

SOME CAREERS FOR SECONDARY SCHOOL GIRLS

INTRODUCTION

The following notes on careers have been prepared by arrangement between the Incorporated Association of Head Mistresses of Public Secondary Schools and the Ministry of Labour. The notes are based upon the experience of the work of the London Head Mistresses' Employment Committee and of the Ministry's advisory work for Secondary School pupils in other parts of the country: they are designed to give to girls leaving school (and their advisers) a general and preliminary survey of the field of employment open to them.

Experience shows that it is often lack of knowledge on career opportunities which makes a girl choose the well-trodden and crowded path of routine clerical employment, whether or not it is the work which best suits her capacities and temperament. It is hoped, therefore, that the following suggestions will help the girl of initiative and enterprise to choose and equip herself for a career which will give her an opportunity eventually of expressing her own individuality and personality.

A girl may have good qualifications in a foreign language or in some special subject such as geography developed at school; and yet not infrequently find it difficult to obtain a paid post where the subject in which she is particularly interested will immediately be used. While special qualifications are often essential for ultimate success, their direct application may often depend upon gaining, at the outset, business or technical experience which renders their use possible.

The scope of training and opportunities in each career are indicated briefly, as the information is intended to serve mainly as a preliminary to a personal interview, when the various careers can be discussed in greater detail. The information given as to cost of training may sometimes require to be varied locally, especially where facilities for instruction are available only at a distance from the candidate's home district.

The work of advising and placing Secondary School girls is undertaken in some areas by special Secondary Schools Employment Committees: in others by Juvenile Advisory Committees established by the Ministry of Labour or by the Juvenile Employment Committees of Local Education Authorities, to both of which representatives of Secondary Schools are usually appointed as members.

331.
702
083
520
941
SOM

331.70283520941 SOM

Girls of Secondary School education who wish to have advice as to their further training on leaving school, information as to the cost of a course at a particular Institution or help in securing a suitable post, should apply to the Committee appropriate to their area, which has undertaken advisory and placing work.

The address of the London Head Mistresses' Employment Committee which advises girls from recognised Public Secondary Schools in London, Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Kent, Middlesex, Norfolk, Suffolk, Surrey and Sussex is:—

Queen Anne's Chambers,
41, Tothill Street,
Westminster,
London, S.W.1.

Candidates who are unaware of the address of the appropriate Committee for their area should communicate with the Divisional Controller at the nearest Divisional Office of the Ministry of Labour. The following are the addresses of the Divisional Offices in the Provinces, Scotland and Wales:—

- South Western Division*, The Grange, Woodland Road, Bristol, 8;
- Midlands Division*, 281, Corporation Street, Birmingham, 4;
- North Eastern Division*, Quebec Chambers, Quebec Street, Leeds, 1;
- North Western Division*, Sunlight House, Quay Street, Deansgate, Manchester, 3;
- Scotland Division*, 44, Drumsheugh Gardens, Edinburgh, 3;
- Wales Division*, Dominions House, Queen Street, Cardiff.

The Incorporated Associations of Head Masters and Head Mistresses in conjunction with the Ministry of Labour have issued a "Choice of Career" series of pamphlets on various individual careers for the purpose of affording detailed and authoritative information to parents, teachers and others who are concerned in advising Secondary School pupils on the choice of a suitable profession or occupation. These pamphlets may be purchased directly from H.M. Stationery Office at the following addresses:—

- Adastral House, Kingsway, London, W.C.2;
- 120, George Street, Edinburgh, 2;
- York Street, Manchester, 1;
- 1, St. Andrew's Crescent, Cardiff;
- 80, Chichester Street, Belfast;
- or through any bookseller.

3800125276

At the date of publication of this Summary, the following pamphlets have been published in the "Choice of Career" series; others will be added from time to time:—

	Price
1. Chemistry, Physics and Biology	3d.
2. Pharmacy	2d.
3. Veterinary Surgery	2d.
4. Surveying, Land and Estate Agency and Auctioneering	3d.
4a. House Property Management (Women) ...	1d.
5. Architecture	2d.
6. Accountancy	2d.
7. Laundry Management (Women)	1d.
8. The Merchant Navy (Navigating Officers) ...	3d.
9. Domestic Science	3d.
10. Commerce	2d.
11. Librarianship	2d.
12. Banking and the Money Market	2d.
13. Insurance	2d.
14. Dentistry	3d.
15. Law	2d.
16. Engineering	6d.
17. Nursing, Public Health Work and Kindred Services	4d.
18. Journalism and Publishing	4d.
19. Clerical and Secretarial Work (Women) ...	3d.

Ministry of Labour,
Whitehall,
London, S.W.1.

July, 1934.

NOTES.

(a) Examinations recognised at various stages of qualification by the *Scottish Education Department* are the equivalent, broadly speaking, of corresponding examinations recognised by the *Board of Education in England and Wales*, and are as follows:—

<i>England and Wales.</i>	<i>Scotland.</i>
School Certificate.	Scottish Education Department Day School Certificate (Higher).
Matriculation.	University Preliminary Examination.
Higher School Certificate.	Scottish Education Department Group Leaving Certificate.

(b) In the case of Artistic pursuits such as Painting, Sculpture and Music, methods of qualification are so various and prospects so difficult to define as hardly to admit of a classified scheme of treatment. Under "Teaching," however, mention has been made of Music and Art as special subjects.

(c) The addresses of Professional, etc. Bodies, mentioned in the text, are to be found in the Appendix.

INDEX

	<i>Page.</i>		<i>Page.</i>
Accountancy— Chartered. Incorporated.	6	Journalism	24
Actuarial Work: see Insurance.		Kennel Work	25
Advertising (see also Commercial Art).	7	Laboratory Work	25
Agriculture, including Dairying, Horticulture, Poultry Husbandry, etc.	7	Laundry Management	26
Almoner's Work (Hospital)	8	Law	27
Architecture	8	Librarianship	29
Artistic Crafts	9	Local Government Service... ..	30
Aviation (Piloting)	9	Machine Operating	30
Banking	10	Massage, Medical Gymnastics and Medical Electricity.	30
Beauty Culture	10	Medicine	31
Book-keeping	10	Millinery	32
Chiropody	11	Museum Service	33
Church and Missionary Work	11	Nursery Nursing	33
Civil Service	12	Optical Work	34
Clerical Work	15	Overseas Employment	35
Commercial Art	16	Pharmacy	35
Cookery and Institutional House-keeping.	16	Photography	36
Cost and Works Accountancy	16	Physical Culture	36
Dairying: see Agriculture.		Political Organising	37
Dancing	17	Poultry Husbandry: see Agriculture.	
Dentistry	17	Radiography	37
Dispensing: see Pharmacy.		Salesmanship	37
Domestic Science: see Teaching, Cookery and Institutional House-keeping.		Sanitary Inspection	38
Dramatic Art and Elocution	18	Secretarial Work	38
Dressmaking	18	Social Services	39
Electrical Housecraft	19	Statistics	40
Engineering	19	Teaching	40
Florist's Work	19	Primary (England and Wales).	
Gardening: see Agriculture.		Nursery School.	
Hairdressing	20	Secondary (England and Wales).	
Health Visiting	20	Froebel.	
Hospital Nursing	21	Domestic Subjects.	
Hotel Work	22	Art.	
House Property Management	22	Music.	
Insurance	23	Physical Training.	
Interior Decoration	24	Special Schools.	
		Teaching (Scotland)... ..	43
		Tracing	45
		Veterinary Surgery	46

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
<p>Accountancy (Chartered or Incorporated.) (See "Choice of Career" Pamphlet No. 6.)</p>	<p>School Certificate (Mathematics) or professional preliminary examination. (Chartered Accountants of Scotland require special standard in Mathematics).</p>	<p>5 years as Articled Clerk (in Scotland as Apprentice) to a Chartered or Incorporated Accountant (3 years for University graduate) in preparation for professional examinations of the <i>Institute of Chartered Accountants</i>, the <i>Chartered Accountants of Scotland</i> or the <i>Society of Incorporated Accountants and Auditors</i>.</p> <p>Examinations of the latter Body may be completed in 9 years (7 years if graduate) without articles by Accountancy Clerk to Public Accountants subject to certain conditions.</p>	<p>Premium of £100-£300 usually required: this is sometimes partly returnable as salary.</p>	<p>Starting salary from about £150 a year. Openings have been found as Company or Institutional Secretaries as well as in public practice. Profession still in pioneer stage for women.</p>
<p>Actuarial Work.—(See Insurance.)</p>				

Advertising. — (See also Commercial Art.)

