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WOMEN'S EMPLOYMENT FEDERATION

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

MEMORANDUM ON
OPENINGS AND TRAININGS
FOR WOMEN

Pamphlet

1939-40

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VACATION COURSES ON CAREERS FOR GIRLS.

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They include :

1. Talks by experts on various types of work and the preparation for it, and present prospects.
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The Courses are open to all, but preference in allotting vacancies is given to Head Mistresses and to Assistant Mistresses in secondary schools charged with the duty of advising girls on their future careers.

Accommodation is limited and early application should be made to the Secretary.

Future dates will be advertised in *The Times Educational Supplement* or can be obtained from the Secretary.

MEMORANDUM ON OPENINGS AND TRAININGS FOR WOMEN

PREPARED BY THE

Women's Employment Federation

(13th 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.)
Members are entitled to 3 copies free of charge.

INTRODUCTION.

THE Women's Employment Federation, through its Advisory Department, provides information and advice upon matters connected with the training and employment of women including information as to loans and grants for training. This advice is available not only to girls leaving school and the university 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. Personal consultations are given, *by appointment only*, at Headquarters, and by post. The Federation is prepared to send speakers to Schools, Colleges and Societies.

In this pamphlet brief information is given on the length and cost of training and preliminary qualifications required for the main professions and occupations open to women who have had a secondary education. It should, however, be remembered that there are numerous ways of earning a living, which cannot be summarised, the entry to which is by various channels as yet unstandardised, and the preparation for which cannot be described in terms of examinations or technical qualifications. Thus girls who have family connections with a manufacturing or trading concern may find openings leading to executive work, or to ultimate directorships, if they have good abilities and staying power. The regular methods of entry and the regular qualifications and trainings are the surest and safest for any girl who is dependent on her own exertions, but it is very well worth while for parents to consider what exceptional chances of a career may be available for their daughters through their existing family connections.

Further details of the trainings mentioned here, and of other trainings, may be obtained by application to the Advisory Department, which will give addresses and costs of training centres of all kinds. For obvious reasons it is not possible to describe individual courses in the limited space of this Memorandum,

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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. Interviews can be arranged by appointment daily except on Saturdays. Fees for consultation (personal or by letter): To persons introduced by constituent organisations and by subscribers to the Federation of not less than Two Guineas, 1s.; to members of the general public (1) choice of careers and trainings, 5s.; (2) search for employment, 2s. 6d.; (3) advice by letter only, 2s. 6d. (Subsequent interview, if required, 2s. 6d.)

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 higher for students residing outside the County or Area served by the College, unless special arrangements have been made with neighbouring Authorities.

OPENINGS & TRAININGS.

ACCOUNTANCY.

Previous qualification: Matriculation or certain other recognised examinations, 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 (Matriculation or other recognised examinations exempt from this) 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 varies and 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.

The main aspects of advertising are market research, copy writing, lay-out, printing and space buying.

Usual methods of entry into the advertising business are: (1) as apprentice to a firm of advertising agents; (2) as a junior in the publicity department of a large firm; (3) as shorthand typist in an advertising firm; this does not always lead to responsible positions.

For those wishing to specialise in lay-out a preliminary art training and specialised knowledge of lettering are useful.

Some advertising agencies take premium paying pupils; terms by arrangement.

The artist in advertising is being supplanted by the commercial photographer. In this profession there are opportunities for the enterprising, but prospects are uncertain. Various courses in advertising are available, but they are mainly intended for those already in the profession.

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AGRICULTURE.

FACILITIES FOR TRAINING.

The Ministry of Agriculture, governing bodies of colleges, and local authorities co-operate in providing agricultural education in England and Wales on ascending levels:—(a) lectures, demonstrations and advice by the agricultural education staff of County Councils; (b) courses of one, two or three terms duration at the Farm Institutes established by County Councils; (c) diploma courses at Agricultural Colleges; (d) degree courses at University Departments of Agriculture. Agricultural training is also available at private schools and, in its practical form, on farms.

Tuition at institutions coming within the national scheme covers both theory and practice. The cost of such instruction is reasonable, particularly in the case of County Farm Institutes which receive residents within the county at special rates.

Scholarships are awarded by the Ministry of Agriculture to sons and daughters of agricultural workers and to those themselves engaged in the industry. Most County Councils also award scholarships, not limited to these classes.

CHOICE OF TRAINING.

Training varies for (1) those who wish to become practical agriculturists or (2) to qualify for teaching and administrative work in Agriculture.

For (1) capital is the first consideration. For small undertakings a short course at a Farm Institute, supplemented by practical experience, may suffice. For a larger undertaking a course at an Agricultural College is advisable.

For (2) a Diploma Course at such a College would be the minimum qualification for appointment as Instructress under the County Council. For appointment as Lecturer at a College or University, or as research worker, a University degree course is essential.

THE FIELD OF WORK.

A number of women are employed in general agriculture, including big scale farmers—but opportunities for salaried work are limited. The prospects are better for those qualifying in specialist branches, e.g., horticulture, dairying and poultry husbandry where there are possibilities in teaching and administration, and also of scientific and publicity work for commercial undertakings called into being by recent reorganisation within the agricultural industry (e.g., clean milk production and marketing schemes). Since many women find practical work too heavy as they get older it is advisable to obtain the theoretical qualifications necessary for teaching and administrative posts. Recently there has been an increased demand for practical workers in dairies, farms and gardens.

Details of such specialist trainings are given below:—

HORTICULTURE.

Length of Training: One to four years. Cost £100 to £132 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 three or four years' course. Shorter horticultural trainings are also given at certain Agricultural and Horticultural Colleges, and at various good private schools of gardening.

