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LONDON SOCIETY FOR WOMEN'S SUFFRAGE  
[N.U.W.S.S.]

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## WOMEN'S SERVICE.

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June, 1918.

## Memorandum on Various Openings and Trainings for Women

**TEACHING.—Secondary Schools.**—For posts in good Secondary Schools a degree (or equivalent) is generally essential, and there is an increasing demand for a teaching diploma as well. The cost of a University training is about £110 per annum for three years (including residence). Training College courses for Teaching Diplomas (one year) vary, but usually cost very considerably less, and bursaries and grants are often available for the purpose. Well qualified teachers command a commencing salary of about £120.

**Elementary Schools.**—There are numerous training colleges for teachers for Elementary Schools, and for this training again many grants and bursaries are offered. Length of training, two years; cost from about £25 and upwards. Salaries for certified teachers from £90.

**Kindergarten, Montessori and Nursery Schools.**—Training for the Higher Certificate of the National Froebel Union takes two years and a term. Tuition fees about £20 to £30 per annum at a Training College. Most of the best Kindergarten Training Colleges now include a study of Montessori methods, but there is no authorised Montessori training available in this country at the present time. The introduction of Nursery Schools under the Board of Education will create a need for teachers specially qualified to serve in them, and several training colleges have already arranged courses to meet the demand. Length of course, two years; cost about £100 per annum (including residence). Grants are available under certain conditions.

**DOMESTIC SCIENCE.**—It seems likely that the teaching of this subject may be given more prominence in the future both in Elementary and in Secondary Schools. A Diploma recognised by the Board of Education is generally required. Length of training, two to three years. Tuition fees, £30 to £40 per annum. A Domestic Science Diploma is also a valuable qualification for administrative posts in institutions, canteens and communal kitchens. Special short supplementary courses for the latter branch of work are now being offered to well-qualified candidates by many training centres and by the Ministry of Food.

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**SCIENCE.—Research and Laboratory Work.**—Women holding science degrees are very much in demand at present for various kinds of laboratory and research work.

**Industrial Chemistry.**—Prospects seem good for women holding a science degree with specialisation in Chemistry and Physics (or an equivalent diploma) or the higher Pharmaceutical qualifications. It seems likely that there may in the future be good commercial openings in the laboratories of factories connected with the manufacture of explosives, dyes and drugs, foodstuffs, etc., etc.

**Teaching.**—The teaching of Chemistry and Physics in schools will probably receive much more attention in the future, and an increased numbers of teachers will be required for these subjects.

**DISPENSING AND PHARMACY.**—There has been an unusually large demand for dispensers during the war, and it seems probable that the market will be very much overstocked with partially qualified candidates. The Apothecaries Hall Certificate entitles the holder to act as an assistant only. Length of training, six to twelve months; fees from about £9 to £20. Examination fee, £5 5/-. Candidates must be 19 years of age. For the Minor Pharmaceutical a three years' training must be taken under a qualified practising chemist. The Apothecaries Hall is not a necessary preliminary, and it is usually more satisfactory to enter at once upon the three years' course as a pupil or apprentice to a good chemist. Either evening classes during apprenticeship, or, if possible, a few months' work at a good college of Pharmacy at the end of the three years is advisable. (Fee, about £18 to £30). Candidates for the Minor Pharmaceutical must be 21 years of age. The examination fee is £10 10/-. The Major Pharmaceutical may be taken about a year after the Minor.

**DENTAL MECHANICS.**—Excellent prospects are open to women training for this work, and a good course of instruction is given at one of the Polytechnics. After a twelve months' training a salary of 30/- should be earned, and with increasing skill and experience should gradually rise to £2 10/- or £3.

**CLERICAL OR SECRETARIAL WORK.**—It is anticipated that immediately after the war the supply of clerical workers will be abnormally large, and the demand for their services will considerably decrease as largely staffed offices concerned with emergency war work close down. We would, therefore, strongly discourage training for clerical work unless it is so thorough and efficient that the student is likely to hold her own in an overstocked market. Such training may be obtained at Polytechnics and Technical Schools, as well as at a number of private offices of good standing. At least a year's training should be taken, and it should include thorough instruction in office routine and book-keeping, as well as shorthand and typewriting. Fees vary from about £8 8/- (at a technical school) to £65 per annum.

