

Home Property Mgt.

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TRAINING SCHEME.

WOMEN'S SERVICE

FILE COPY

NOT TO BE TAKEN AWAY

Association of Women House Property Managers

(ON OCTAVIA HILL METHODS),

ABFORD HOUSE, WILTON ROAD,
VICTORIA.

Pamphlet

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TRAINING SCHEME.

The Association of Women House Property Managers undertakes the training of students in the management of house property on the lines laid down by the late Miss Octavia Hill.

Candidates for training are interviewed by the Training Committee.

Candidates should be at least twenty years of age and should have had a good general education. An University degree is an advantage. As the work involves an active life and exposure to all weathers, good health is essential.

The fee to the Association for training is twenty guineas, and in addition students will have to meet lecture and examination fees, which vary between eight and seventy guineas according to the examination taken.

The training is generally of two years' duration, and includes practical and theoretical work. The first month to be on probation.

1. Students receive practical instruction on three estates in London and the provinces in collection of rents, selection of tenants, various forms of book-keeping connected with estate management, and supervision of repairs, etc.
2. Students are required to qualify for one of the following:—

The Certificate of the Chartered Surveyors' Institution.

The Bachelor of Science degree (Estate Management), University of London.

The Sanitary Science Certificate of the Royal Sanitary Institute.

At the discretion of the Executive Committee an Assistant Manager's Certificate may be given to a student after a year's work, and a Manager's Certificate to a fully qualified worker.

SYLLABUS.

REPAIRS. Decorations; usual small defects in house, such as stoves, locks, taps, sash-lines, etc. Specifications and estimates.

SANITATION. Complete drainage system, water supply, and sanitary fittings.

BUILDING CONSTRUCTION. Causes of damp, roof repairs, ventilation.

SANITARY LAW.

LAW OF LANDLORD AND TENANT.

ASSESSMENT AND RATING OF PROPERTY.

ELEMENTARY BOOK-KEEPING.

ECONOMICS.

Some of the Books recommended are:

"The Sanitation of Buildings." (Swinson.)

"Sanitary Science." (Adam.)

"Sanitary Law." (Porter.)

"Drainage and Sanitation." (Blake.)

"Law of Landlord and Tenant." (Adkin.)

"Local Taxation." (Adkin.)

"Book-keeping." (Parry and Shott.)

"How to Abolish the Slums." (Simon.)

"The Slum Problem." (Townroe.)

"House Property and its Management." (Allen & Unwin.)

Association of Women House Property Managers,
Abford House, Victoria, S.W.1.

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REPAIRS. Inspection: usual small defects in houses, such as
stains, locks, trim, roof, etc. Specifications and
estimates.

REPAIRS. (General repairs, systems, water supply, and
sanitary drains.)

REPAIRS. (Construction of mass of masonry, roof repairs,
etc.)

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etc.)

LAW OF LABOR AND TRAVEL.

ASSESSMENT AND RATING BY TRAVEL.

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