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.

POULTRY HUSBANDRY.

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.*

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.

SUBSIDIARY EMPLOYMENTS.

Special courses, of varying length and cost, are given at various institutions for agricultural education, in subjects such as Landscape Gardening, Bee Keeping, Rabbit Keeping and Preservation of Fruit and Vegetables. Mixed courses in agricultural and domestic subjects, known as Rural Domestic Economy, are also given. There are fair prospects in Silver Fox Farming, Breeding of Pets, and Herb and Flower Farming for people with adequate capital, training, and business ability. Further particulars about training and prospects can be obtained from the Women's Farm and Garden Association, Courtauld House, Byng Place, London, W.C.1.

ARCHITECTURE.

Previous qualification: Matriculation or other recognised examination. Length of Training: 5 years. Cost: Tuition Fees, £60 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 A.R.I.B.A. diploma as well, and University courses are arranged with this end in view. At least 3 years must be spent in the school or at a Polytechnic, where fees are less, after which a student may obtain paid work with a firm of architects and study for the final examination by evening classes. If 5 years are spent in the school, at least 6 months' experience in the office of a practising architect is necessary for the A.R.I.B.A. Openings for women are increasing and the outlook is improving.

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.

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. The prospects in Fashion Drawing are fair for those with some training in dressmaking and experience.

Special courses in Display are given at some schools. Prospects fair.

ART TEACHING.

After a training in Art usually lasting three years or longer, it is necessary to take a year's course in training for the Teacher's Diploma.

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

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

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.

See also *Occupational Therapy*.

TEACHING.

For the teaching of handicrafts, training varies considerably; there is a small but growing demand for women teachers.

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.

See also *Housing Estate Management* (on Octavia Hill Methods) under *Social*.

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 although eligible to qualify for membership of the Institute, there are few openings except for secretaries, shorthand typists, comptometer workers and routine clerical workers.

BEAUTY CULTURE. See *Hairdressing, etc.*

BOOK-KEEPING.

Previous qualification: Good general education. Length of Training: About 6 to 12 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. to 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. Book-keeping is usually taught in good Secretarial Courses and it is an advantage to have had a full secretarial training.

See also *Accountancy*.

BROADCASTING.

Broadcasting is not a profession.

The British Broadcasting Company employs a number of well educated, trained secretaries; these do not now pass to the broadcasting side. The B.B.C.'s own Training School for announcers, etc., is filled by competitive examination; very few women are employed in this capacity. Other posts in the B.B.C. are usually filled by those who have already become known in their professions.

BUSINESS AND COMMERCE.

Previous qualification: School Certificate 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 *Domestic Science—Cooking and Catering.*

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

CHIROPODY.

Previous qualification: Good general education. Length of Training: One to two years. Cost: £21 to £100.

A thorough training in Chiropody can be had at a Polytechnic at a moderate fee—a two year course is advised for young students, and evening classes are available.

Chiropody has recently been recognised as a medical auxiliary by the British Medical Association. Two bodies are at present recognised under this scheme.

There are openings in Hospitals, Foot Clinics, and in some large shoe shops. It is also possible for the older woman to set up in private practice.

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, Moral Welfare, Educational or Health branches. Salaries are not as a rule high, but are improving.

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 3 to 5 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.

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) unless her value to her Department is considered exceptional. The work of an established Civil Servant is pensionable.

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 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).

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

Administrative Class. The general standard is that of a First 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, 21—24 on 1st August*, Salaries†§: Junior grade of the Administrative Class, £275 to £510; Senior, £700 to £940; Assistant Secretary, £1,000 to £1,275. Any vacancies for Intelligence Officers in the Department of Overseas Trade are filled on the result of this examination‡.

Tax Inspectorate and Ministry of Labour Group. Age of entry: 21—24 on 1st September*. Two types of Civil Servants are recruited by this examination: (1) Assistant Inspectors and Inspectors in the Inland Revenue Department, salary £230-£525. (2) Third Class Officers in the Ministry of Labour, the Employment Exchange Service and the Trade Boards Inspection Branch. Salaries £220-£445.

Executive Class. Age of entry: 18—19 on 1st March*. Salaries†§: Executive Officer (Junior Grade), £152 to £420; Higher Executive Officer, £450 to £525. Scales above this vary departmentally. 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, £85 to £280; Clerical, generally on a lower scale, e.g., £75-£260, 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: 16½—25. This year the upper limit may be reduced to 21. Salary†§: 30s. at 16½ to 57s. per week in London.

Shorthand-Typist and Clerk-Shorthand-Typist. Entry after 3 months' service as an established Typist (or Clerk-Typist), or one year's service as

* Of the year in which the examination is held.

† The scales of remuneration are liable to revision.

‡ Also four vacancies 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.

a temporary Shorthand-Typist (or Clerk-Shorthand-Typist). Salary†§: 40s. (if under 18) to 72s. per week.

Clerical Assistant. Age of entry: 16—17: 28s. to 72s. per week†§. Work of a routine nature.

Sorting Assistant in the G.P.O. Age of entry: 15 to 17. Salary†: 25s. to 60s. per week.

Telegraphists and Counter Clerks and Telegraphists in the G.P.O. Age of entry: 16 to 20. Salary†§: 30s. at 16 (if then fully qualified) to 83s. 6d. per week.

Probationer Mapping Assistants, Land Registry. Age of entry: 16½—18. School Certificate essential, preferably with credit in Mathematics. Salary: 28s. to 35s. Possibilities of promotion to Mapping Assistants (£118—£250). N.B. Method of Recruitment of Probationer Mapping Assistants is now under revision.

