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 three 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 secretaries, shorthand typists, comptometer workers 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. Training may be taken at a Commercial School, at a Commercial or Technical Institute, or at a good private school of book-keeping. Fees vary from 12s. or 18s. a Session at evening classes to about £30 for a six months' course at a private school.

There is only a limited demand for book-keepers, and women as a rule are not employed in the more responsible posts in business houses.

See also *Accountancy*.

BUSINESS AND COMMERCE.

Previous qualifications: Matriculation or a good general education. Length of training: 2 to 3 years (diploma and degree courses) or short courses at Business Colleges. Cost: Fees, about £21 to £34 per annum at a University, and considerably less for short courses at Business Colleges, etc.

A Degree in Commerce can be taken at some Universities, and Diplomas and Certificates in Commerce, Business Administration, etc., are granted by certain Universities, and by various other bodies. Courses are available at Universities, in day and evening classes provided by many Local Education Authorities, and in private Business Colleges. It is often possible for candidates to qualify for diplomas by attending evening classes while working in the daytime.

A certain number of women are to be found making their way to responsible positions and carrying on businesses of their own; but in business, unless one has influence, it is necessary to work one's way up from the bottom.

See also *Advertising, Banking, Book-keeping, Insurance, Labour Management, Salesmanship, Secretarial Work and Stockbroking*.

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 to 2 years (evening classes are available). Cost: Tuition Fees, £60 to £78 15s.*

The training includes both theoretical and practical work. The certificate of the London Foot Hospital School of Chiropody 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 had at a Polytechnic at a very moderate fee, and here a two year 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 Training and Examinations Committee of the Central Council for Women's Church Work assists Diocesan Boards of Women's Work in providing for the efficient training of candidates for service in the Church. 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. 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 specialised training for Deaconesses and Parish Workers, Missionaries, etc. The length of course at well known Training Colleges is usually 2 or 3 years.

See also *Missionary Work*.

CIVIL SERVICE.

The work of established Civil Servants is pensionable.

A candidate must normally be a natural-born British subject, and the child of a person who is or was at the time of death a British subject. A woman candidate must be unmarried, or a widow, and a woman Civil Servant must resign on marriage (in which event, after a certain length of service, she is entitled to a marriage gratuity). In certain exceptional cases this rule may, however, be waived.

Provision is made for entry at various ages, the more important posts falling to those who before entry have had an extensive education.

High qualifications are needed for appointment to the Inspectorates under the Ministry of Agriculture and Fisheries, the Board of Control, the Board of Education, the Home Office (Factories Department and Children's

* See note on page 2.

Branch Inspectorate). Appointments are made by selection (generally competitive), as vacancies occur, as are also appointments to the Professional, Scientific and Technical Classes for Medical Officers, Professional Legal Clerks, Third Class Valuers in the Board of Inland Revenue, for Scientific Assistants in Chemical and Physical Laboratories and Research Stations, at Kew, etc., for Assistant Keepers in National Museums and Galleries, and in the Record Office, etc., etc. Age limits for entry and salaries vary.

Competitive examinations, open to both sexes, are held from time to time, to fill vacancies for Assistant Examiners in the Patent Office and in the Companies (winding-up) Department of the Board of Trade (age of entry 20—25 and 20—24 respectively).

The following Open Competitive Examinations are normally held annually, and are open to both sexes:—

Administrative Group. The general standard is that of a First Class or a good Second Class Honours Degree, and competition is exceptionally keen, as the Administrative Class gives access to the highest appointments in the Civil Service.

Age of entry, 22—24 on 1st August*, Salaries†: Junior grade of the Administrative Class, £274 5s. to £510 13s.; Senior, £732 5s. to £898 1s.; with some higher posts. Any vacancies for Intelligence Officers in the Department of Overseas Trade are filled on the result of this examination‡.

Tax Inspector Group. Age of entry: 21—24 on 1st September*. Salaries†: Assistant Inspectors and Inspectors in the Inland Revenue Department, £224 11s. to £510 13s.; Inspectors (higher grade), £569 14s. to £674 2s.; with a few higher posts. Vacancies for Third Class Officers in the Ministry of Labour, in the Employment Exchange Service or in the Trade Boards Inspection Branch, are filled on the result of this Examination.