A good general education. Facility in expressing ideas coupled with imagination.

Training can be obtained while holding junior post on the staff of advertising firm. Knowledge of shorthand and typewriting usually needed as preliminary qualification.

Cost as for secretarial training. In preparation for examinations of *Advertising Association* or *Institute of Incorporated Practitioners in Advertising*, cost includes nominal fees for evening classes, and £3 3s. to £4 4s. for examination fees.

Good for girls with salesmanship sense, ideas and originality. Competition keen.

Agriculture (including Dairying, Horticulture, Poultry Husbandry, etc.).

University entrance examination for Degree. For other courses a good general education.
Good physique and liking for country life essential.

Various courses available.
1. University Degree, 3 to 4 years.
2. College Diploma, 2 years.
For National Diploma length of additional practical experience varies according to subject.
3. Shorter courses at County Farm Institutes (in England and Wales) and other Training Schools.

From about £21 to £46 per session for tuition at University, or from £111 for tuition and residence at Agricultural or Horticultural College.
At Farm Institutes from 15s. to £2 15s. a week for tuition and residence according to eligibility for reduced fees on account of place of residence.

(a) In private employment opportunities various; limited salary. Practical experience necessary before setting up on own account.
(b) Public appointments open to women not numerous: they include Inspectorships under Ministry of Agriculture, and posts as Organisers, Instructresses, Lecturers, etc., under Local Authorities.

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Almoner's Work (Hospital).	Good general education. University Degree an asset. Age to begin training not under 19 years. Certificate of <i>Institute of Hospital Almoners</i> not given under 22 years.	2 academic sessions at University School of Social Science in addition to 4 months in Charity Organisation Society or equivalent work; and 11 months under direction of an almoner in a recognised hospital. Part of practical training must be taken in London. For those with certain academic qualifications training consists of practical work only.	Tuition fees about £28 to 52 guineas for 2 years' University course, in addition to about 20 guineas for practical training. In Scotland 36 guineas for 2 years' University Course, plus 6 guineas examination fees, plus 15 guineas for additional practical work.	Interesting social work, but posts not numerous. Initial salary about £200 a year.
Architecture. (See "Choice of Career" Pamphlet No. 5.)	First School Certificate or other recognised preliminary examination. Proficiency in Drawing and in Mathematics. Originality and business acumen needed.	5 years in preparation for examinations of <i>Royal Institute of British Architects</i> or for equivalent University Degree in Architecture at a recognised School.	Tuition fees for full five-year course from 75 to 360 guineas. Cost of instruments, books, etc., additional. Technical (evening) Institute fees are less and vary locally.	Profession for women still in pioneer stage.

25696

Artistic Crafts, e.g., Embroidery, Weaving, Pottery, etc.	Originality and appreciation of form and colour.	General course at an Art School with later specialisation in craft where particular ability shown.	Numerous Scholarships available. Examination fees:— Preliminary, 4 guineas; Intermediate, 5 guineas; Final, 6 guineas. Tuition fees from about £12 per session upwards in London. From £7 10s. upwards in Provinces.	Outlook as a means of livelihood precarious. Without capital and good business ability, advisable to consider craft work as hobby. Valuable as addition to other teaching qualifications (see "Teaching"). Employment outlook for women difficult at present. A few pioneers in the profession have entered upon independent ventures in air-taxi work and as pilots to private aeroplane owners.
Aviation. (Piloting.)	Physical fitness essential. A medical examination must be passed before a licence can be obtained.	Essential to obtain "B" licence as specified in Air Ministry's *Regulations, which permits the carrying of passengers for hire or reward. At least 100 hours solo flying is required; and knowledge of aero-engines, running repairs, air navigation, night flying and meteorology is essential.	Varies at different Flying Schools from about £3-£4 per hour. Total cost for "B" licence from about £300.	

* Obtainable from H.M. Stationery Office or any bookseller, price 6d. net.

A 3

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Banking. (See "Choice of Career" Pamphlet No. 12).	First School Certificate required in most cases ; in Scotland Day School Certificate (Higher).	Shorthand and typewriting required except for machine operating and routine clerical work, but recommended even for the latter.	See "Secretarial Work" and "Machine Operating."	Prospects vary as between Banks but so far appear to be limited to shorthand and typewriting, calculating-machine operating, or routine clerical work. Salaries usually range from £50 to £80 on entrance, rising to £180 to £300 a year.
Beauty Culture. (See Hair Dressing.)	Good appearance, tact, and the right type of hands.	3-6 months. It is advisable to extend the length of training to include Hair Dressing.	Fee from 25 to 75 guineas. Careful enquiries should be made as to the value of training offered.	Salaries range from 25s. to £2 10s. a week upwards.
Book-keeping. (See also Machine Operating and "Choice of Career" Pamphlet No. 19.)	Good general education, ability in figure work and neatness in handwriting.	1. About 6 months book-keeping and typewriting. 2. 6-12 months if combined with shorthand and typewriting. Training at Evening Classes would extend over a longer period.	Nominal fee up to about 30 guineas. See also "Secretarial Work." Fees for Evening classes range from 10s. to £3 per annum.	Few posts for women where book-keeping alone is required. Usually necessary to undertake machine operating. Salary in routine work up to about £3 a week. Higher maximum for posts of responsibility.

10

Chiropody.	Good education. Inadvisable to begin training too young. Minimum age for membership of <i>Incorporated Society of Chiropodists</i> is 21 years.	(a) 18 months to 2 years at School of Chiropody. (b) 2 years' pupilage under Chiropodist.	(a) £42 to 75 guineas Cost of instruments and books about £10. (b) Premium.	Fair prospects in private practice. Capital and business acumen necessary.
Church and Missionary Work.	Keen sense of vocation, good general education ; facility in acquiring foreign languages an asset for overseas work.	(a) Special training (resident) for home or foreign mission work, usually 1 to 3 years. (b) Professional training, e.g. as doctor, nurse, teacher, etc., for missionary work.	(a) £70 to £100 per annum for tuition, board and residence. (b) Cost varies according to profession chosen.	Variety of opportunities under different religious bodies. Salaries often merely allowances on maintenance basis.

11

CIVIL SERVICE.

A good standard of physical fitness is essential: a medical examination must be passed. The following are examples of some grades in the Civil Service. Treasury Class Appointments are common to the Civil Service. Some individual Departments offer special appointments in particular Departmental Grades. There are a number of other posts peculiar to particular Government Departments which are filled sometimes by competitive examination, sometimes by competitive interview (with or without a qualifying examination), and sometimes by transfer within the various Government Departments. A number of professional appointments are open to women with medical, legal, scientific, or other University or equivalent qualifications. These appointments are filled sometimes by open competitive examination, and sometimes by interview by Selection Board.

The regulations referring to particular competitions may be obtained from the *Civil Service Commission*, Burlington Gardens, London, W.1.

Class.	Grade.	Age Limits.	Method of Entry.	The salary ranges given are those of the grades entered, and are liable to revision if and when the full amount of the emergency reduction made in 1931 is restored: there are prospects of promotion to higher grades.
Treasury ...	Administrative (Home).	21—24	Open Competitive Examination of the general standard of a First Class Honours Degree, but special preparation desirable in view of keen competition. Fee £8.	£274 6s.—£510 13s.
	Executive General Grade and for the situations of Assistant Auditor in the Exchequer and Audit Department, *Assistant	18—19	Open Competitive Examination. Fee £4.	£150 1s.—£392 9s. This scale is subject to deduction in respect of posts outside London.