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. Stationery Office.

Fuller particulars of Civil Service appointments open to women are published by the Women's Employment Federation, price 1/- (post free).

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

COMMERCE. See *Business and Commerce.*

COOKING AND CATERING. See *Domestic Science.*

CORSETRY.

There are good prospects for women in the corsetry profession. It may be a part-time occupation. The cost of training and initial equipment varies from £10 to £20. There are opportunities for advancement as district organisers. For girls, employment in factories which specialise in high-grade made-to-measure garments offers chances of promotion, and there are also opportunities in the Corset Departments of good retail stores.

CRECHE WORK. See *Nursery Nursing.*

DAIRYING. See *Agriculture.*

DANCING.

Dancing for the stage requires a very specialised training. There are several good schools in London suited to different requirements. Expert and 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. There is a growing interest in contemporary forms of dance. For teaching Dancing a 2 or 3 years' course is usual. Some training in remedial exercises may be included; openings are limited.

See also *Dramatic Art, Teaching.*

DAY NURSERY WORK. See *Nursery Nursing.*

DEMONSTRATING AND SHOWROOM WORK. See *Domestic Science.*

DENTAL MECHANICS.

This work is at present somewhat 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.

† The scales of remuneration are liable to revision.

§ Subject to deduction in posts outside London.

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 good openings in Public Health work, e.g., in Dental Clinics for Women and Children, and in the inspection of school children.

DIETETICS.

There is a small but increasing demand for fully qualified dietitians.

1. Hospital Dietitian.

Preliminary qualifications: one of the following:—

A. University degree in Domestic Science or Pure Science (including Chemistry and Physiology) followed by at least three months concentrated cookery training.

B. State registration in nursing (extra training in Science may be necessary).

C. Teacher's Diploma in Domestic Science (extra training in Chemistry and Physiology may be necessary).

Diploma courses are given at three training colleges and the University of London gives a University Diploma in Dietetics open to graduates under A.

Fees vary between £34. 5s. and £35. 15s. for one-year course.

Under A, graduates may qualify by gaining six months' practical experience in the diet kitchen of a hospital approved by the British Dietetic Association. Experience in a general kitchen is also desirable.

2. Dietitians' posts outside Hospital kitchens.

Good training in domestic science followed by a special course in Dietetics is desirable. There are an increasing number of openings for women with such a training supplemented by a knowledge of Dietetics.

DISPENSING. See *Pharmacy.*

DOMESTIC SCIENCE.

The various branches of this profession offer good prospects for the well qualified woman. Different courses, often at the same Domestic Science Training College, are available for Teaching, Institutional Management, Cooking and Catering.

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 £25 to £60 per annum, and for a three months' course from about £7 to £21. Experience in cooking and catering for large numbers should be obtained before embarking on Institutional or Restaurant work. In London a one year training in Tea Room Cookery is given at a Technical School. A second year is advisable for young students.

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. Being non-resident they are much sought after as are also posts as Canteen Manageresses 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.

Demonstration and Showroom Work.

Previous qualification: Good general education, followed by a thorough training in Domestic Science, or a previous technical training in cooking is essential.

Short trainings in Gas and Electricity are available at some Colleges and Polytechnics. An Electrical Housecraft Diploma and Certificate are awarded by the Electrical Association for Women. Courses of instruction in the technique of Gas Cooking Demonstration have been organised under the auspices of the Women's Gas Council.

There is an increasing amount of work in Demonstrating and Salesmanship in connection with Gas and Electric Companies and Firms selling gas and electric apparatus. Prospects are good in this type of work—salaries vary from about £80 a year to £260—occasionally more.

Institutional and Household Management.

Previous qualification: Good general education. Length of Training: 1 to 2 years. Cost: From about £26 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, Care of Stores. A general course of this kind should cover at least a year and be followed by some training in cooking and catering for large numbers. A knowledge of practical book-keeping is a useful asset.

For Assistant 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*.) For posts as Senior Matron a full Hospital Nursing training is becoming essential.

There is a steady demand for capable, educated women for institutional posts of all kinds, and as Manageresses or Housekeepers of Service Flats. 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.

Domestic Science Teaching.

There are three, two and one-year courses (the last for Certificated Teachers) in Special Domestic Science Training Colleges; there is also a one-year Course in Rural Home Management intended primarily as an additional course for Certificated Teachers.

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 other good training schools, some in connection with theatres, where Production can also be studied. 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.

Experience in a repertory company for a period following training is an advantage.

There are some openings for women on the production side as assistant producers, stage managers, scenery and costume designers, etc. Every form of stage work is overcrowded and intermittent and prospects are precarious.

DRESSMAKING AND MILLINERY.

Training for Dressmaking and Millinery may be taken either at a Technical or a private training school, or in a business as a premium paying pupil or an apprentice. Day and evening courses are given at Polytechnics and Technical Schools. In London and some Provincial Technical Schools, girls over the age of 13½ are catered for, and after a two year course are 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.

There are increasing opportunities and good prospects in both wholesale and retail Dressmaking for girls leaving secondary schools at 16—18, who enter either directly as apprentices, at the Trade Board rate of pay, or after one or two years at a Technical School.

There is a considerable demand for *Designer-cutters* who have a thorough knowledge of dressmaking with special skill in cutting.

Dress-designers also should have a thorough practical knowledge of dressmaking and a training in art. There is a demand for designers of originality, but it is not so easy for those of only average ability to find work. Special training in Fashion Creating is given at some schools.