Executive Group. Age of entry: 18—19 on 1st March*. Salaries† §: Executive Officer (Junior Grade), £150 to £392 9s.; Higher Executive Officer, £392 9s. to £510 12s. Scales above this vary departmentally, but are from about £569 14s. to £674 2s., with a few higher posts. Admission is gained through this examination not only to the General Executive Class, but also to posts as Assistant Auditor in the Exchequer and Audit Department||, Assistant Examiner in the Estate Duty Office of the Inland Revenue Department||, Actuarial Assistant in the Department of the Government Actuary||, Audit Assistant in the Ministry of Health||, and Assistant Inspector on the outdoor staff of the Insurance Department of the Ministry of Health, Welsh Board of Health and Department of Health for Scotland.

Clerical Classes (General and Departmental). Age of entry: 16—17 on 1st March*. Salaries†§: General Clerical, Lower Grade, £91 10s. to £249 9s.; Higher Grade, £309 15s. to £392 9s.; with some higher posts. Departmental Clerical, generally on a lower scale, e.g., £79 6s. to £212 3s., with prospects of promotion to higher grades, but varying departmentally.

Competitive Examinations for the following appointments are reserved for women only:—

Typist and Clerk-Typist. Age of entry: 18—28. Salary†§: 35s. 6d. at 18 to 55s. 8d. per week.

Shorthand-Typist and Clerk-Shorthand-Typist. Age of entry: over 19, after one year's service as an established Typist (or Clerk-Typist), or as a temporary Shorthand-Typist (or Clerk-Shorthand-Typist), Salary†§: 42s. 9d. to 67s. 3d. per week.

* Of the year in which the examination is held.

† Salaries quoted show the existing 5 per cent. cut. The scales of remuneration are liable to revision.

‡ Also one vacancy annually (the following March), in the *Major Establishment* of the London County Council.

§ Subject to deduction in posts outside London.

|| In professional executive posts, officers are expected to obtain after appointment the necessary professional qualifications.

Writing Assistant. Age of entry: 16—17. Salary†§: 27s. 6d. to 55s. 1d. per week. Work of a routine nature.

Sorting Assistant in the G.P.O. Age of entry: 15—18. Salary†: 30s. 6d. at 18 to 53s. 10d. per week.

Telegraphists in the G.P.O. Age of entry: 15—18. Salary†: 33s. 7d. at 18 (if then fully qualified) to 68s. 6d. per week.

Forthcoming Civil Service Examinations and Vacancies are advertised in the principal daily papers, usually on a Thursday.

Copies of former sets of examination papers may be purchased from H.M. Stationary Office.

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

COMMERCE. See *Business and Commerce.*

COOKING AND CATERING.

Full time trainings are given at Domestic Science Colleges and good private schools of cookery, and day and evening classes can also be attended at Polytechnics, etc. A full time course of a year or more is the most useful qualification. Fees* for such a course vary from about £40 to £60 per annum, and for a three months' course from about £7 to £21. After a general cookery training, classes in High-class Cookery should be taken for private work. Experience in cooking and catering for large numbers should be obtained before embarking on Institutional or Restaurant work. In London a one to two year training in Tea Room Cookery is given at a Trade School.

There is a 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 and Restaurant work are more limited and are in great demand, as they are non-resident, as are also canteen manageress posts in factories and elsewhere.

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.

See also *Demonstrating and Showroom Work.*

CRÈCHE 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 unbiased 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.*

DEMONSTRATING AND SHOWROOM WORK.

Demonstrating and Showroom Work are mainly learned in the employing firms, but for certain work of this nature a previous technical training is required, e.g., in cookery.

A one year training in Domestic Science (see *Cooking and Catering*), following a good secondary school education, may lead to sound openings in Gas Companies, Electrical Companies, etc. Those holding the necessary qualifications in Domestic Science may further fit themselves for work in Electrical Companies by taking a short training in electricity at a College or Polytechnic. An Electrical Housecraft Diploma and Certificate are awarded by the Electrical Association for Women.

* See note on page 2.

† Salaries quoted showing the existing 5 per cent. cut. The scales of remuneration are liable to revision.

§ Subject to deduction in posts outside London.

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 qualification: Matriculation or other recognised examination. Length of Training: 4 years (minimum). Cost: About £350 (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.

There is a small but increasing demand for dietiticians.

Diploma courses, including theoretical work as well as practical work in a hospital kitchen, have been arranged by certain Domestic Science Colleges for students with the necessary preliminary knowledge of science and cookery. These are open to University Graduates, students with a previous three year Domestic Science training, and to State Registered Nurses (provided they have had requisite preliminary training).

The fee for a one year course is about £30. At certain hospitals, candidates holding a suitable science degree, and having an adequate knowledge of cookery, are accepted for six months' practical training in the diet kitchen.

