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THE CHARTERED SURVEYORS' INSTITUTION

(INCORPORATED BY ROYAL CHARTER)

12, GREAT GEORGE STREET, WESTMINSTER, S.W.1

Telephone—Whitehall 5322.

Telegrams—Surveyable, Parl., London.

PATRON - H.M. THE KING



RULES AND SYLLABUS for the WOMEN HOUSING MANAGERS CERTIFICATE EXAMINATION

Pamphlet

PUBLISHED AT THE INSTITUTION.
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PRICE SIXPENCE

AUGUST, 1939.

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THE CHARTERED SURVEYORS'
INSTITUTION

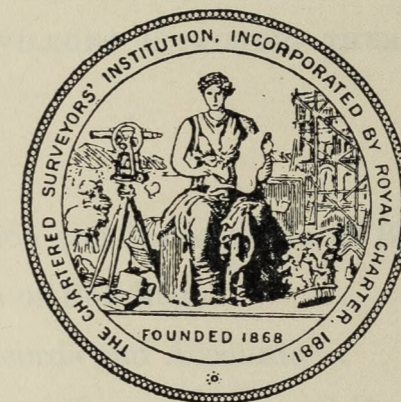
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INTRODUCTION
THE INSTITUTION AND ITS OBJECTS
The Institution was founded in 1852 and has since that time been engaged in the education of students for the profession of Surveying and Valuation. It is now one of the largest and most important educational institutions in the United Kingdom.

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INTRODUCTION

THE INSTITUTION AND ITS OBJECTS.

THE CHARTERED SURVEYORS' INSTITUTION was founded in 1868 and incorporated by Royal Charter in 1881. In 1922 King George the Fifth accepted the office of Patron, an office which has been held ever since by the reigning Sovereign.

Under the terms of its Royal Charter, the Institution is established :—

- (a) To secure the advancement and facilitate the acquisition of that knowledge which constitutes the profession of a surveyor, namely : the art of determining the value of all descriptions of landed, mineral and house property, and of the various interests therein ; the practice of managing and developing estates ; and the science of admeasuring and delineating the physical features of the earth, and of measuring and estimating artificers' work.
- (b) To promote the general interests of the profession, and to maintain and extend its usefulness for the public advantage.

THE INSTITUTION AND HOUSING MANAGEMENT.

From time to time representations have been made to the Council that women engaged in the management of housing estates were desirous of obtaining association with the Chartered Surveyors' Institution. Enquiry indicated, however, that the scope of the duties which the majority of women housing managers were required to perform was limited when compared with the definition of the surveyor's profession contained in the Royal Charter, and was therefore not wide enough to enable them to comply with the training requirements which have to be fulfilled by candidates desirous of sitting for the professional examinations with a view to becoming chartered surveyors. Arrangements were accordingly made for women housing managers to be examined in a number of technical subjects appropriate to their requirements, selected from the Institution's professional examinations ; and for the grant of a certificate to those successful. Arrangements were also made for holders of the certificate who, on assuming more comprehensive and responsible appointments, were in a position later to fulfil the full requirements for corporate membership, to qualify for election by passing the examination subjects not contained in

Introduction.

the Certificate Examination. The first Certificate Examination under these conditions was held in 1932, and the last will be held in 1940.

In October, 1938, the House Management and Housing Associations Sub-Committee of the Central Housing Advisory Committee, under the Chairmanship of The Rt. Hon. the Lord Balfour of Burleigh, issued a report which was adopted by the Minister of Health and circulated by him to the Housing Authorities. The report, which was published by H.M. Stationery Office (price 9d.) and is commended to the attention of all candidates, stressed the importance of the sociological aspects of housing management and recommended that training should be provided in future in specified sociological subjects. The report further advocated that managers in control of large estates "should, in general, hold the degree or full diploma of a university or recognised professional body, examining in estate management."

On the publication of the "Balfour" Report, a special committee representative of the Society of Women Housing Managers, the London Council of Social Service and the Institution was appointed to revise the syllabus for the Certificate Examination and generally to make proposals for the furtherance of the "Balfour" recommendations.