12

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, the Welsh Board of Health and the Department of Health for Scotland.

Clerical (General)

16—17

Open Competitive Examination. Fee £2.

£91 10s.—£249 9s.

This scale is subject to deduction in respect of posts outside London.

Writing Assistant

16—17

Open Competitive Examination. Fee 10s.

27s. 6d.—33s. 7d. (at age 18) to 55s. 1d. a week.

This scale is subject to deduction in respect of posts outside London.

25696

13

A 5

* Assistant Examiners are required to obtain, in due course, either a University Degree in Law or be called to the Bar.

† See "Choice of Career" Pamphlet No. 13.

Class.	Grade.	Age Limits.	Method of Entry.	The salary ranges given are those of the grades entered, and are liable to revision if and when the full amount of the emergency reduction made in 1931 is restored: there are prospects of promotion to higher grades.
Departmental	Factory Inspector, Home Office.	23—32	Interview and Examination. Fee £4 5s.	£274 6s.—£451 11s.
	Assistant Examiner, Patent Office. (Dept. of the Board of Trade.)	20—25	Open Competitive Examination. Fee £4.	£212 3s.—£392 9s. rising after 5 years' approved service to the scale £297 18s.—£599 5s.
	Assistant Inspector of Taxes, Inland Revenue Department.	21—24	Open Competitive Examination. Fee £6.	£224 12s.—£274 6s. after 5 years (subject to fitness) to the scale £297 18s.—£510 13s.
	Third Class Officer, Ministry of Labour.	21—24	Open Competitive Examination. Fee £6.	£212 3s. on entry, rising after 2 years' approved service to the scale—£274 6s.—£392 9s.
	Clerical (Departmental). Female Telegraphist in London G.P.O.	16—17 15—18	Open Competitive Examination. Fee £2. Open Competitive Examination for <i>local</i> candidates. Fee 10s.	£79 6s.—£114 8s. (at age 18)—£212 3s. 15s. 3d.—33s. 7d. (at age 18) to 53s. 9d. per week.

14

25696

Typist and Clerk Typist	18—28	Open Competitive Examination. Fee 10s.	33s. 7d. if under age 21, 34s. 0d. if 21 or over, and thence by annual increments to 55s. 1d. per week. This scale is subject to deduction in respect of posts outside London.
Shorthand-Typist and Clerk-Shorthand-Typist.	19—40	Limited Competitive Examination. Fee 12s. 6d.	42s. 9d. if under age 21, 43s. 3d. if 21 or over, and thence by annual increments to 67s. 3d. per week. This scale is subject to deduction in respect of posts outside London.

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Clerical Work other than Secretarial. (See "Choice of Career" Pamphlet No. 19.)	As good a general education as possible.	Training in routine duties obtained while in employment. Usually desirable to acquire skill in shorthand, typewriting, machine operating, or other specialised work.	Occasionally facilities for special training provided by employer. Nominal fees for evening classes.	The prospects in the crowded clerical market are restricted to routine work with commensurate financial limitation. Initial salary about £1 a week in London and other large commercial centres, less elsewhere. A girl who must choose clerical work should aim at specialising in some way. See "Secretarial Work," "Cost Accountancy," etc.

15

A 9

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Commercial Art.	Artistic ability, good general education and adaptability.	General Art Course of 2 to 3 years at School of Art, with later specialisation in commercial work.	From about £9 per session upwards.	Prospects uncertain ; competition keen.
Cookery and Institution Housekeeping. (See "Choice of Career" Pamphlet No. 9.)	(a) Good education. (b) University Entrance Examination.	(a) 1 to 2 years at a School of Domestic Science. (b) 3 to 4 years for University Degree.	(a) From £12 per annum upwards. (b) Tuition fees from £30 to 45 guineas a year. Tuition and residence from about £100 a year upwards.	Demand for trained women with experience. Posts usually resident. Initial salary £45 — £80 resident rising to £200—£300 per annum according to type of post held.
Cost and Works Accountancy. (See "Choice of Career" Pamphlets Nos. 6 and 19.)	Good general education with ability in figure work and accuracy in detail.	Examinations of <i>Institute of Cost and Works Accountants</i> may be prepared for by attendance at Evening Classes at various recognised schools.	From 12s. to 3 guineas per session for evening tuition. Examination Fees :— Intermediate, 1½ guineas. Final, 2 guineas.	A knowledge of Cost Accountancy in industry and commerce is becoming increasingly valuable. While openings at present are not numerous, training gives opportunity to gain specialised skill. Salary for juniors about £1 a week. Ultimate prospects good.

16

Dairying. (See Agriculture.)				
Dancing. (See also Dramatic Art.)	Good education and personality. Exceptional talent in dancing from early age for stage work.	2-4 years' comprehensive course advisable.	Tuition fees from about £40 to 75 guineas a year.	Teaching less precarious than stage work, but no demand for mediocre workers. Salaries for teachers from about 30s. a week resident or £2 10s. a week non-resident.
Dentistry. (See "Choice of Career" Pamphlet No. 14.)	School certificate at required standard. Manual dexterity essential.	An examination in Elementary Chemistry and Elementary Physics followed by a course at a recognised dental school for :— (a) Bachelor in Dental Surgery — length of course 5 years. (b) Licenciate in Dental Surgery — length of course 4 years.	Tuition, examination fees, instruments, etc. £260 to £450 according to course pursued. Maintenance additional. <i>Dental Board</i> grants bursaries to approved students in accordance with means and ability. Full cost of training at different Universities and Dental Schools is given in a Memorandum issued by the Dental Board, price 1s.	Women dentists find openings in private practice and in Local Government Service. Initial salary for full time Public Appointment from £350 to £400 a year.
Dispensing. (See Pharmacy.)				

17

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Domestic Science. (See Teaching, Cookery and Institutional House-keeping.)				
Dramatic Art and Elocution.	Exceptional talent and capacity for hard work. Good general education.	2 to 3 years.	Tuition fees about 36 to 48 guineas a year.	Stage work precarious on account of intermittent nature. Advisable to have some private means. For teaching appointments, which are usually part time, a high educational standard required.
Dressmaking.	Good eyesight; artistic and practical ability; good general education would help a girl to progress to higher supervisory positions in business houses and teaching posts in technical schools.	1. 3-4 years' learnership in workroom; or 2. 1-2 years at Trade School, followed by work-room experience.	1. Wages are paid at Trade Board rates or over during and after learnership. 2. Fees at London Trade School £12 per annum upwards according to place of residence.	Openings in wholesale or retail business for skilled workers of initiative, especially those with ability in dress design. Salary from £2 to £3 a week. Workers of wide experience and exceptional talents from £5 a week upwards.

18

Electrical Housecraft. (See "Choice of Career" Pamphlet No. 9.)	Good education and qualifications in salesmanship; ability to speak in public useful.	At least 1 year's training in Domestic Science followed by or combined with training in elementary Electrical Science and practice in use of electrical appliances. Knowledge of demonstration methods and some practical show-room training advisable.	Tuition from about £20 per annum upwards. The <i>Electrical Association for Women</i> sets an Examination, and awards a Certificate and subsequently a Diploma in Electrical Housecraft.	Openings as Demonstrators and Advisers in showrooms of electrical undertakings to promote wider use of electricity should increase with expansion of domestic electrification. Salaries for junior appointments from 25s. a week upwards, and for posts of responsibility from £3 upwards.
Engineering. (See "Choice of Career" Pamphlet No. 16.)	Matriculation or equivalent for Degree course. Mathematical and mechanical ability.	1. 3-5 years tuition at University or Engineering School, followed by work-shop experience. 2. Apprenticeship.	Tuition from about £25 to £75 per annum.	Industry not ready to absorb many women. Opportunities more numerous on commercial than production side of industry.
Florist's Work.	Good general education.	(a) Apprenticeship of 2-4 years gaining skill in practical work of wiring, mousing on flower frames, mounting, and experience in salesmanship. (b) Intensive course of training as pupil.	(a) Small wage usually paid during apprenticeship. (b) Premium. Examination fee (practical and theoretical) for the British Floral Art Diploma of the <i>Royal Horticultural Society</i> —2 guineas.	Experienced workers may earn £2 10s. to £3 a week according to ability. For the girl with capital and business acumen, best prospects would probably be in independent business.