DISPENSING. See Pharmacy.

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

DOMESTIC WORK. See *Cooking and Catering and Institutional and Household Management.*

DRAMATIC ART.

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

The University of London recognises the Royal Academy of Dramatic Art and the Central School of Speech Training and Dramatic Art as training centres for its Diploma in Dramatic Art, for which at least two years' training must be taken. There are also other good Training Schools. 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 AND MILLINERY.

Training for Dressmaking and Millinery may be taken either at a technical or a private training school, or in a business. Day and evening courses are given at Polytechnics and Technical Schools; and in London Trade Schools, where girls between the ages of 14 and 15 are catered for, and after a two year course passed on to the workrooms of good firms, there are also one year courses (with an optional second year) for ex-central and ex-secondary school girls of 16 and upwards. Fees for such courses are very moderate; in private training schools they are naturally higher. Few busy firms care to take premium paying pupils, but this can sometimes be arranged.

Since in a business house the learner usually enters very young, at the Trade Board rate of pay, and works her way upwards, it is not always easy for the older girl to find an entrance.

For dress design, a training in both art and dressmaking is required, and openings are scarce.

ELECTRICAL TREATMENT. See *Massage, etc.*

ELECTRICAL WORK. See *Engineering and Demonstrating and Showroom Work.*

ELOCUTION AND PUBLIC SPEAKING.

Openings for Elocution itself, apart from teaching, are rare, and only occur very occasionally at concerts and private entertainments. But good elocution is a necessity to public speakers of all kinds. Classes can be attended at various good schools specialising in the subjects at moderate fees. Private coaching from qualified teachers can be obtained at about 10s. 6d. or 21s. a lesson. Classes in public speaking are provided at L.C.C. Evening Institutes at very low fees.

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 at a University, sometimes considerably less at a Technical College or School.

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.*

FARMING. See *Agriculture.*

GARDENING. See *Agriculture.*

HAIRDRESSING, BEAUTY CULTURE AND MANICURE.

Girls may obtain training as pupils, either in a private school of hairdressing and beauty culture (fees from about 30 to 50 guineas), or in a hairdressing business. Such trainings sometimes include Face Massage, Electrolysis and Manicure, or these subjects may be taken separately. In London, there is a one year Trade School Course (with an optional second year) for ex-central and ex-secondary school girls of 16 and upwards.

HEALTH VISITORS. See *Public Health.*

HORTICULTURE. See *Agriculture.*

HOSPITAL ALMONER WORK.

Previous qualification: Good general education, University Degree an asset. Length of Training: Normally 3 years. Cost: University Fees about 15 to 26 Guineas per session; practical training, 20 Guineas.

Candidates should be between the ages of 19 and 35, and no certificate is granted by the Institute of Hospital Almoners under the age of 22.

The time of training is spent as follows : 2 sessions at a University School of Social Science, 4 months' whole time practical work in the office of some suitable society, 11 months' work under an Almoner in a hospital.

Students who hold a University Degree in History, Economics or Psychology may be accepted for the practical training only; and other graduates may be accepted for a one session University Social Science Course, thus cutting down the total length of training to two years.

The demand for trained Hospital Almoners is increasing. Salaries commence at about £175 to £200, and go up to about £300 or occasionally more

HOUSEKEEPING. See *Institutional and Household Management.*

HOUSE DECORATING.

Although the house decorator does not necessarily carry out the practical side of the work herself, she should understand thoroughly the technique of painting, papering and distemping. 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, and there is now a three year course provided in the Division of Decoration 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.

HOUSING ESTATE MANAGEMENT. (*On Octavia Hill Methods*).

Previous qualifications: Good general education, preferably University Degree. Length of Training: 1 to 2 years or more, according to previous experience and the qualifications aimed at. Cost: from about £30 or £47 upwards. (See below).

Housing Estate Management on Octavia Hill methods combines the technical and business side of rent collecting and the management of house property with the social aspects of the work. Training is arranged by the Society of Women Housing Estate Managers. It consists of practical work on estates, and of preparation (except in the case of those holding special qualifications) for an approved technical examination such as the Women House Property Managers' Certificate or the Professional Examination of the Chartered Surveyors' Institution, or a B.Sc. Degree in Estate Management. This preparation may be made by means of correspondence courses, or, where practicable, evening classes. The fee to the Society is 20 guineas, and the additional cost for tuition and examination fees will vary according to the examination taken.