**BOOK-KEEPING AND ACCOUNTANCY.**—A knowledge of elementary book-keeping is a useful asset for a secretary, and a girl with such training is more sure of an opening than one with clerical training alone. But for a post as a book-keeper or accountant a thorough course should be taken.

Several good offices, as well as certain Polytechnics, specialise in training in Accountancy. Length of training, from six months to two years. Fees for private courses from about £12 12/- (short course) to £52. Evening classes at Polytechnics about 17/6 per session.

**SANITARY INSPECTORS.**—The certificate of the Sanitary Inspectors' Examination Board is necessary for this work. Nursing experience is also valuable. Training for the Certificate usually takes six months; fees, £3 3/- to £12 12/-. Salaries from about £90—£150. Posts for women as Sanitary Inspectors *only* are few and far between, but the qualification is practically essential for many other appointments—such as Health Visitors, Infant Welfare Workers, etc.

**HEALTH VISITORS.**—There is a growing demand for well-trained Health Visitors. The Sanitary Inspector's and the Central Midwives Board's Certificates are necessary for good posts, and nursing experience is generally required. Sometimes a full nursing training is demanded, especially for posts in which the duties of a school nurse and a Health Visitor are combined. The training for the Sanitary Inspectors' Examination Board Certificate takes from three to six months (fees from £3 3/- to £12 12/-) and for the C.M.B. six months. A Health Visitor's training is given at several of the best centres, which includes the Sanitary Inspector's Certificate course. Salaries for Health Visitors are improving, and now run from £90 to £130 and upwards.

**INFANT WELFARE WORKERS.**—The need for qualified women as Superintendents of Infant Welfare Centres increases. A Health Visitor's and the Central Midwives Board's Certificates are usually necessary, as well as nursing experience. The work includes the organisation and supervision of infant consultations, anti-natal clinics, classes for mothers, home visiting and the many other activities of a modern Infant Welfare Centre. Salaries from £100—£130 and upwards.

**CRECHE WORKERS.**—The C.M.B. and Health Visitor's Certificates are not essential for crèche work, though they are usually required for matrons' posts. Experience in a children's hospital or a training in a well-organised crèche are good qualifications. Crèche workers require tact and endurance and a real love of the work, and should be capable, practical women with organising ability. Crèche nurses receive about 22/6 a week with board, and crèche matrons about 30/- a week with board and residence.

**NURSERY NURSES.**—Several schools of good standing give an excellent training to Nursery Nurses. The demand for well-qualified nurses very greatly exceeds the supply, and girls taking up this training at present may feel assured of obtaining posts. It is also useful as a sound practical experience for anyone who intends later on to take up infant welfare work. Length of training, six to twelve months. Fees vary from about £20 for six months to about £40 to £80 for one year, including board and lodging.

**MIDWIFERY.**—Well trained midwives, especially those with good hospital experience, are needed in considerable numbers. The Certificate of the C.M.B. is now essential for every practising midwife. Training can be taken at hospitals or under private trainers approved by the Board, in

six months, at a cost of about £35, including residence and examination fees. Free trainings can sometimes be arranged in return for a promise of services for a certain period. In urban districts there is usually a sufficient number of cases to enable a midwife to specialise in her own subject, but in thinly populated rural districts she must be prepared to do district nursing as well,—hence the importance of a general training. The salaries for midwives and district nurses are still too low (often beginning at £80 in the country), but tend to improve.

**FACTORY WELFARE WORKERS.**—There is a certain demand for suitable women for welfare work in factories. The work is extremely useful and interesting, but arduous, involving some night work and long hours. The standard of qualifications tends to rise. A university training and a year's special social science course (such as that given at the London School of Economics) are considered advisable. Opportunities, however, offer themselves from time to time for applicants without these qualifications if they are exceptionally well suited to the work. Salaries £120—£150 and upwards.

#### Women Police (Outside London only).

The appointment of women as a regular part of the police force is extending and likely to be permanent. Salary and training requirements differ slightly in different localities.