19

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Gardening. (See Agriculture.)				
Hairdressing.	Good education, deftness of touch and good eyesight.	1. Apprenticeship with Hairdresser—2 to 3 years. 2. 1 to 2 years at Trade School.	1. Premium of about £10 to £50 for apprenticeship. Small salary sometimes paid. 2. £12 per annum upwards at London Trade School, according to place of residence.	Occupation somewhat overcrowded except for the well trained experienced worker, who may earn £3 a week or more. Opportunities for independent business for those with moderate capital.
Health Visiting. (See "Choice of Career" Pamphlet No. 17.)	Good Secondary education; minimum age to begin training 18 years.	(a) 6 months for the State Registered Nurse, holding Certificate of Central Midwives Board. (b) 3½ years for other students including two years at a recognised training school for Health Visitors plus 18 months' midwifery and hospital training.	(a) From £10 for 6 months' course in Public Health work. (b) From £20 per annum for 2 years' course. Cost of Midwifery training and short course of hospital training from about £30 to £80.	Openings good and becoming wider as Public Health work develops. Initial salaries range from about £170 to £220 and maximum salaries from about £250 to £300 per annum or exceptionally higher. In Scotland salaries are somewhat lower and

20

		(c) In Scotland the only course is that arranged for fully trained nurses in preparation for the examination of the <i>Royal Sanitary Association of Scotland</i> .	Fee for qualifying examination of <i>Royal Sanitary Institute</i> 4 guineas.	usually range from about £150 to £200.
Hospital Nursing. (See "Choice of Career" Pamphlet No. 17.)	Secondary School education. Usual minimum age to begin training 18-21 years for General Nursing; 17 years at few special hospitals, but preferable to be older. Good physique required. Medical examination must be passed.	For eligibility for examination for State Registration: 3-4 years' approved training in General Nursing; 3 years' approved training in Sick Children's Nursing; 2-2½ years' approved training in Fever Nursing required.	Salary paid during training: £18-£30 in 1st year, £22-£35 in 2nd year, £26-£45 in 3rd year, £35-£50 in 4th year, together with maintenance. In some hospitals probationers find their own uniform. Fee for Examinations of <i>General Nursing Councils</i> :— <i>England and Wales</i> — Prelim.—2 guineas. Final—3 guineas. <i>Scotland</i> — Prelim.—£1 11s. 6d. Final—£2 12s. 6d.	Numerous openings. Varied, interesting opportunities when qualified for further specialisation, e.g. in dietetics, radiography, massage, maternity work, health visiting or work as sister tutor. Salaries range from £60-£600 a year according to type of post held, and responsibility undertaken.

21

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Hotel Work. (See "Choice of Career" Pamphlet No. 9.)	Good Secondary education. Knowledge of languages useful.	(1) 1 year or more training in Institutional Housekeeping followed by junior post in good club or small hotel to gain all-round experience; or (2) Junior post in hotel office, still-room or linen room, gradually gaining experience in all departments.	Cost varies according to type of training selected (see "Cookery and Institutional Housekeeping" and "Secretarial Work").	For the girl who is prepared to endure considerable periods of routine work, particularly in the initial stages, there are opportunities for a strenuous but interesting career. Years of experience and variety of work are necessary for responsible posts.
House Property Management. (See "Choice of Career" Pamphlet No. 4A.)	Good education. University course desirable. Accuracy in accounting needed.	Practical and theoretical training in preparation for one of the following qualifications:— 1. The Women House Property Managers Certificate of the <i>Chartered Surveyors' Institution</i> ; or 2. The Professional Examination of the Char-	Fee charged by <i>Society of Women Housing Estate Managers</i> , which is the national organisation concerned with the profession, is 20 guineas. Lecture and examination fees which vary according	Salaries for Assistant Managers from £180 per annum and for Managers from £250 per annum. Small demand at present, but work should appeal to the girl with interest in social welfare problems.

22

Insurance, including Actuarial Work. (See "Choice of Career" Pamphlets Nos. 13 and 19.)	Matriculation or equivalent desirable and is essential for some of the higher qualifications; mathematical ability needed for some departments.	tered Surveyors' Institution; or 3. The B.Sc. Degree in Estate Management. While in employment may prepare for (a) Examination of <i>Institute of Actuaries</i> (6-8 years); or in Scotland for <i>Faculty of Actuaries</i> . Special concessions in syllabus to University students with appropriate qualifications in mathematics. (b) Examinations of various other bodies, e.g., the <i>Chartered Insurance Institute</i> .	to qualifications sought, are additional. Cost of evening tuition varies. (a) Examination fees, Institute of Actuaries, 2 guineas for each of the 4 parts; Faculty of Actuaries 1½ guineas for each of 4 parts. Fees for tuition under Institute of Actuaries from 3 to 6 guineas per session. (b) Chartered Insurance Institute fee for Preliminary Examination, 10s. 6d.; for Part I of the Associateship Examination 7s. 6d. for one subject and 2s. 6d. for each additional subject, and for Part II 10s. for one subject and 5s. for each additional subject.	Initial salary from about 15s. to 30s. a week. Experienced workers may earn from about £150-£250 a year. A few posts of responsibility such as staff supervisors, etc., for which a higher salary would be paid.
---	---	---	---	--

23

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Interior Decoration.	Good general education. Artistic qualifications, aptitude in drawing and business ability.	(a) 3 years' University Certificate course in Decoration; or (b) 5 years' course at School of Architecture; or (c) by gaining knowledge of furniture and fabrics as Sales Assistant with firm of furnishers, supplementing such practical training by visits to museums, etc., and by attendance at evening classes in art subjects.	(a) Tuition 168 guineas. (b) Tuition 75 to 360 guineas. (c) Nominal fees for evening classes.	Apart from securing chances through advising customers in the capacity of a saleswoman, outlook problematical. For independent business exceptional gifts and capital needed.
Journalism. (See "Choice of Career" Pamphlet No. 18.)	Liberal education, wide experience and maturity of judgment. Special ability in English and keen observation. University Degree or Diploma may be an advantage for certain posts.	Practical experience as junior on a local weekly or daily paper. Shorthand and typewriting are essential. Employment in a secretarial capacity may prove the stepping stone to journalistic work.	Fee 28 guineas a year for 2 years at London University. For cost of secretarial training, see "Secretarial Work."	Initial salary for junior clerical or secretarial appointment from about £1 a week upwards. Recognition of ability may be gained by successful freelance work. Agreed rates of pay in journalism proper are the same for women as men. Fully qualified reporters earn from 9 guineas a week in London, less in the Provinces.

24

Kennel Work.	Good physique, and ability to handle animals.	No standard qualification. Length of training in kennel routine, exercising, grooming, treatment of minor ailments, etc., may extend from a few months to about a year. Pupils sometimes accepted by veterinary surgeons to be trained as canine nurses.	From 2-3 guineas a week for board, lodging and tuition. Premium sometimes required.	Prospects limited except for those who have sufficient capital and knowledge for independent business. Initial salary as junior kennel maid from 10s. Od. to £1 a week resident. Trained canine nurses of some experience from 25s. Od. to about £2 a week.
Laboratory Work. (See "Choice of Career" Pamphlet No. 1.) (a) Chemistry and Physics.	University entrance examination for admission to Degree course.	University Degree and/or Associateship or Fellowship of the <i>Institute of Chemistry</i> or <i>Institute of Physics</i> .	Cost of University Degree varies from one University to another: tuition from £25 to £50 per annum. Fees for evening classes from £2 to £12 a session.	Openings for women in industry not numerous at present. Salaries for junior appointments from £150-£200 a year. Occasionally vacancies available in certain Government Departments at salaries from £240-£450 a year. Careers in Research only open to the most highly qualified who have usually undertaken post-graduate studies.