ELECTRICAL TREATMENT. See *Massage, etc.*

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

ELOCUTION.

Openings for paid work in Elocution itself, apart from teaching, are rare, though the interest in oral English is growing.

A three years' training is necessary to obtain a Teacher's Diploma; the number of appointments is limited.

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.*

EURHYTHMICS. See *Music.*

FARMING. See *Agriculture.*

HAIRDRESSING, BEAUTY CULTURE AND MANICURE.

Girls may obtain training as apprentices or pupils in a hairdressing and beauty culture business or as pupils in a private school of hairdressing and beauty culture (fees from about 30 to 100 guineas). Such trainings sometimes include Face Massage, Electrolysis and Manicure, or these subjects may be taken separately. In London, there is a one year course at a Technical School (with an optional second year) for ex-central and ex-secondary school girls of 16 and upwards.

Prospects in both branches of this work are fair for the fully trained, but the profession tends to become overcrowded.

HEALTH VISITORS. See *Public Health*.

HORTICULTURE. See *Agriculture*.

HOSPITAL ALMONER WORK. See *Social*.

HOUSEKEEPING.

See *Domestic Science—Institutional and Household Management*.

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

See *Social*.

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

INSTITUTIONAL AND HOUSEHOLD MANAGEMENT.

See *Domestic Science*.

INSURANCE.

Previous qualification: Good general education.

The examinations of the Chartered Insurance Institute which are held in the seven branches, Fire, Ordinary Life, Industrial Life, Accident, Marine, National (Health) and National (Unemployment), admit to the Associateship of the Institute. A preliminary examination is necessary. Junior clerks may work up for the examinations while employed with Insurance Firms. 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.

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

INTERIOR DECORATION.

The best qualification for this profession is to take the full training in Architecture (see above) as the Interior Decorator needs sufficient real knowledge of building construction, plumbing, lighting, heating, etc., to supervise any ordinary alterations and repairs. Also, although she may not necessarily carry out the practical side of the work herself, she should understand thoroughly the technique of painting, papering and distemping. There are courses at some Polytechnics and Technical Evening Institutes at a low fee. Some firms will take pupils for a one or two year training at a premium, there are some private training schools and there is a 3 year course provided in the Division of Decoration at the Bartlett School of Architecture, University of London. There are not many salaried posts for women but it is possible for an enterprising woman to work up a connection of her own if she has sufficient capital and business sense.

JOURNALISM.

Previous qualification: University Degree, Matriculation or good general education.

There is no recognised mode of entry to Journalism. It may be useful to get on to the editorial side of a newspaper in a secretarial capacity; employment on a provincial paper usually provides varied experience.

There is a two year University Diploma Course in Journalism; this does not include shorthand and typing, but students are required to attain a reasonable standard of proficiency in both. Short courses in Journalism are also provided by several well established Secretarial Training Schools and correspondence courses may be useful to those who cannot attend either.

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 and competition extremely keen.

The increasing number of Fashion Magazines, Women's Journals and Women's Pages probably provide the best market for Women Journalists.

LABOUR MANAGEMENT.

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

Length of Training: 2 years; 1 year for graduates who have taken their degree in certain suitable subjects.

The general basis of training is usually a University course in Social Science and Business Administration, with additional specialised practical factory training.

Previous experience of any kind in a factory, store or business house, is useful and a knowledge of Industrial Psychology is sometimes an asset. A practical knowledge of methods of engagement of staff, catering and first-aid is also an asset.

The two Professional Societies are the Institute of Labour Management and the Industrial Welfare Society.

Salaries £150 to £300 and occasionally more. Prospects are fairly good.

LAUNDRY MANAGEMENT.

Previous qualification: Good general education. Length of Training: 2—3 years. Cost: Premium about £100 to £200, sometimes returned in part as a small weekly salary.

Practical training is given in some up-to-date Model Laundries to premium-paying pupils, and includes work on Costing and Industrial Psychology and 3 to 6 months in research laboratories. Candidates should be strong and healthy, and usually between 18 and 30 years of age; 6 scholarships are offered annually by the Institution of British Launderers to applicants with some practical experience who are related to members of the Institution. Shorter trainings are sometimes available for women between 25 and 30 with good commercial experience.

There are good openings for well-trained women in this trade. Salaries for expert Heads of Departments run from £2. 10s. to £3. 10s. a week, for Assistant Manageresses from £4, and Manageresses' salaries from £250 per annum.

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

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 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, and to four years in the case of those who have studied for one year at an approved Law School.

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 with Honours Degrees (Classes I and II and with

a working knowledge of French and German) 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. It is also possible to qualify by entering a public library in a subordinate capacity usually between the ages of 16 and 18, and working, while thus employed, for the Diploma of the Library Association, with the aid of coaching by correspondence.

The position of women in Libraries is slowly improving. Posts in County, University and Special Libraries are open to well-educated women with training in Librarianship. Salaries range from about £100 to £220 for first grade posts. Promotion depends on merit. In senior posts salaries rise to £350 to £400.

Appointments as Chief Librarians depend largely on administrative ability. Salaries £300 to £500.

There are a number of openings in Commercial Indexing for educated women with training in Librarianship. Salaries from about £150 to £300.

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 16, 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 is likely to become more systematised.

See also *Public Health*.

MASSAGE, Etc.

MASSAGE AND MEDICAL GYMNASTICS, ELECTROTHERAPY AND HYDROTHERAPY.

Previous qualification: School leaving Certificate or equivalent. Length of training: 18 months (minimum). Cost: Tuition fees from about £45.