A training on somewhat similar lines has been arranged by a County Borough.

The present housing movement is increasing the demand for trained women to manage house property. The salaries obtainable after full training are from about £180 for an assistant, and £250 for a Manager.

INFANT WELFARE WORK. See *Public Health and Nursery Nursing.*

INSTITUTIONAL AND HOUSEHOLD MANAGEMENT.

*Previous qualification: Good general education. Length of Training: 1 to 2 years. Cost: * from about £31 10s. to £60 per session.*

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 training 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.

* See note on page 2.

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*).

There is a steady demand for capable, educated women for institutional posts of all kinds. Salaries depend upon the size of the institution and responsibility of the post, and vary from about £60 to £250 resident. There are also openings for housekeepers in private houses.

For *Domestic Science Teaching* see *Teaching.*

See also *Cooking and Catering* and *Dietetics.*

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. Junior clerks may work up for the examinations while employed with Insurance Firms. Associates of exceptional ability can proceed to qualify for the Fellowship. Responsible "Indoor" Insurance work in the office requires specialised knowledge. "Outdoor" work is precarious. The Outside Canvasser has to make her commission in face of great competition, but has the advantage of an outdoor 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, but so far the number of women holding responsible posts is small.

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.

Several well established Secretarial Training Schools provide short courses in Journalism. Correspondence courses may be useful to those unable to attend a 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.

LABOUR MANAGEMENT.

(INDUSTRIAL WELFARE WORK, STAFF MANAGEMENT AND EMPLOYMENT ADMINISTRATION).

The general basis of training is usually a course in Social Science and Business Administration, with additional specialised practical factory training. A knowledge of Domestic Science and of First Aid often proves an asset.

At present the number of openings is limited.

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 to premium paying pupils. Candidates should be strong and healthy, and usually between 21 and 35 years of age.

There are openings 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 three 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 Bar examinations.

SOLICITORS.

Previous qualification: as for Barristers. Length of Training: University graduates 3 years, others 5 years. Cost: Fees and Premium £350 to £650.

The preliminary examination of the Incorporated Law Society (or an equivalent examination carrying exemption) must be passed before entering into articles with a Solicitor, and later passing the Intermediate and Final Examinations. The premium may be anything from 200 to 500 guineas. The usual term of articles is five years, which is reduced to three years in the case of University graduates.

LIBRARIANSHIP.

Previous qualification: University Degree, Matriculation or good general education. Length of training: see below. Cost: Fees for Diploma Course £31 10s. for single Session (Graduates) or £21 per Session for two Sessions.

The University of London provides a full time Diploma course in Librarianship. Graduates and Library Assistants of long experience may take this course in one year, others in two years, and part-time students attending evening classes may spread the training over a period of not less than three and not more than five years. To obtain the Diploma, experience in a paid post in a library is necessary in addition to training. 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.

The position of women in libraries is not very satisfactory at present, as few women are appointed to the higher and better paid posts. 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. Salaries for trained chief Librarians (apart from libraries of exceptional size) range from about £200 to £600.

LOCAL GOVERNMENT.

In addition to professional and technical work under Local Authorities there is administrative, executive and clerical work. The minimum age of entry for junior clerical officers is usually sixteen, but occasionally younger. Hardly any provision is made for the recruitment of older entrants†, and vacancies in higher clerical grades are generally filled from within the service.

The recruitment of officers is, in many districts, haphazard, but it is likely to become more systematised.

See also *Public Health*.

† Except by the London County Council, for *General Grade Clerkships* and for some of the vacancies in the *Major Establishment*.

MASSAGE, Etc.

MASSAGE AND MEDICAL GYMNASTICS, MEDICAL ELECTRICITY, LIGHT AND ELECTRO-THERAPY, AND MEDICAL HYDROLOGY.

Previous qualification: School leaving certificate or equivalent. Length of Training: usually 18 months to 2 years or more. Cost: Tuition Fees from about £40.

The Chartered Society of Massage and Medical Gymnastics issues a list of recognised training centres and holds examinations. In Massage and Medical Gymnastics, a Conjoint Examination (fee 6 guineas), must be taken, for which candidates at present may enter after a year's training* if not less than 21 years of age.

Additional training may be taken in Medical Electricity, Light and Electro-Therapy, and Medical Hydrology (duration of courses 4, 3 and 3 months, and examination fees 3½, 4 and 4 guineas respectively).

RADIOGRAPHY.

Length of Training: 1 to 2 years. Cost: Tuition Fees from about £21 (less for those with previous training).