25

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Laboratory Work— cont. (b) Biology.	University entrance examination for admission to Degree course.	University Degree specialising in Biological Sciences.	From £25 to £50 a year according to University.	Majority of openings for women are in the Teaching profession (see pages 40-45). In Research work Biologists are engaged in solving problems connected with transport of food, fumigation of pests, public health and hygiene, plant and animal genetics, dietetics, etc., etc. Salaries from £150-£400 a year or more.
Laundry Management. (See "Choice of Career" Pamphlet No. 7.)	Good secondary education. Good health and physique. Organising ability and interest in people required. Inadvisable to begin training too young.	6 months to 3 years or longer, according to age and experience, as pupil undertaking practical work in various departments of laundry.	Premium of about £50 required for short intensive course. Small salary given if longer period of training undertaken.	Demand for trained women. Financial prospects good in commercial laundries for experienced women with energy. Salary as departmental forewoman from £130-£150, as assistant manageress from £250-£300, and as manageress up to £500 a year.

26

Law. (See "Choice of Career" Pamphlet No. 15.) (England and Wales.) (a) Barrister.	Matriculation or approved equivalent of which one subject must be Latin. University Degree an advantage. Minimum age for Call to the Bar, 21 years.	3 years after admission to an Inn of Court. Two examinations to be passed, then reading in Chambers for 1 or 2 years.	Payments on admission to an Inn of Court:—Stamps £25; admission fee £20; lecture fee 12 guineas. In addition a deposit of £50 out of which all annual duties and Term fees will be paid. A further deposit of £100 returnable on Call or withdrawal is required under certain conditions. Payments on Call:—Stamps £50; Call Fee £50; Composition Fee £12. For those intending to practise, fee for reading in Chambers 100 guineas a year.	Outlook uncertain. Necessary to have other means to tide over the early difficult years. This qualification sometimes sought by those in other professional work or in the various Departments of State, Local Government Service and elsewhere.
(b) Solicitor.	School Certificate or other preliminary examination (including Latin) recognised by the <i>Law Society</i> . Minimum age for admission to the Roll of Solicitors, 21 years.	3 to 5 years as Articled Clerk to a Solicitor, according to educational attainments. Lectures arranged by Law Society for Intermediate and Final Examinations.	Premium for Articles from 200 guineas. Stamp duties, examination fees, etc., about £130.	The woman who qualifies as a Solicitor has probably more definite prospects of remunerative work than the woman barrister. Fair possibility of salaried posts on completion of training, if partnership or independent practice not feasible.

27

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
<p>Law—cont. (Scotland). (a) Advocate.</p>	<p>University Preliminary Examination.</p>	<p>Degree of M.A. of any Scottish University or certain Degrees of other Universities or evidence of equivalent scholarship ; followed by LL.B. of a Scottish University, and/or an entrance examination in Law.</p>	<p>Examination and Degree fees for M.A. and LL.B. amount approximately to 70 guineas. Total fees, etc., payable before final admission to the <i>Faculty of Advocates</i> amount approximately to £500.</p>	<p>Prospects as in England and Wales.</p>
<p>(b) Solicitor (formerly Law Agent).</p>	<p>Scottish Education Department's Leaving Certificate.</p>	<p>"Entrance Examination" of which Latin is a compulsory subject. Five years' Apprenticeship (3 years, if graduate). An examination in Book-keeping and Accounting prior to the Examination in Law (Parts I and II).</p>	<p>Entrance Examination fee 3½ guineas. Book-keeping, etc., fee 3 guineas. Law Examination fees 11 guineas. Alternatively, LL.B. or B.L. Degree of a Scottish University, fee 30</p>	

28

		<p>Candidates who hold the Leaving Certificate or a Degree of a Scottish University are exempt from certain examinations or parts thereof.</p>	<p>guineas. Stamp Duty on Indenture 2s. 6d. and on Admission £54 17s. 6d. or for Supreme Court £84 17s. 6d. W.S. Indenture Stamp Duty £60, and on Admission £25.</p>	
<p>Librarianship. (See "Choice of Career" Pamphlet No. 11.)</p>	<p>School Certificate or equivalent, provided that Latin or other approved language is included. University Degree desirable, particularly for work in Special Libraries.</p>	<p>(1) Diploma Course at University School of Librarianship. (a) 2 years whole time (1 year if graduate) followed by paid post for 1 year. (b) 2-5 years part time whilst employed in recognised Library during the day. (2) 3 years in recognised Library as junior taking correspondence courses for Diploma of <i>Library Association</i>.</p>	<p>(1) (a) 20 guineas a session for full time University course extending over 2 sessions. 30 guineas for 1 year full time graduate course. (b) From 12 to 18 guineas per session for part time classes. (2) For correspondence course for Intermediate section 2 guineas ; for Final section 2 guineas.</p>	<p>As junior in Public Library initial salary from £40 to £90 a year, rising to £150-£500 a year. Posts not numerous, but work interesting after initial stage involving much routine work has been passed. In Special Libraries salaries from £150 upwards for qualified Librarian.</p>

29

Local Government Service.

In the professional and technical branches of Local Government work, women are employed in various departments, e.g., in Public Health Services as doctors, dentists, nurses, health visitors, sanitary inspectors, etc.; in Education Departments as teachers, inspectors, librarians, etc.; in the Department of the Engineer or Surveyor as house property managers; and in other professional capacities. For particulars of training and qualifications in these individual careers, see "Medicine," "Dentistry," "House Property Management," etc.

For clerical and typewriting appointments the usual standard of general education required is at least up to School Certificate. Only the largest Local Authorities recruit by open competitive examination; to others entry is by selection. Vacancies are usually advertised in the Local Daily or Technical Press.

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Machine Operating. (See "Choice of Career" Pamphlet No. 19.)	Dexterity of touch and equable temperament. Ability to type useful.	Length varies from a few days to 3 months according to complexity of machine.	Cost varies; short course 5-12 guineas. Training sometimes provided by employers.	Prospects may be limited to routine work unless prepared to undertake responsibility. Few supervisors' or instructors' posts. Salaries from about £1-£3 a week or more.
Massage, Medical Gymnastics and Medical Electricity. (See "Choice of Career" Pamphlet No. 17.)	School Certificate or equivalent. Sound health and physique needed. Age not under 18 years to begin training.	(a) 18 months to 2 years. State registration as a Nurse is valuable additional qualification. For examination for Teacher's Certificate an	Fee 30 guineas to £65; maintenance extra. (a) Fees for examinations of Chartered Society of Massage	Competition keen. Resident posts from £80 a year; non-resident from £3 a week.

30

	Minimum age for examination of <i>Chartered Society of Massage and Medical Gymnastics</i> 21 years.	additional two years' training and experience required: minimum age 23 years. (b) For Certificate Examination of <i>Incorporation of Certified Masseurs and Masseuses (Glasgow)</i> —3 years' training, including medical electricity 1 year.	and Medical Gymnastics: Conjoint, 6 guineas; Medical Electricity, 3½ guineas; Teachers' Certificate 5 guineas. (b) Examination fees 10 guineas.	
Medicine.	School Certificate at required standard. Higher Certificate may exempt from first M.B. Examination if obtained in required subjects.	5-6 years' professional training including 3 years' clinical work in hospital and laboratory. Qualification, Licentiate of Royal College of Physicians (L.R.C.P.) and Membership of Royal College of Surgeons (M.R.C.S.) and/or degrees in medicine and surgery of various Universities entitle to registration by <i>General Medical Council</i> .	Tuition, examination, laboratory fees, instruments and incidental expenses about £100 a year: maintenance additional. (For details of fees at various Medical Schools, see booklet, price 1s. issued by General Medical Council.)	Opportunities in public health work and private practice. For public appointments post graduate Diploma in Public Health usually needed. Salaries from £350-£750 a year or more. Capital needed for private practice. Income as general practitioner up to £1,000 a year or more. Openings overseas.