The Chartered Society of Massage and Medical Gymnastics issues a list of recognised training schools and holds examinations. The first qualifying examination is the Conjoint, which admits candidates to membership of the Chartered Society. The minimum age at time of entry to Conjoint (Part II) is 20 years, the period of training before entry 78 weeks, and the entry fee is 6 guineas. The second qualifying examination is Electrotherapy—a period of training of 28 weeks, entry fee 7½ guineas. The Hydrotherapy qualification is usually only taken by those wishing to work in a Spa.

Teachers of Massage must have both the Conjoint and Electrotherapy qualifications, two years' experience after passing the Conjoint and one year's training as a teacher; there is a demand for teachers.

MATERNITY NURSING. See *Midwifery*.

MATRONS OF SCHOOLS AND INSTITUTIONS.

See *Domestic Science Section—Institutional and Household Management*.

MEDICINE.

Previous qualification: Matriculation or equivalent. Length of Training: 5 to 6 years. Cost: About £300 to £450 plus maintenance.

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

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

(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; all but 4 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.

MIDWIFERY AND MATERNITY NURSING.

Under the new training rules of the Central Midwives' Board, Nurses on the general part of the English, Scotch and Irish Registers will be required to take 12 months' Midwifery training divided into two parts with an examination at the end of each part. A certificate will be granted to State Registered Nurses at the end of Part I, but only possession of both certificates will give the legal status of a Midwife. All other women must take two years' training. The first period lasts 18 months. No certificate will be granted until both parts have been successfully taken.

The cost of a 12 months' training is about £5 to £84. State Registered Nurses pay about £35 to £65 for six months. They can often get a free or assisted training in return for some months' additional service for which a salary may be paid. Some training schools give a free training to candidates who are not State Registered Nurses.

The Ministry of Health gives grants in aid of training to pupils agreeing to practise Midwifery for at least two years, which reduce the cost of a 12 months' training by £20 for each period of six months for State Registered Nurses, and by £52 10s. for 18 months and by £20 for six months in other cases.

Maternity Nurses must be either State Registered Nurses on the general part of the Register or State Certified Midwives. Private Maternity Nurses can obtain fairly high fees but the work is irregular and dependent on private connections.

Prospects for Midwives have improved by the setting up of Municipal Midwifery Services under the Midwives Act, 1936, and both prospects and salaries are likely to improve still further. The Part I Certificate of the Central Midwives Board is a recognised qualification for Health Visitors. In addition, there are openings for non-medical Supervisors of Midwives, and for Teachers; a Teacher's Certificate is issued by the Central Midwives Board and there are increasing opportunities along these lines.

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 can be taken at a small cost. 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 Teaching Music a 3 years' course at a well-known College of Music is necessary, of which 1 year is spent in a Teacher's Training Course.

EURHYTHMICS (DALCROZE).

General Course: 3 years. Approximate cost £240. One year course for elementary school teachers. Approximate cost, £19.

The full training at the London School of Dalcroze Eurhythmics is only suitable for girls with marked musical ability as the L.R.A.M. is now a compulsory part of the course. The prospects for teachers with this double qualification in movement and music are slowly improving, and this method is being used in various forms of remedial work.

NEEDLEWORK. See *Dressmaking, etc.*

NURSERY NURSING.

Previous qualification: Good general education. Length of Training: Usually one year. Cost: From about £40 to £132 per annum (resident).

Training for educated girls as Nursery Nurses is given at a number of well-established colleges. Such courses include Nursery Management, Needlework and Laundering, Hygiene and Physiology, and generally some Sick Nursing and Elementary Psychology.

Salaries vary from about £50 to £100 resident according to age, qualification and experience.

CRECHE AND DAY NURSERY WORK.

A good practical and theoretical training in Nursery Nursing can be obtained in a well-organised Day Nursery or Crèche. Training is usually resident. Length of training 1 to 2 years; age of admission 16 to 20 years. Cost of training varies from about £52 to an "au pair" training. Occasionally pocket money is given. Students take the examinations of the National Society of Day Nurseries. Posts can usually be obtained in private houses or institutions at a commencing salary of £40 to £45 resident.

NURSING.

Previous qualifications: School certificate or special Qualifying Examination.

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. The State Examination is in two parts. Part I may now be taken before entry to Hospital. Training requirements for Part I may be obtained from the General Nursing Council when they are finally determined. 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 18 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, work as a School Matron and as a Hospital Dietitian. 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.

N.B.—To bridge the gap between leaving School and entering Hospital, one or two courses of Pre-Nursing Training have been arranged; some Education Authorities also take girls at a small salary as helpers in Nursery Schools and Day Nurseries. Some Hospitals (general, children's, orthopaedic and cottage) and some Convalescent Homes and Sanatoriums will accept girls at 16 or 17 (occasionally non-resident); this may be useful experience, but does not usually count towards the years of training for Registration.

OCCUPATIONAL THERAPY.

Preliminary qualifications: Good general education. Students should be 19 or more. Diplomas are not obtainable under the age of 21 years. Experience in handicrafts and genuine interest in medical treatment are desirable. Length of Training: 2 to 2½ years, occasionally less for nurses or students with special qualifications. Fees: about £70 to £100. One resident training is available for £100 per annum.

Training can be had in Edinburgh, Bristol, and London, and includes preparation for the examinations of the Association of Occupational Therapists. The following subjects are included: Anatomy, Physiology, Psychology, Teaching and Practice of Handicrafts, and Recreational Organisation. The majority of posts are in Hospitals for mental or nervous diseases, but the work is developing in General Hospitals and in private practice.