Students at approved hospitals may obtain the Diploma of the Society of Radiographers (at not less than 21 years of age) after six months' training, plus six months' practical experience.

For other candidates the minimum periods are eight months' training, plus 12 months' practical experience.

Examination Fee, £2 2s.

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. The profession is at present overcrowded.

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 £450.

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.

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.

* After September, 1935, the prescribed training will be increased to 78 weeks.

MENTAL HEALTH, SOCIAL WORK IN.

A one year training for Social Work in Mental Health is given by the London School of Economics. It is suitable for those seeking posts in Child Guidance Clinics, etc., but the number of such openings is limited. Candidates for this course who are over the age of 23, have taken a Social Science Certificate or its equivalent, and have been engaged in practical social work, are given preference. The fee for the course is 30 guineas.

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 £6 to £12. Openings are very limited. Either gardening or secretarial work is sometimes required as well as driving, and occasionally chaffeuse-companion posts occur. Salaries vary.

MUSIC.

Previous qualification: Good general education. Length of Training: At least 3 years. Cost: Fees about £36 to £44 per annum.

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 Licentiate of the Royal Academy of Music (L.R.A.M.), and Associate of the Royal College of Music (A.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: From about £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 exceeds the supply. Salaries vary from about £50 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 Sick 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 successive training years approximating to £20, £25 and £30 per annum, in voluntary hospitals, and to more in a number of hospitals provided by Local Authorities. A number of the larger hospitals stipulate for a fourth year's service in the hospital on the completion of training. The age limits for admission are usually between 19 or 20 and 30 years, but these limits are sometimes wider, e.g., in Special Hospitals and in certain General Hospitals under Local Authorities.

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, Industrial Nursing, District Nursing, etc.; and a nursing training is now considered a 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, and an Industrial Nursing Course (nine months, full time).

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 Ministry of Health, 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. certificate. Salaries as for private nursing, and sometimes on a rather higher scale, but work is irregular, and largely dependent on private connection.

OCCUPATIONAL THERAPY.

There is a two year training course at a private training school near Bristol (fees £80 per annum resident, and £40 per annum non-resident). A one year course intended for fully qualified Nurses, is available in London (fee £14). So far the demand for Occupational Therapists is limited, but so is the supply.

OPTICAL WORK.

Previous qualification: Good general education. Length of Training: Usually 2 years or longer (full or part time courses): Cost: About £60 or more (less for part time courses).

The recognised examinations are those of the Association of Dispensing Opticians, and of the British Optical Association (proof of one year's approved experience or business training necessary prior to certification) and the Worshipful Company of Spectacle Makers, but at present there is no definite legal recognition of optical practice.

Women preparing for such work are apt to find difficulty in obtaining sufficient experience, but a few who have done so have succeeded later in establishing businesses of their own.

ORTHOPTIC WORK.

Length of Training: 9 to 12 months. Cost: About 50 to 75 guineas.
Openings in this are so far extremely limited.

OVERSEA SETTLEMENT.

Openings in the Dominions and Colonies are chiefly of a domestic nature, although there are a certain number of appointments for qualified Teachers, Nurses, Social Workers, etc.

PHARMACY AND DISPENSING.

Previous qualification: Matriculation or other recognised examination.
Length of Training: 2 to 3 years. Cost: Tuition Fees from about £45 per Session.*

A candidate for either (a) the Chemist and Druggist, or (b) the Pharmaceutical Chemist Qualifying Examination of the Pharmaceutical Society† must have registered as an apprentice or student (after passing a suitable examination‡), have passed one of the Preliminary Scientific Examinations accepted by the Society, and be not less than 21 years of age. An approved course of instruction (for (a) 720 hours, for (b) 1,600 hours) and practical training (for (a) 4,000 hours, spread over not less than 2 years, for (b) 2,000 hours), are required. Both (a) and (b) may be taken. Examination fee for each £12 12s.

Certain colleges and schools are recognised by the Society, and courses of instruction may be taken concurrently with practical work.

A University Degree in Pharmacy may be taken either by itself or in conjunction with (b), 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.

Posts are not numerous and fall to the fully qualified.

PHOTOGRAPHY.

Training may be taken either at a Technical School or as an apprentice or pupil in a photographer's studio. In London there are Polytechnic and Trade School one and two year courses. 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. Commercial photography, as distinct from portrait photography, is increasing. 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.