31

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Medicine—cont. (Scotland.)	(1) University Preliminary Examination plus Pre-registration Examination in Chemistry and Physics. (2) Leaving Certificate, or a British or Empire University Entrance Examination or the Preliminary Examination set by the Educational Institute of Scotland plus a Pre-registration Examination in Physics and Inorganic Chemistry.	5 years' Professional training (including 3 years' clinical work in hospital) for :— (1) Degree of M.B., Ch.B. For Degree of M.D. or Ch.M. a further period of at least one year hospital work. (2) The qualifications Licentiate of the Royal College of Physicians and Surgeons, Edinburgh (L.R.C.P. & S. (Edin.)) and Licentiate of the Royal Faculty of Physicians and Surgeons, Glasgow (L.R.F.P. & S. (Glas.)).	(1) Approximately £365 over 5 years for class and examination fees, hospital tickets, books and instruments. Maintenance extra. (2) Minimum fees £180 to £200.	As in England.
Millinery.	Good education. Neat fingers.	(1) 2-4 years' learnership in millinery work-room ; or (2) 1 year at Trade School followed by work-room experience.	(1) Trade Board rates of wages or above paid during learnership. (2) Tuition fee at London Trade School £12 a year upwards according to place of residence.	Copyists may earn from 35s. to £3 a week when experienced. Head of workroom from £4-£5 per week. If ability in creative work, possible to earn higher salary as designer.

32

Museum Service.
(See also "Librarianship".)

University Degree desirable. Matriculation or equivalent minimum initial qualification for admission to examination of *Museums Association*.

Specialisation, e.g., in Natural History, Archaeology, Geology, History, Art, etc.

Administrative ability for Senior appointments.

Practical work in Museum necessary to acquire technique.

For Diploma of Museums Association not less than 3 years' experience in Museum or Art Gallery, and competent knowledge of :—

(1) At least one subject relating to Museum Collections, and

(2) Museum administration, methods and technique.

Various Degrees, Diplomas, etc., accepted as evidence of (1) above.

Tuition fees for University Course from about £23-£50 per annum.

Fees for registration etc., as candidate for Diploma of Museums Association £1 11s. 6d.

Scarcity of posts. Salaries range from about £150-£850 per annum in the larger Museums.

Appointments, e.g. as Assistant Keeper in Government service are competitive and made under Civil Service regulations. University Honours usual standard required.

33

Nursery Nursing.

Good education and health, correct speech, liking for children under all conditions. Conversational ability in a foreign language useful for posts abroad.

(1) About a year at Nursery Training College. Few shorter courses available.

(1) Fees for tuition, board and residence, from £50 to 140 guineas. Examination Fee for Nursery Nurses Certificate of *Royal Sanitary Institute* £2 2s.

Initial salary from £40-£52 per annum resident. Salaries for experienced Nursery Nurses from £80-£100 a year resident or more. Opportunities for work Overseas.

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Nursery Nursing—cont.		(2) 1-2 years at a Day Nursery.	(2) Board and residence free, sometimes salary of £12 to £15 a year paid. Fees ranging from £18 - £60 charged at some Day Nurseries for tuition, board and residence. Candidates prepare for examinations of <i>National Society of Day Nurseries</i> .	
Optical Work.	Good general education, school certificate standard. Knowledge of Physics and Mathematics desirable. Manual dexterity essential.	Length of training depends on qualification sought. Technical course 1-2 years and practical work up to 4½ years. 21 years minimum age for full membership of one of the following bodies:— 1. <i>Worshipful Company of Spectacle Makers</i> .	Tuition fees for full time day course from £20 per session. Fees for evening classes vary locally from £2 per session. 1. Examination Fees: Part I—4 guineas. Part II—4 guineas. Part III—3 guineas.	Prejudice exists; employment after training uncertain except for girls who may have family influence in securing posts.

34

Overseas Employment.	There are opportunities for the educated girl in the Dominions in various capacities. Information as to posts available and other details may be obtained from any of the addresses given in the preface to this Pamphlet or from the <i>Society for Oversea Settlement of British Women, Caxton House, West Block, Tothill Street, London, S.W.1.</i>	2. <i>British Optical Association</i> . 3. <i>Association of Dispensing Opticians, Ltd.</i>	2. Preliminary—£2 12s. 6d. Dispensing—2 guineas. Fellowship—10 guineas. Honours—5 guineas. 3. Preliminary—£1. Final—£1. Ophthalmological Instruments—£2.	
Pharmacy. (See "Choice of Career" Pamphlet No. 2.)	(1) School Certificate at required standard. (2) University entrance examination.	1. 3-4 years including 2 years' apprenticeship under Articles with a Pharmacist and tuition at a school recognised by the <i>Pharmaceutical Society of Great Britain</i> . 2. Degree in Pharmacy may be taken at certain Universities: in addition 2,000 hours practical training under pupilage required.	1. Cost varies according to type of course pursued. Tuition fees from about 15-47 guineas per session at recognised institution. Qualifying examination fee, 12 guineas. 2. Tuition from about £20-£50 per session. Small wage usually paid during apprenticeship.	Openings in Retail and Wholesale Pharmacy, Hospital and Institutional work. Salary from £150 per annum upwards. Commercial ability essential for independent business. Competition keen.

35

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Photography.	Good eyesight, artistic ability and appreciation of form.	1. 1-2 years in Technical or Trade School. 2. About 2-3 years as pupil to Photographer.	1. £12-£50 per annum or more according to place of residence. 2. Small salary paid while learning. Premium sometimes required.	Interesting work if training not restricted too narrowly to few sections of the work; limited financial prospects except for the girl with capital, comprehensive training and experience. Business ability and initiative to specialise needed for independent business. Experienced assistants may earn from 30s. to £4 a week.
Physical Culture. (See also "Teaching" and "Massage.")	See under "Teaching."			Remedial gymnastics, welfare work in clubs and in industry offer interesting opportunities at salaries comparable with those in the Teaching profession.

36

Political Organising.	Good general education; University Degree valuable. Knowledge of social and economic conditions and real interest in politics needed. Ability to speak in public.	Voluntary work for Party may prove introduction to paid work. 1. Secretarial post in Agent's office may lead to more responsible work. 2. Intensive course of training under appropriate Party organisation sometimes possible.	Cost of travelling, maintenance and incidental expenses while gaining experience. For cost of secretarial training see page 38.	Work strenuous, exacting, and often intermittent. Salaries for organisers from £150-£250 per annum. Few posts at higher salaries.
Poultry Husbandry. (See "Agriculture.")				
Radiography. (See "Choice of Career" Pamphlet No. 17.)	Good education; scientific bent. Usual minimum age for admission to training 19 years. Good health essential.	1-2 years in X-ray Department of Hospital.	Tuition fees from 25 guineas to £70. Cost of text books and uniform additional. Fee for membership examination of <i>Society of Radiographers</i> —2 guineas.	Salary for resident appointment from £70 per annum and from £150 per annum non-resident.
Salesmanship.	Good education and personality. Height and carriage important for Fashion Departments.	1. Practical experience as junior employee for 2-3 years. 2. One year course at School of Retail Distribution (L.C.C.) followed by experience as Junior.	1. Small salary usually paid while training. 2. Tuition fee—£12 per annum upwards according to place of residence.	Learners' salaries range from 5s. to 15s. per week for first year. Experienced saleswomen may earn from about £2 10s. to £3 10s. a week, and seniors about £5 a week. Salaries for buyers vary widely from £200-£300 a year to four figure incomes. Prospects good for the girl with business ability and capacity for hard work.