#### Women Police Patrols. (London only).

In the Metropolitan Police Force training is given to women before entering the Women Police Patrols and service entitles them to a pension.

#### Women Patrols.

Do similar work but are not a regular part of the police force though working in connection with them. It seems likely that the Patrols may in time be absorbed into the Police or the Police Patrols, and service with one is a recommendation for the other. Training for police and patrols can be had at the Bristol, Liverpool or Glasgow schools, and lasts about 3 months. Fees £3.3.0.

35. Good eyesight and neat fingers are essential. Free training is given in the London workshop covering a period of from four to six weeks, according to the aptitude of the student. The workshop hours are from 10 to 5 p.m. When proficient, students are placed in factories at a starting wage of 8d. per

#### Engineering.

Thorough training in all branches of Engineering is open to women at most of the good technical schools and colleges, and at the Universities. Students should Matriculate as a preliminary and study Physics and Mathematics. Length of course, three or four years, fees from about £20 per annum. The prospects for a trained woman are uncertain, but we believe them to be very good. A woman with capital, or with enterprise, would probably be able to make for herself a distinguished career, but ordinary routine posts are generally not open to women.

#### Industrial Engineering.

The outlook in this branch of trade is equally uncertain. At the moment engineering firms are dismissing, and not employing women, but we believe that with the re-establishment of peace conditions there will be many openings for skilled and semi-skilled as well as repetition workers. Much depends on the manner of the redemption of the Government pledges to Trade Unions, but we believe that before long the barriers which prevent women from becoming a regular part of this trade will be voluntarily removed. With this in view, we are registering all Munition Workers who want to continue in engineering, so as to give them the first opportunity of re-entering the trade.

Oxy Acetylene Welding. (A method of joining metals - greatly used in Aircraft construction).

This work, while temporarily dislocated by the change from War to Peace contracts, shows every likelihood of being a woman's trade. Workers require about 4 to 6 weeks training, which can be learnt in the shops, but is better learnt at a training school. At present the schools are closed except to disabled soldiers. We expect a renewed demand for welders in the Spring. Wages should be 8d an hour at the beginning, rising to 11d or 1/- after a few months.

#### Junior Draughtsmanship and Tracers.

A considerable number of women have been trained for this work during the War, and although it is certain that it will still be an opening for women's work it is unlikely that more can be absorbed for some time to come. Girls who can secure an opening with a good engineering firm would be well advised to accept it and to take their training in that way, but it is not advisable at present to train for it without a definite prospect of employment.

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~~**WOMEN POLICE.**—Recruits are much needed for this work, as there is an urgent demand for policewomen, especially at Muniton Cent. Applicants should have had a good education, and preference is given to those who have had experience in social work. Age 25 to 45. Train three weeks. Salary commencing at £2 per week. Uniform, costing to £15, has to be paid for, but arrangements may be made to pay this down and balance by instalments.~~

~~**WOMEN PATROLS.**—Women Patrols are required for paid work under the Commissioner of Metropolitan Police. Applicants should have good education, and preference is given to those who have had experience in social work. Age, 27 to 45. Preliminary training, six weeks. Paid at the Police rate of 7½d. per hour, or 30/- for a week. *6/- Home*~~

**ARCHITECTURE.**—New facilities are offered to women for training in this profession. The full course can now be taken at several of the Universities or at the School of the Architectural Association, which has now opened its doors to women students. Length of training three to five years. Fees from about £15 to £40 per annum.

~~**ENGINEERING.**—Thorough training in Engineering at some of the Technical Schools and Colleges, as well as several of the Universities, is now open to women students. Students should matriculate as a preliminary. Length of course, three or four years. Fees from about £15 per annum.~~

**MUNITIONS—Oxy-Acetylene Welding** (A method of joining metals in great demand for aeroplane construction). This training is best undertaken by women of good education between the ages of 18 and 35. Good eyesight and neat fingers are necessary for success. The work can be done sitting. Free training is given in the London workshop covering a period of from four to six weeks, according to the aptitude of the student. The workshop hours are from 10 to 5 p.m. When proficient, students are placed in factories at a starting wage of 8d. per

hour, working usually 10 hours per day, including intervals for meals. Overtime at the usual overtime rates must be worked when necessary. Sunday and Saturday afternoons are usually free, and there is no night work. Maintenance grants during training can be obtained by students who do not live in London or who would not otherwise be able to afford the course.