The Local Authorities appointing the Police Forces usually undertake their training, and require good health, a height of about 5 ft. 4 in. to 5 ft. 6 in. or more, and entrance age limits varying from about 22 to 35.

Pay on appointment as Constable is about 50s. a week, with uniform. Constables may qualify for promotion to Sergeant and Inspector, but opportunities for work and for promotion in the Police Forces are not numerous at present. The majority of those that do occur are in the Metropolitan Police Force.

* See note on page 2.

† New Regulations will probably be published by the Pharmaceutica Society about the end of 1934.

‡ No examination, passed after 1st April, 1936, of less than Matriculation Standard will be accepted.

POLITICAL WORK.

Previous qualification: Good general education.

Women are employed by all parties in various organising capacities. 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. 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.

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

POULTRY KEEPING. See *Agriculture*.

PUBLIC HEALTH.

SANITARY INSPECTORS.

Previous qualification: Matriculation or other recognised examination.
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. The examination fee is £8 8s. Openings for Women Sanitary Inspectors are rare.

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 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*. Grants in aid of training given by the Ministry of Health result in very moderate tuition fees, *i.e.*, from about £20 to £28 per annum.

Salaries vary under different Authorities, commencing at about £160 to £200 per annum, and going up to about £250 and upwards.

INFANT WELFARE SUPERINTENDENTS.

For Superintendents in Infant Welfare Centres, in most instances, the same standard of qualification is required as for Health Visitors.

PUBLISHING.

A large part of the work in a publisher's office is similar to that in other business houses (see *Advertising, Book-keeping, Business and Commerce, Secretarial Work*). Publishers' Readers are usually people of some literary reputation or specialised knowledge. There is no demand for the untried graduate.

RADIOGRAPHY. See *Massage, etc.*

SALESMANSHIP.

There are openings for girls of Secondary School education (at about 10s. to 15s. per week) and for a limited number of graduates (at about £2 10s. to £3 per week) in some of the big Departmental Stores. For the right type of person there may be good prospects. In London, a one year Trade School course in Retail Distribution is available for ex-central and ex-secondary school girls.

* See *Nursing, Midwifery*.

SANITARY INSPECTORS. See *Public Health*.

SECRETARIAL WORK.

Previous qualification: Good general education. Length of Training: 6 to 12 months. Cost: Fees £21 to £100 (Private Secretarial Schools). £15 to £20 (Commercial Colleges).

Training for secretarial work may be taken at a good private secretarial 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 training schools, excellent training in Shorthand and Typewriting and Commercial subjects is given at Business Colleges, and at day and evening courses provided by Local Education Authorities and others.

A previous University education is an asset, and a knowledge of French, German, etc., and shorthand in these languages is useful, *e.g.*, in Banks and other business houses. 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. For young efficient workers there are plenty of junior posts.

SOCIAL WORK.

Previous qualification: University Degree or good general education. Length of Training: 1 to 3 years. Cost: Fees, Diploma courses from 16 to 26 guineas 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. For some branches of Social Service, a general Social training under such a Society as the Charity Organisation Society, or in a well organised Settlement, may be useful and can be taken either before or during the Social Science course. A degree in Economics obviously has its value. Openings for skilled voluntary service are unlimited, but salaried posts are not numerous at present.

A Social Science course affords a sound preliminary training for Children's Care Work, Club and Settlement Work, Labour Management†, Hospital Almoner Work‡, for Workers among the Crippled, Blind, Deaf and Dumb, and Mentally Defective, for Mental Health§ and Moral Welfare Workers, Police Court Missionaries and others engaged in social and philanthropic activities, and it is now recognised by the Home Office as a suitable training for Probation Officers.

One and two year courses in Club Leadership and in Moral Welfare Work are available.

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

See also *Churches (Women Workers in)*.

STOCKBROKING.

Although women are not yet admitted to membership of the Stock Exchange, there are a few "outside" women stockbrokers.

SURVEYING. See *Auctioneering, etc.*

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

† See *Labour Management*.

‡ See *Hospital Almoner Work*.

§ See *Mental Health, Social Work in*.

Previous qualification: Matriculation or equivalent. Length of Training: Elementary teaching, 2 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, 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, while in others a year's special training in the Theory and Practice of Teaching is given after the general training has been taken.

Salaries are, as a rule, in accordance with the Burnham Scale, less a 5 per cent. economy cut. Under the Teachers' Superannuation Act there is a contributory pension scheme for full time teachers in approved schools.