37

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Sanitary Inspection.	School Certificate or approved equivalent examination. Minimum age for eligibility to sit qualifying examination, 21 years.	1. At least 6 months' attendance at lectures and demonstrations at a recognised training institution and :— 2. Practical training for at least one year in the work and duties of Sanitary Inspector by having held office, e.g., as Health Visitor under a Local Authority, or having worked for at least one year with practical instruction for a minimum of 300 working hours in a Public Health Department.	1. Tuition fees from £1 5s. to 6 guineas. 2. Cost of training as Health Visitor, see page 20. Fees for examination of <i>Royal Sanitary Institute</i> and <i>Sanitary Inspectors' Joint Board</i> , 8 guineas. Examination fee for <i>Royal Sanitary Association of Scotland</i> , 5 guineas.	Appointments not numerous. Qualification of Health Visitor and Sanitary Inspector usually required. In London and District salaries range from £200-£375 a year or more. In other areas salaries are usually lower; in Edinburgh the range of remuneration is £130-£190 per annum.
Secretarial Work. (See "Choice of Career" Pamphlet No. 19.)	Good general education. School Certificate required by some employers. University course in Economics, Commerce, Modern Languages, useful preliminary qualification.	Secretarial training from 6-12 months. Qualifications such as Membership of the <i>Chartered Institute of Secretaries, Incorporated Secretaries Association</i> , or similar Bodies, can be obtained while in employment.	Tuition fees for secretarial course from nominal fee up to 150 guineas. Number of courses available at 20-40 guineas. Tuition fees at Evening Classes from about 18s. a session upwards.	Salaries vary for different parts of country. In larger towns salary as junior from about £1 to 30s. per week or for the exceptionally well qualified from 35s. to £2 a week, rising to £3-£5 a week. Ultimate prospects are

Social Services. (Other than— Teaching, Public Health Work, etc.) (a) Club, Settlement Work, Organisation of Voluntary Societies, etc.	School Certificate at required standard or Higher Examination. Advisable to be at least 19 years of age, preferably older before beginning training. University Course desirable.	For graduates 1 to 2 years' courses in Social Study are available at various Universities in preparation for Diploma, Certificate or Testamur. For non-graduates, minimum course 2 years. Courses include practical training in connection with various social agencies. Some organisations for Social work have their own training schemes.	Examination fees for Membership of Professional Body about 5 guineas. Cost varies according to University selected. Tuition fees range from about 12 to 45 guineas per session. Examination fees additional.	according to ability and individual ambition. Variety of openings available for the trained social worker, though financial prospects limited. Club leaders may be paid from £60 to £120 per annum or more resident. Sub Wardens of Settlements from £80 to £100 a year resident and Wardens from £200 to £300 a year resident.
(b) Industrial Welfare, Employment Management.	See (a) above.	1. Social Science Course as above with specialised practical training in an Industrial Employment or Welfare Department. 2. Various types of training, e.g., in Physical Culture, Nursing, Domestic Science, etc., may lead to organisation of games, first aid, canteen work, etc., in industry.	(1) As above. (2) Various.	Welfare work in industry is broadening out into labour management. Salaries for assistants from about £150 a year upwards and posts of responsibility from about £300 a year. The prospects of openings in Scotland are not so good as in England.

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Statistics. (See "Choice of Career" Pamphlet No. 19.)	Figure sense and accuracy. Higher Certificate standard in Mathematics. University Degree and knowledge of modern languages desirable.	(a) Degree course and training in statistical method, 3 to 4 years. (b) Statistical training, about 1 year.	(a) Varies according to University; fees from about £25 to £50 per session. (b) Fees about £23 per session.	Interesting but limited number of openings with business firms, research associations, etc. Salaries in junior appointments from £2 10s. to £3 a week; £200-£250 a year upwards for posts of responsibility.
Teaching. (a) Primary. (England and Wales).	Minimum qualification is First School Certificate at required standard. Some Training Colleges favour candidates with Higher School Certificate; and in every case one year's work beyond First Certificate stage is desirable. For University Degree see below.	2 years at recognised Training College for <i>Board of Education</i> Certificate. There are various third year specialised courses for students who have completed the minimum 2 year course. In a few Colleges there is a 4 year Degree course.	From about £40 per annum for tuition and residence to grant-aided students. Scholarships or grants awarded in some areas by Local Education Authorities.	Outlook depends upon current developments and readiness to accept employment in any part of the country. There is an increasing demand in Senior and Central Schools for those with a University Degree in addition to the Board of Education Certificate.

40

(b) Nursery School.	First School Certificate at the required standard.	2-3 years at recognised Training College for qualification; 1 year for certificated teachers.	From about £40-£100 per annum for tuition, board and residence.	Demand limited but may increase.
(c) Secondary. (England and Wales.)	Examination required for entrance to University.	At least 3 years for University Degree course; 1 year for University Diploma in Education which is demanded in most cases.	Tuition from £25-£50 a year non-resident, or from £150-£200 a year resident. Board of Education grants available under certain conditions. Local Education Authorities will often supplement open scholarships offered by Colleges.	Competition keen. Outlook varies according to subject. Minimum starting salary for graduates approximately £216 and for non-graduates £174.
(d) Froebel.	First School Certificate at required standard. Facility in music, art and handcraft an advantage.	(a) 3 years at College approved by <i>National Froebel Union</i> for Teachers' Certificate "A." (b) 1 year for graduates or certificated teachers.	From £100-£150 a year tuition and residence. Board of Education grant available for recognised students during 2nd and 3rd years.	The possession of Board of Education Certificate in addition to Froebel qualification gives wider range of opportunity in that it opens the door to Elementary as well as Secondary work. Demand in Scotland is poor except in private schools.

41

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Teaching—cont. (e) Domestic Subjects.	First School Certificate at required standard. (In Scotland the Leaving Certificate Standard.)	2 to 3 years at Domestic Science Training College for Diploma recognised by Board of Education or Scottish Education Department. There is also a Degree at King's College of Household and Social Science, University of London and at Bristol University in association with Domestic Science Training Colleges.	Tuition from about £30 a year. Tuition and residence from about £100 a year upwards. Board of Education grants available under certain conditions.	Steady demand for well qualified women. Essential to have had 3 year course of training for Secondary School appointments. Burnham salary scales.
(f) Art.	First School Certificate at required standard.	3 to 5 years at School of Art.	Wide variation in cost.	Openings at present are limited, and it is desirable to have obtained additionally one of the qualifications recognised for the official salary scale for graduates.
(g) Music.	First School Certificate at required standard.	From 3 to 5 years including training in the teaching of Music. University Degrees in Music can be obtained, and there	Wide variation in cost.	Extremely uncertain. Music qualifications valuable as additional to other recognised teaching qualifications.

42

		is also the joint Graduate Course of the Royal Academy of Music and Royal College of Music in preparation for the Diploma of the Royal Schools of Music (London). "Third Year" courses in Music are available at certain Training Colleges for Teachers (see Primary Teaching (a) above).		
(h) Physical Training.	First School Certificate at required standard.	3 years at Physical Training College.	From about £150 upwards a year resident. Equipment additional.	Steady demand. Burnham non-graduate salary scale.
(i) Teaching in Special Schools, e.g., for Blind, Deaf, Defective Children, etc.		A recognised Teaching qualification, e.g., Board of Education Certificate is usually needed, in addition to particular personal qualifications. Ability in Hand crafts important. For work in Schools for the Blind and the Deaf an additional appropriate qualification must as a rule be obtained either before appointment or within a limited period after appointment. Qualifications for Teachers of the Deaf are the University of Manchester Certificate for Teachers of the Deaf and the Diploma of the National College of Teachers of the Deaf. The College of Teachers for the Blind arranges an examination and grants a Certificate for teaching the Blind.		Salaries according to official scale for teachers in Special Schools.
Teaching. (Scotland).		In Scotland the responsibility for the professional training of teachers is vested in the <i>National Committee for the Training of Teachers</i> . The Courses of Training lead to the following three qualifications granted by the <i>Scottish Education Department</i> . (1) The Teacher's General Certificate, being a qualification to teach primary school subjects in State-aided schools.		