The rules and syllabus as revised by the special committee and adopted by the Council appear on the following pages, and will come into force for the examination to be held in 1941. The new syllabus, consisting of five technical and three sociological subjects, is specially designed for housing managers and no longer consists of a selection of subjects from the professional examinations of the Institution. Tuition in the technical subjects is given at the College of Estate Management, London; and in the sociological subjects, at Morley College, London, and at some of the provincial universities. Practical training is provided as in the past through the medium of the Society of Women Housing Managers.

A Special Diploma in Housing Management, for men and women, is being designed for corporate members of the Institution of the requisite age and experience, who desire to specialize in that direction and to qualify themselves for the higher appointments in housing management. The examination will be of the same standard as the other special diploma examinations of the Institution and will comprise sociological as well as technical subjects of an advanced character.

RULES OF EXAMINATION

1. Candidates must be not less than 19 years of age at the date of the examination. They must have passed the School Certificate Examination or one of the examinations mentioned in the Appendix, or any other equivalent test of general education accepted by the Council.

Eligibility

They are required to be engaged in offices where they are obtaining practical experience in housing management, and to have undergone a minimum period of twelve months' approved training.

2. The Certificate Examination is held in London in the month of March.

Examination centre and date

3. The examination fee is £5 5s. 0d. The fee will be returned in the event of the Council rejecting an application.

Fee.

4. Applications to sit for the Certificate Examination must be made on the prescribed form obtainable at the Institution. The form, accompanied by the examination fee, must be submitted to the Council for approval, during and not later than the end of August preceding the examination.

Application forms and date of submission.

5. Candidates are required to submit at the same time the declaration attached to the application form, signed by their employers, stating the precise nature of their duties and the date of their commencement.

Declaration by employer.

6. In the syllabus a number of text and reference books are recommended for study. Candidates are particularly advised to use only the latest editions, and to note that the prices stated in the syllabus are liable to alteration as new editions are published. The purchase of the more expensive reference books is not a necessity in view of the fact that such books can be consulted at the principal centres of professional instruction.

Text and reference books and Acts of Parliament.

Candidates are reminded that the books mentioned in the syllabus should not be looked upon as "set books" on which they will be examined. The syllabus of each subject indicates the ground to be covered; and the books recommended must be treated merely as sources from which the required information can be obtained.

Where Acts have been passed, amending or extending statutes referred to in the syllabus, the syllabus should be read as though such amending or extending Acts were mentioned.

7. To secure a pass, candidates are required to obtain 55 per cent. of the aggregate marks allotted to the Certificate Examination.

Pass mark.

REGULATIONS FOR THE AWARD OF THE CERTIFICATE AND THE PRIVILEGES ATTACHING THERETO

Conditions of award.

1. Provided the Council is satisfied that they are in an office engaged upon the duties of a housing manager, candidates successful in the Certificate Examination are awarded a certificate entitling them to describe themselves as holders of the Women Housing Managers Certificate of the Chartered Surveyors' Institution.

Validity of Certificate and annual subscription.

2. The certificate is the property of the Institution and must be surrendered on demand. It is valid for five years, subject to the payment by the holder of an annual subscription of £1 1s. 0d., due on 1st January.

Renewal of certificate.

3. On the expiration of five years, holders of the certificate may apply for its renewal, and the Council, if satisfied that the holder is still engaged in housing management, may renew it on the same terms.

Privileges of certificate holders.

4. Holders of the certificate are entitled to attend meetings of the Institution, the Branches and, if under 34 years of age, the Junior Organisation. They may use the Library and the Appointments Register; and they receive the Institution publications.

Eligibility of certificate holders for the professional examinations of the Institution.

5. Should holders of the certificate subsequently desire to qualify for corporate membership of the Institution, the Council, on being satisfied that their training and the work on which they are employed are sufficiently comprehensive of the duties of the practising surveyor to justify such membership, may permit them to sit for the Intermediate and Final Examinations. Holders of the certificate are not required to take the Institution's First Examination.

The Rules and Syllabus for the Professional Examinations may be obtained from the Secretary of the Institution, price 2s.

LIST OF SUBJECTS

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1. Construction and Maintenance of Buildings ..		11
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REGULATIONS FOR THE AWARD
OF THE CERTIFICATE AND THE
PRIVILEGES ATTACHING THERE TO

SYLLABUS

CONSTRUCTION AND MAINTENANCE OF BUILDINGS

NOTE.—Candidates will be expected to show a sound knowledge of the general principles of construction such as would enable them to detect the principal defects which are likely to occur in a working-class dwelling, and to take appropriate measures for their remedy.