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; (7) Nursery School; (8) Private School; and (9) Private, also under the special subjects: (10) Domestic Science; (11) Physical Culture; (12) Art; (13) Music; (14) Elocution; (15) Dancing; and (16) Handicraft.

For teaching Arts or Science subjects in (1), (2) and (3), a University Degree is essential; for (1) and (2) 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 to £200 per annum (including residence). It is possible to obtain Board of Education grants covering a part of the cost of the University course, and 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 year courses, and four year courses which admit of a Degree being taken.

For (6) the normal length of training is 3 years. Six Kindergarten Training Colleges are recognised by the Board of Education. The National Froebel Union also recognises these, and grants "Internal" certificates to those training at them, while to those preparing for its examinations elsewhere it grants "External" certificates. The National Froebel Union also grants a Teacher's Diploma in Handwork and a Trainer's Diploma. There is a Montessori Training College which provides three, two and one year courses (the last being for certificated teachers), and grants Diplomas.

Training for (7) may be taken at certain Training Colleges, or at the Rachel MacMillan Training Centre. The National Froebel Union grants a Nursery School Diploma.

For (8) and (9) there is more latitude as to qualifications and remuneration, together with considerable uncertainty as to employment.

For (10) there are three, two and one year courses (the last being for certificated teachers) in special Domestic Science Training Colleges; and there is also a one year course in Rural Home Management, intended primarily as an additional course for certificated teachers.

For (11) a three year training should be taken at a well known Physical Training College (fees about £160 per annum). A Diploma in Physical Culture is granted by the University of London to those training at Colleges which it recognises.

The minimum length of training necessary to qualify for (12), (13) and (14), is three years, while longer periods of training than this are often taken for both (12) and (13) including training in teaching.

For (15) a two or three years' course is usual. Openings are limited.

For (16) 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—often combining translating with secretarial duties.

VETERINARY SURGERY.

Previous qualification: Matriculation or equivalent. Length of Training: At least 5 years. Cost: Tuition Fees, From about £26 per Session.

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 five years' course at a recognised Veterinary College, and pass professional examinations 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, 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.

TEACHING.

Previous qualification: Matriculation or equivalent. Length of Training: Elementary teaching, 2 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, 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, while in others a year's special training in the Theory and Practice of Teaching is given after the general training has been taken.

Salaries are, as a rule, in accordance with the Burnham Scale, less a 5 per cent. economy cut. Under the Teachers' Superannuation Act there is a contributory pension scheme for full time teachers in approved schools.

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; (7) Nursery School; (8) Private School; and (9) Private, also under the special subjects: (10) Domestic Science; (11) Physical Culture; (12) Art; (13) Music; (14) Elocution; (15) Dancing; and (16) Handicraft.

For teaching Arts or Science subjects in (1), (2) and (3), a University Degree is essential; for (1) and (2) 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 to £200 per annum (including residence). It is possible to obtain Board of Education grants covering a part of the cost of the University course, and 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 year courses, and four year courses which admit of a Degree being taken.

For (6) the normal length of training is 3 years. Six Kindergarten Training Colleges are recognised by the Board of Education. The National Froebel Union also recognises these, and grants "Internal" certificates to those training at them, while to those preparing for its examinations elsewhere it grants "External" certificates. The National Froebel Union also grants a Teacher's Diploma in Handwork and a Trainer's Diploma. There is a Montessori Training College which provides three, two and one year courses (the last being for certificated teachers), and grants Diplomas.

Training for (7) may be taken at certain Training Colleges, or at the Rachel MacMillan Training Centre. The National Froebel Union grants a Nursery School Diploma.

For (8) and (9) there is more latitude as to qualifications and remuneration, together with considerable uncertainty as to employment.

For (10) there are three, two and one year courses (the last being for certificated teachers) in special Domestic Science Training Colleges; and there is also a one year course in Rural Home Management, intended primarily as an additional course for certificated teachers.

For (11) a three year training should be taken at a well known Physical Training College (fees about £160 per annum). A Diploma in Physical Culture is granted by the University of London to those training at Colleges which it recognises.

The minimum length of training necessary to qualify for (12), (13) and (14), is three years, while longer periods of training than this are often taken for both (12) and (13) including training in teaching.

For (15) a two or three years' course is usual. Openings are limited.

For (16) 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—often combining translating with secretarial duties.

VETERINARY SURGERY.

Previous qualification: Matriculation or equivalent. Length of Training: At least 5 years. Cost: Tuition Fees, From about £26 per Session.

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 five years' course at a recognised Veterinary College, and pass professional examinations 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, 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.