Salaries in Hospitals range from £175 for assistants to £350 for senior posts. This does not as a rule include residence.

The profession is still in a pioneer stage and demands keenness, enterprise and thorough training.

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 and salaried posts unless they have family connections.

ORTHOPTIC WORK (Remedial exercises for Squint).

Length of training: 12 to 18 months. Students must be 18 and have passed School Certificate or its equivalent. Training should be taken at a School approved by the Orthoptic Council, whose examinations are held twice yearly and Certificates awarded.

Prospects are improving. Salaries vary. The work offers great scope and interest to girls with mechanical and mathematical ability, patience with small children and an interest in medical treatment.

OVERSEA SETTLEMENT.

There are openings in the Dominions and Colonies for well-qualified women, especially Teachers, Hospital Nurses, Governesses and Children's Nurses; but up-to-date information, especially with regard to immigration regulations, should be sought before making any plans from the Society for Oversea Settlement of British Women, 16 Northumberland Avenue, London, W.C.2.

PHARMACY.

Previous qualification: Matriculation (with compulsory Mathematics). A Preliminary Scientific Examination, accepted by the Pharmaceutical Society, in Chemistry, Physics and Biology, must also be passed.

Length of Training: Two to three years' apprenticeship with a Pharmacist, Hospital Dispenser, or in the Laboratory of a Wholesale House, recognised by the Society; followed by one year's training at a recognised College for the Chemist and Druggist qualifying examination or two years for the Pharmaceutical Chemist examination. Cost: College fees vary from £30 to £45 a year (non-resident); examination fees are £12 12s.; a small salary is usually paid during apprenticeship.

A University Degree in Pharmacy may be taken, and there is an increasing demand for this in making senior appointments; this in itself is not a qualification for practice, but the extra training required for registration can be fitted in with the Degree work and the apprenticeship served before or after taking the Degree.

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.

Prospects are improving; though there may be a delay in obtaining a permanent post, it is usually possible to get work as a Locum in Hospital Dispensaries. As the profession is somewhat overcrowded, it is obviously desirable to be as fully qualified as possible.

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 Technical 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 EDUCATION.

Length of Training, for Teaching: 3 years at a well-known Physical Training College, such as those recognised by the Ling Association. Cost: Tuition Fees about £145—£165 per annum (resident).

A Diploma in Physical Culture is also granted by the University of London to those training at Colleges which it recognises. Some Training Colleges for Elementary Teachers are now arranging a third-year course in Physical Culture, for those intending to teach in Elementary Schools.

Various other trainings in Physical Culture, "Keep Fit" movements and Health Exercises are available, but prospects are uncertain and training at a recognised College is always advisable. Prospects are very good for the fully trained.

POLICE.

The Local Authorities appointing the Police Forces usually undertake their training, and require good health, a height of about 5 ft. 4 ins. to

5 ft. 6 ins. or more, and entrance age limits varying from about 22 to 35 (Metropolitan Police 24 to 35).

Pay on appointment as Constable is about 50s. a week, with uniform. Constables may qualify for promotion to Sergeant and Inspector. Opportunities for work and for promotion in the Police Forces are increasing. The Metropolitan Police Force is at present seeking new recruits.

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.*

PSYCHIATRIC SOCIAL WORKERS.

See Psychology and Social Work.

PSYCHOLOGY.

Preliminary qualification: A good Honours Degree in Psychology is required for academic posts and appointments as Psychologists in Child Guidance Clinics. Two-year courses are given for London University Academic Diplomas in Industrial and Educational Psychology for those wishing to specialise.

Openings for trained Psychologists are increasing. For those who wish to practice in Medical Psychology a preliminary medical training is almost essential. A certain number of openings exist for Play Therapists in Child Guidance Clinics.

Special courses in Psychology and the theory of Play Therapy are given at various clinics. Training usually takes 2 to 3 years. A 1-year training in Social Work in Mental Health is given by the London School of Economics. This is specially designed for Psychiatric Social Workers in Child Guidance Clinics and Mental Hospitals (see under Social Work).

Openings in Industrial Psychology are not numerous, but are increasing. A good Degree, followed by specialised training and practical experience, is essential for this.

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 course in Public Health work of at least 6 months followed by an examination. The Health Visitor's Certificate may also be obtained by women who are not

* See *Midwifery and Maternity Nursing.*

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 are given by the Ministry of Health and reduce the tuition fees to about £20 to £28 per annum. Age of entry normally not over 35.

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

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. Previous experience in Retail Book Trade and knowledge of Printing is sometimes useful.

RADIOGRAPHY.

Previous qualification: School Certificate or equivalent. Length of Training: 2 years. Cost: Tuition fees from about £25. Students must train at a recognised centre and may take the examination in two parts. Candidates must be 20 before taking Part I and 21 before taking Part II.

Candidates who are State Registered Nurses or qualified in Massage or Pharmacy will be regarded as of sufficiently high educational standard to take the training.

For membership of the Society of Radiographers a candidate must also possess certificates in First Aid and Home Nursing or equivalent qualifications.

It is essential that those considering this work should ascertain that their general health is good and their blood count satisfactory.

There are openings for Radiographers in Hospitals and also with Radiologists in private practice. Salary: £150 to £250.

RETAIL DISTRIBUTION.

There are openings for girls of Secondary School education (beginning 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 of ultimate promotion to the post of Assistant Buyer and Buyer. In London, a one year Trade School course in Retail Distribution is available for ex-Central and ex-Secondary School girls. Some big Stores have their own training schemes.

SANITARY INSPECTORS. See *Public Health*.

SECRETARIAL WORK.