43

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Teaching—cont. (Scotland)—cont.	(2) The Teacher's Special Certificate, being a qualification to teach special subjects in Advanced Divisions or Secondary Schools—English, Languages, Mathematics, Science, etc. (3) The Teacher's Technical Certificate, being a qualification to teach Technical subjects—Art, Agriculture, Applied Science, Commercial subjects, Domestic Economy, Physical Education, Educational Handwork, Music.			
(a) Teacher's General Certificate.	(a) Group Leaving Certificate (with more than 1 pass in higher standard).	(a) 3 years' course.	Training College, full inclusive fees for course £30. If University and College Courses taken concurrently, College fee is £17 10s., University fees extra.	As in England.
	(b) Certificated Teachers (Untrained).	(b) Normally 1 year course.	College fees £15.	As in England.
	(c) University Graduates.	(c) 3 or 4 terms.	„ „	
	(d) Group Leaving Certificate plus Diploma in Technical Subjects.	(d) 1 year course.	„ „	
(b) Teacher's Special Certificate.	University Degree, with First or Second Class Honours (if no honours examination, evidence of equivalent attainments).	(1) 1 session of 32 weeks. (2) In case of holder of General Certificate one term of approximately 10 weeks.	Degree course, previously taken, fees 60 guineas. (1) Training College inclusive fee: 1 subject £15. 2 subjects £20.	As in England.

44

(c) Teacher's Technical Certificate.	Age over 18, standard of general education satisfactory to the <i>Scottish Education Department</i> , (a) plus recognised diploma in the subject chosen; (b) without diploma.	(3) Concurrent course for General Certificate and Special Certificate is 4 terms. (a) Duration of course depends upon the subject in which qualification to teach is desired. (b) Teaching Certificate not granted until completion of both Teaching and Diploma courses.	(2) 1 subject £5. 2 subjects £7 10s. Fees for General Certificate and Special Certificate (combined) 1 subject £20. 2 subjects £22 10s. (1) Handwork Diploma course plus professional training £30. (2) Other professional courses £15. (3) Fee for General Certificate and Technical Certificate combined— (a) Handwork £35. (b) One Technical subject £20. (c) Two Technical subjects £22 10s.	As in England.
Tracing.	Good eyesight and accuracy in copying work.	About 12 months' training at Technical School followed by junior post in drawing office.	Fees vary locally according to course pursued.	Opportunities for juniors without experience not numerous. Outlook limited. Salaries range from about 15s. a week to about £2 10s.

45

Career.	Educational and Other Requirements.	Training Required.	Cost of Training.	Prospects after Training.
Veterinary Surgery. (See "Choice of Career" Pamphlet No. 3.)	School Certificate at required standard. Ability to handle animals. Business acumen needed for independent practice.	5 years at Veterinary College or University in preparation for Degree or Diploma of <i>Royal College of Veterinary Surgeons</i> .	Tuition fees from about £30 per annum. Examination fees, books, instruments, etc., additional. Registration fee for membership of Royal College of Veterinary Surgeons, 5 guineas.	Opportunities mainly in private practice, particularly with small animals in growing residential districts. Career for women still in pioneer stage.

**LIST OF ADDRESSES OF PROFESSIONAL, ETC.,
BODIES TO WHICH REFERENCE HAS
BEEN MADE IN THE TEXT.**

- Advertising Association,
110-111, Fleet Street,
London, E.C.4.
- Association of Dispensing Opticians, Ltd.
1, High Street,
Marylebone,
London, W.1.
- Board of Education,
Whitehall,
London, S.W.1.
- British Optical Association,
65, Brook Street,
London, W.1.
- Chartered Accountants of Scotland,
190, West George Street,
Glasgow.
- Chartered Institute of Secretaries of
Joint Stock Companies and other Public
Bodies,
The Hall,
6, London Wall,
London, E.C.2.
- Chartered Insurance Institute,
20, Aldermanbury,
London, E.C.2.
- Chartered Society of Massage and
Medical Gymnastics,
Tavistock House (North),
Tavistock Square,
London, W.C.1.
- Chartered Surveyors' Institution,
12, Great George Street,
London, S.W.1.
- Civil Service Commission,
Burlington Gardens,
London, W.1.
- Dental Board of the United Kingdom,
44, Hallam Street,
London, W.1.
- Electrical Association for Women,
20, Regent Street,
London, S.W.1.
- Faculty of Actuaries,
23, St. Andrew Square,
Edinburgh.
- Faculty of Advocates,
Parliament Square,
Edinburgh.
- General Medical Council,
44, Hallam Street,
London, W.1.
- General Nursing Council of England
and Wales,
20, Portland Place,
London, W.1.
- General Nursing Council for Scotland,
18, Melville Street,
Edinburgh.
- Incorporated Secretaries Association,
Secretaries House,
21, Bedford Square,
London, W.C.1.
- Incorporated Society of Chiropractors,
21, Cavendish Square,
London, W.1.
- Incorporation of Certified Masseurs and
Masseuses Ltd.,
18, Princes Square,
Strathbungo,
Glasgow.
- Institute of Actuaries,
Staple Inn Hall,
Holborn,
London, W.C.1.
- Institute of Chartered Accountants in
England and Wales,
Moorgate Place,
London, E.C.2.
- Institute of Chemistry of Great Britain
and Ireland,
30, Russell, Square,
London, W.C.1.
- Institute of Cost and Works Accountants,
23, Queen Square,
Southampton Row,
London, W.C.1.
- Institute of Hospital Almoners,
Tavistock House (North),
Tavistock Square,
London, W.C.1.
- Institute of Incorporated Practitioners
in Advertising,
3-4, Clement's Inn,
London, E.C.2.
- Institute of Physics,
1, Lowther Gardens,
Exhibition Road,
London, S.W.7.
- Law Society,
The Law Society's Hall,
Chancery Lane,
London, W.C.2.
- Library Association,
Chaucer House,
Malet Place,
London, W.C.1.
- Ministry of Agriculture and Fisheries,
10, Whitehall Place,
London, S.W.1.

- Museums Association,
Chaucer House,
Malet Place,
London, W.C.1.
- National Agricultural Examination
Board,
16, Bedford Square,
London, W.C.1.
- National Committee for the Training of
Teachers in Scotland,
140, Princes Street,
Edinburgh 2.
- National Dairy Examination Board,
16, Bedford Square,
London, W.C.1.
- National Froebel Union,
18, Adam Street, Adelphi,
London, W.C.2.
- National Poultry Diploma Examina-
tion Board,
Avenue Chambers,
4, Vernon Place,
London, W.C.1.
- National Society of Day Nurseries,
117, Piccadilly,
London, W.1.
- Pharmaceutical Society of Great Britain,
17, Bloomsbury Square,
London, W.C.1.
- Royal College of Veterinary Surgeons,
10, Red Lion Square,
London, W.C.1.
- Royal Institute of British Architects,
9, Conduit Street,
London, W.1.
- Royal Horticultural Society,
Vincent Square,
London, S.W.1.
- Royal Sanitary Association of Scotland,
185, St. Vincent Street,
Glasgow.
- Royal Sanitary Institute and Sanitary
Inspectors' Examination Joint Board,
90, Buckingham Palace Road,
London, S.W.1.
- Royal Sanitary Institute,
90, Buckingham Palace Road,
London, S.W.1.
- Scottish Education Department,
14, Queen Street,
Edinburgh.
- Society for the Oversea Settlement of
British Women,
Caxton House (West Block),
Tothill Street,
London, S.W.1.
- Society of Incorporated Accountants
and Auditors,
Incorporated Accountants Hall,
Victoria Embankment,
London, W.C.2.
- Society of Radiographers,
32, Welbeck Street,
London, W.1.
- Society of Women Housing Estate
Managers,
36, Victoria Street,
London, S.W.1.
- Worshipful Company of Spectacle
Makers,
36, Furnival Street,
Holborn,
London, E.C.4.