WOMEN'S EMPLOYMENT FEDERATION

(National Federation of Organisations concerned with the Employment and Training of Educated Women).

31, MARSHAM STREET, WESTMINSTER, S.W.1.

Tel. : Victoria 0129.

President: Miss GRACE E. HADOW, M.A.

Hon. Secretary: Miss P. STRACHEY. Hon. Treasurer: Miss G. A. RICHARDS, B.Sc.

TERMS OF MEMBERSHIP.

Minimum Subscription for Organisations, Schools and Training Establishments,
Two Guineas.

CONSTITUENTS.

Organisations directly concerned with the employment or training of educated women other than Employment Agencies carried on for profit, eligible for membership, subject to approval of the Executive Committee. The Constituent Organisations control policy, elect Executive Committee, and are entitled to:—Representation at Conferences; Use of Advisory Department by their Officers; Use of Women's Service Library by their Officers; Services of Speaker once a year (on payment of expenses only); Right of introducing individuals to Advisory Department for consultations at fee of 6d.; Free copy of publications; and Services of an expert adviser to give consultations on own premises at terms to be arranged.

CORPORATE SUBSCRIBERS.

Schools and Training Establishments eligible. They are entitled to:—Use of Advisory Department by a representative; Services of a Speaker once a year (on payment of expenses only); Right of introducing individuals to Advisory Department for consultations at fee of 6d.; Free copy of publications; and Representation at Council Meetings without voting rights.

INDIVIDUAL SUBSCRIBERS.

(a) Subscribers of not less than Two Guineas per annum are entitled to:—Use of the Advisory Department; Right of introducing individuals to Advisory Department for consultations at fee of 6d.; Free copy of publications; and Attendance at Council Meetings without voting rights.

(b) Subscribers of not less than One Guinea per annum are entitled to:—Free copy of publications and Attendance at Council Meetings without voting rights.

Consultations in the Advisory Department given to members of the General Public at a charge of 2s. 6d.

Speakers on Careers and Trainings provided on terms to be arranged.

NOTE.—THE FEDERATION IS NOT AN EMPLOYMENT AGENCY, AND INDIVIDUAL WOMEN CANNOT BE PLACED IN WORK.

WOMEN'S EMPLOYMENT FEDERATION

*(National Federation of Organisations concerned with
the Employment and Training of Educated Women).*

31, MARSHAM STREET, WESTMINSTER, S.W.1.
Tel. : Victoria 0129.

President : Miss GRACE E. HADOW, M.A.

Hon. Treasurer : Miss G. A. RICHARDS, B.Sc.

Hon. Secretary : Miss P. STRACHEY.

Organising Secretary : Mrs. M. M. DICKSON, M.A.

Chief Officer, Advisory Department : Miss J. D. DALGLISH, B.Sc.

Executive Committee :

Miss BURGESS.

Dr. SARA BURSTALL.

Miss SYBIL CAMPBELL.

Miss EDITH ECKHARD.

Miss G. JEBB.

Miss E. A. JONES.

Miss MAJOR, C.B.E., LL.D.

Miss REYNARD.

Mrs. OLIVER STRACHEY.

Miss WOLSELEY-LEWIS.

and the HONORARY OFFICERS.

APPEAL COUNCIL (preliminary list).

Vice-Presidents :

The DUCHESS OF ATHOLL, D.B.E.,
M.P.

The MARCHIONESS OF
LONDONDERRY, D.B.E.

The COUNTESS OF LIMERICK.

The Dowager LADY NUNBURNHOLME

Sir REGINALD WARD POOLE,
K.C.V.O.

The VISCOUNTESS RHONDDA.

SIR DAVID MILNE WATSON, D.L.,
D.Litt.

Council :

Miss Wolseley-Lewis (*Chairman*).

Miss Vera Brittain.

The Dowager Countess Cawdor

Professor Winifred Cullis, C.B.E.

Miss E. Debenham.

Miss Elizabeth Haldane, C.H.

Miss Winifred Holtby.

Miss C. Jack.

Mrs. Spedan Lewis.

Miss Morison.

Mrs. Leopold de Rothschild.

Miss Edith Sankey, J.P.

The Lady Maureen Stanley.

Dame Margaret Tuke, D.B.E.

Miss Rebecca West.

Miss Rose M. Bradley, O.B.E. (Hon.
Sec.), 41, Grey Coat Gardens,
Westminster, S.W.1.

PAMPHLET

and MEMBERS OF THE EXECUTIVE COMMITTEE.