Previous qualification: Good general education. Length of Training: 6 to 12 months. Cost: Fees £30 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.

A previous University education may be an asset, and a knowledge of French, German, etc., and Shorthand in these languages is useful, e.g., in

* See *Midwifery and Maternity Nursing*.

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. Salaries range from about £2 5s. to £3 for Shorthand-typist Secretaries, and from £3 to £5 or more, for Confidential and Organising Secretaries. For young efficient workers there are plenty of junior posts at present.

SOCIAL WORK.

Previous qualification: University Degree or good general education. Length of Training: 1 to 3 years or more. Cost: Fees, Diploma courses from 16 to 30 guineas per annum.

Social Science 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, Psychology, 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 or Sociology obviously has its value. Openings for skilled Voluntary Service are unlimited, and salaried posts are increasing.

A Social Science Course affords a sound preliminary training for all forms of Social Work.

Children's Care Organisers.

Previous qualification: Social Science Certificate or Degree, plus practical work. Usual minimum age: 23. Salaries: Assistant Organisers, £160 to £300 per annum; District Organisers, £300 to £400 per annum.

Children's Care Organisers carry out social service among Elementary School children in London.

Club and Settlement Work.

Previous qualification: Good general education. Length of Training: 18 months—shorter for those with special qualifications. Fees: about £10 for lectures and examinations. Residence at an Approved Centre is important and costs about 30s. a week. Non-residence can be arranged in exceptional cases.

Diploma and certificate courses are arranged by the National Council of Girls' Clubs. No Club Leader's Certificate will be granted until the candidate is 21 years of age.

Openings in this work are increasing. Salaries from about £50 for Assistant Club Leaders, and about £120 for Club Leaders (resident).

Hospital Almoner Work.

Previous qualification: Good general education, School Certificate or equivalent, University Degree an asset. Length of Training: Normally 3 years for non-graduates, 2 years for graduates. Cost: Fees for Social Science Course, 30 to 60 guineas for the 2 year course. Practical work: 25 to 30 guineas.

Candidates are required to pass a Selection Committee, and should be between the ages of 19 and 35; 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' practical work in the office of some suitable Society, 11 months' work under an Almoner in a Hospital.

Students who hold certain University Degrees in appropriate subjects may be accepted for the practical training only; and other graduates may be accepted for one session University Social Science Course, thus cutting down the total length of training to 2 years.

The demand for trained Hospital Almoners is increasing and prospects are good. Salaries begin at about £200 and go up to about £350 or occasionally more. The work varies in Voluntary and Municipal Hospitals.

Housing Estate Management. (On Octavia Hill Methods.)

Previous qualification: Good general education, preferably University Degree. Length of Training: 1 to 2 years or more, according to previous experience and the qualifications aimed at. Costs: approximately £50 (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 Managers, Incorporated. 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 Surveyor's Institution, or a B.Sc. Degree in Estate Management. This preparation may be made by means of correspondence courses, or, where practicable, evening classes. All students are required to undertake a course of study in Social Service, unless their previous training has included this. The fee to the Society is 20 guineas and the additional cost for tuition and examination fee varies according to the examination taken.

A training on somewhat similar lines has been arranged by several County Boroughs.

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 to £300 for an Assistant, and £250 to £500 or more for a Manager.

Moral Welfare Work.

Previous qualification: Social Science Certificate is useful. Length of Training: 1 to 2 years' training courses are available.

This career is not suitable for very young people. Salaries vary—about £200 to £250; prospects are good; as most appointments are under Diocesan Associations they are restricted to members of the Church of England.

Mental Health Workers.

Previous qualification: Social Science Certificate usually required. Short specialised courses arranged by the Central Association for Mental Welfare. The Mental Health Course at the London School of Economics is very desirable.

Work is carried out under Local Authorities and Voluntary Mental Workers' Associations. Usual age of entry: 25—30. Salaries about £160 to £300.

Probation Officers.

Previous qualification: Social Science Course and some experience of Social work desirable. Salaries paid during training under the Home Office training scheme £150 per annum. Minimum age: 23. Maximum age: 40. Salaries: £220—10—320 per annum.

Psychiatric Social Work.

Previous qualification: Social Science Certificate or Degree in Psychology or Social Science, followed by experience of Social work. Minimum qualifying age: 23, preferably more.

The specialised training is the Mental Health Course at London School of Economics. Salaries: £275 to £350. Prospects good.

Social work also includes Police Court Missionary work, work among cripples, blind, deaf, dumb and mental defectives, work in Community Centres and for organisations which are at present dealing with the Refugee problem. The greater part of this work is on a Voluntary Basis.

See also *Churches (Women Workers in), Labour Management.*

SPEECH THERAPY.

Preliminary qualifications: Good general education, age preferably over 21.

A certificate of proficiency in Speech Therapy is given by the Central School of Speech Training and Dramatic Art. This is open to teachers and persons over 21 who wish to specialise in Curative Speech work. Course: One year. Cost: £50 8s.

The West End Hospital for Nervous Diseases gives a 2-year course in Speech Therapeutic work. Cost about £55. A certificate is granted which is recognised by the Board of Education.

A number of private training schools exist.

There are an increasing number of posts in Remedial Speech work in Hospital Clinics and under Educational Authorities and in Private Practice.

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 *Domestic Science—Cooking and Catering.*

TEACHING.

Previous qualification: School Certificate, Matriculation, or equivalents. Length of Training: Elementary Teaching, 2 to 4 years; Secondary Teaching, 3 to 5 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. Under the Teachers' Superannuation Act there is a contributory pension scheme for full time Teachers in Approved Schools.