**JUNIOR DRAUGHTSMANSHIP AND TRACING.**—Women are needed to take the place of men in the drawing offices of engineering works and government departments. A short four weeks' emergency course of instruction has been arranged at a fee of £4 4/-. Salaries from about 35/- to 45/- and upwards for Junior Draughtsmanship, and 25/- to 35/- for Tracing. In some departments a considerable amount of overtime is demanded (with overtime pay). This is extremely useful war work, but it should be pointed out that the extent to which women will be employed for this work after the war is quite uncertain. Neatness and accuracy and some facility in the use of simple drawing instruments is needed, but an art training is not at all essential.

**MOTORING.**—Trained women motor drivers who have had opportunities of obtaining driving experience on the road are being employed in large numbers at present in the Services. Owing to the shortage of petrol, however, there are now very few private or commercial posts. Opinions are rather divided about the prospects for women drivers after the war, and it seems likely that the market will be overcrowded, though it must be remembered that many of the women who are now in the Services are working for the duration of the war only. A thorough training in motor mechanism and repairs as well as driving should be taken. It is at present difficult to obtain the necessary practice on the road. A well-recognised training, including a workshop course and 25 driving lessons, costs about £9 9/-

**GARDENING.**—There is a considerable demand for women for kitchen and market gardening. Short emergency war courses to meet this need are given at many horticultural schools and colleges. Fees from about £6 to £10. Candidates should be strong and able to work out of doors in all weathers. For gardening as a permanent career a thorough two years' course of training is necessary at a cost of about £100 per annum, including residence.

**FARM AND DAIRY WORK.**—This work is heavier and should only be undertaken by healthy women used to an out-of-door life. To those joining up under the Women's Land Army short free trainings are given. Apart from the Government Scheme short emergency war courses have been arranged at many training centres at a cost of about 25/- a week, including board and lodgings. For permanent work, however, a two years' course of training should be taken. In the present emergency women are specially needed for dairy and stock work, but they must be prepared also to take their turn in general work of the farm.

**MOTOR TRACTOR DRIVING, TIMBER CUTTING AND AFFORESTATION.**—The Board of Agriculture is now employing women for these branches of

work, and gives free trainings to suitable candidates. These can hardly be regarded as permanent openings, but offer useful trainings and experience to women intending to work on the land in the future, either at home or in the Colonies.

**POULTRY KEEPERS.**—Poultry Keeping *alone* is not required now, though a knowledge of poultry keeping may be helpful in obtaining a post. For poultry keeping as a permanent career a one or two years' training should be taken.

**MEDICINE.**—The Medical and Nursing Professions have not been referred to in detail in the above circular. The recent success of women in the medical profession, and the unprecedented demand for their services are too widely known to need comment. The training is a long and costly one, but the prospects fully justify it.

**NURSING.**—Of prospects in the nursing profession it is difficult to say anything definite at the present time. It is impossible to tell how many of the women who have taken up nursing as urgent war work will stay in the profession. A number of them are already specialising in massage and electrical treatment, and we have, therefore, made no reference to these occupations as they seem likely to be considerably overstocked. There is undoubtedly an immediate demand for nurses, both for military hospitals, and to fill gaps in staffs that have been depleted to supply the Services.

Further information about these and other trainings may be obtained from:—

THE SECRETARY OF THE TRAINING DEPARTMENT,

WOMEN'S SERVICE,

58, VICTORIA STREET,

S.W. 1.,

who will be glad to answer any enquiries by correspondence or by personal interview any day except Saturday between 10 a.m. and 4 o'clock.

CITY OF LONDON POLYTECHNIC  
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Calcutta House  
Old Castle Street  
London E1 7NT

Every woman undertaking paid work in any form should bear in mind that, in justice to other women workers, she should not accept a salary which is less than a living wage for a woman entirely dependent upon her earnings.