Teaching may be considered under various heads:—

1. UNIVERSITY. Posts are usually available only to those with First Class Honours Degrees; the number is limited and junior posts are usually for a short period only.

2. TRAINING COLLEGE. A good Honours Degree and Teacher's Diploma are usually required, also some teaching experience.

3. SECONDARY SCHOOL. Usually Honours Degree and Teacher's Diploma.

It takes three or four years to obtain an Honours Degree and the cost varies from £150 to £200 (resident) to about £35 (non-resident) a session. It is possible for the intending Teacher to obtain a Board of Education grant covering a part of the cost of the University course and of the year's post-graduate training in Teaching.

4. ELEMENTARY SCHOOL and (5) SPECIAL ELEMENTARY SCHOOL. To become a Certificated Teacher a course of at least 2 years at a Training College is necessary; a 3 year course admits of specialisation, and a 4 year course of a University Degree being taken. Cost is reduced by the Board of Education grant to about £40 a year resident for the 2 year course. Short courses for Special Schools work can be taken later by Certificated Teachers.

6. **KINDERGARTEN.** Normal length of Training is 3 years; 6 Kindergarten Training Colleges are recognised by the Board of Education. The National Froebel Union also grants Teacher's Diplomas in Handwork and in Natural History, and a Trainer's Diploma. There is a Montessori Training College which provides 3, 2 and 1 year courses (the last being for Certificated Teachers) and grants Diplomas.

7. **NURSERY SCHOOL.** A training lasting 2 years may be taken at certain Training Colleges for Teachers in Elementary Schools, and at the Rachel Macmillan Training Centre, where the full course is 3 years. There is a 1 year course for Certificated Teachers and University Graduates. A Nursery School Diploma is also granted by the National Froebel Union to students specialising in this work.

8. **PRIVATE SCHOOLS.** For the better Private Schools the same training and qualifications are necessary as for Secondary Schools. For the less good schools there is considerably more latitude as to qualifications, and more uncertainty as to salary and employment.

9. **PRIVATE GOVERNESSES.** The training may be that for the National Froebel Union Certificate (see 6) or for the Parents' National Educational Union (2 years). Recognised trainings are also available at two other Colleges. Governesses with recognised trainings such as the N.F.U. or P.N.E.U. can command better salaries and prospects. Opportunities for foreign travel occasionally occur in this work. Unfortunately many private posts are so badly paid that few qualifications can be demanded. Pay varies and prospects are most uncertain.

See also *Domestic Science, Physical Education, Dancing, Art, Music, Handicraft, Elocution.*

TRANSLATING.

Translating can hardly be commended 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, about £30 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 5 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 fairly promising, and there are an increasing number of research posts for those with special qualifications.

JOINT PLACING REGISTER.

The Federation has established a placing register for women with exceptional qualifications and experience, suitable for appointment to posts of responsibility.

This Register is compiled in co-operation with the University and College Appointments Boards, and with the other organisations in a position to introduce suitable candidates. Women not registered elsewhere may make individual application, but will not necessarily be accepted.

Employers desiring to fill senior vacancies can obtain short lists of selected candidates from this Register. No posts will be accepted at a salary below £300 per annum (non-resident). There is no registration fee, but a placing fee of 3% of the first year's salary is charged.

EMERGENCY REGISTER.

In addition to the Joint Placing Register, the Federation has opened a special Emergency Register for qualified professional women who wish to be in a position to contribute to the national need in the event of emergency. Such women are invited to register in advance for paid work of the kind for which they are best fitted. In this work the Federation is co-operating closely with the Central Register of the Ministry of Labour, and with the other branches of National Service.

No posts can be **guaranteed** as a result of registration and none are available in advance of an emergency (except through the Joint Placing Register as above).

INSURANCE DEPARTMENT.

The Federation can recommend insurance policies to meet the specific needs of women's working lives, namely education and training, marriage, illness and accident and retirement from work. Detailed rates will be sent on request. (Age, type of insurance and approximate premium should be stated). Early insurance is specially advantageous.

WOMEN'S EMPLOYMENT FEDERATION

President: **DAME ELIZABETH CADBURY, D.B.E., J.P.**

Chairman **Miss G. JEBB.**

Hon. Treasurer **SIR WILLIAM H. PEAT, K.B.E.**

Secretary Joint Placing Register:
Miss BRINSLEY-RICHARDS.

Chief Officer Advisory Department:
Mrs. D. L. WISE, M.A., J.P.

Secretary Grant and Loan Committee:
Miss E. ALLEZ.

Assistant Officer Advisory Department:
Miss I. HILTON, M.Sc., F.L.S.

Organising Secretary:
Mrs. OLIVER STRACHEY.

Membership (March, 1939) includes thirty-one Universities and University Colleges, thirty-seven organisations concerned with Women's employment, forty-eight Training Colleges, fifteen employers, over two hundred individual subscribers, and over two hundred Secondary Schools.

TERMS OF MEMBERSHIP.

Minimum Subscription for 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, are 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 1s.; Free copy of publications; Services of an expert adviser to give consultations on own premises at terms to be arranged.

CORPORATE SUBSCRIBERS.

Schools and Training Establishments 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 1s.; Free copy of publications; Representation at Council Meetings (without voting rights). Local Education Authorities may join the Federation on behalf of a number of Schools at a reduced rate.

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 1s.; Free copy of publications; 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.

GENERAL PUBLIC.

Consultations are given to members of the General Public by appointment at a charge of 5s. or 2s. 6d. according to type of interview. 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 except through the Joint Placing Register.