Elementary knowledge of the materials used in building.

Foundations in ordinary soils. Construction of walls. Damp-proof courses.

Plain carpentry in construction of floors, roofs, simple partitions. Simple joinery work in doors, windows and the ordinary finishings of a building. Ordinary plastering, external and internal.

Roof coverings including slating, tiling, asphalt and lead ; elementary plumbing work ; simple hot water systems and stoves as applied to working-class buildings.

The composition of paints, varnishes and distempers.

Ventilation, condensation and rot.

Defects in buildings ; specification and costing of simple repairs and decorations ; settlements ; detection of faults ; how to distinguish good building from bad.

The preparation of simple drawings to scale.

Text Books :

“ Building Construction (Elementary),” by C. F. Mitchell. (B. T. Batsford, Ltd.) 6/6.

“ Building Repairs,” by E. G. Blake. (B. T. Batsford, Ltd.) 8/6.

Reference Books :

“ Architectural Building Construction,” by W. R. Jaggard and F. E. Drury. (Cambridge University Press.) Vol. 1, 7/6 ; vols. 2 and 3, 12/6 each.

“ A First Course in Building Construction,” by Brysson Cunningham and F. H. Heaven. (The University Tutorial Press, Ltd.) 6/-.

“ Principles of Modern Building,” by R. FitzMaurice. (H.M. Stationery Office.) 10/6.

SANITATION OF BUILDINGS

The design and construction of drainage for houses and buildings. Conservancy and water carriage systems of waste removal; sanitary fittings, and hot and cold services.

Pipes, fittings and appliances adapted for drains, waste and soil pipes and their connections and joints. Materials used in drainage and sanitary fittings. The principles of ventilation of drains, waste and soil pipes. Intercepting and other traps.

Methods of testing drains, chambers, soil pipes, wastes and sanitary fittings during and after construction; tests for efficiency of ventilation throughout the system.

Vermin and methods of disinfection.

Text Books :

"Drainage and Sanitation," by E. H. Blake. Edited by W. R. Jenkins. (B. T. Batsford, Ltd.) 15/-.

"Architectural Hygiene," by Sir Banister Fletcher and H. P. Fletcher. (Sir Isaac Pitman & Sons, Ltd.) 10/6.

Reference Books :

"Building Construction (Advanced)," by C. F. Mitchell. (B. T. Batsford, Ltd.) 10/6.

"Architectural Building Construction," by W. R. Jaggard and F. E. Drury, vol. 3. (Cambridge University Press.) 12/6.

"The Sanitation of Buildings," by E. T. Swinson. (Oxford University Press.) 30/-.

ESTATE RECORDS AND ACCOUNTS

Principles of double entry; ledger; cash book; imprest accounts.

The rent book; the rent collecting book; the rent roll; rent accounts; arrears and voids.

Estate office records and filing: (a) repairs, (b) tenancy particulars, (c) family circumstances, (d) tenancy applications.

Tax and rate demands; property insurance; void and excess maintenance claims; compounding and calculation of controlled rents.

Text Book :

"Book-keeping Simplified," by W. O. Buxton. (Sir Isaac Pitman & Sons, Ltd.) 3/6. Answers 3/-.

LANDLORD AND TENANT (LAW AND PRACTICE)

The nature of the relationship between landlord and tenant; different varieties of tenancy.

Leases and agreements; formal parts; covenants express and implied; usual covenants; covenants running with the land; assignments and sub-leases; surrender and forfeiture.

Weekly tenancies; the rent book; conditions of tenancy; the Rent Restrictions Acts; determination of tenancy; court procedure; distress.

The general law of repairs under (a) leases and agreements, (b) weekly tenancies.

The principal statutes relating to the law of landlord and tenant (in outline).

Text Books :

"Landlord and Tenant," by B. W. Adkin. (The Estates Gazette, Ltd.) 13/6.

"Rent and Mortgage Interest Restrictions Acts, 1920/1938," by A. Safford. (Sweet & Maxwell, Ltd.) 10/6.

Reference Book :

Woodfall's "Law of Landlord and Tenant." (Sweet & Maxwell, Ltd., and Stevens & Sons, Ltd.) 52/6.

LAW OF HOUSING

NOTE.—Candidates should have a thorough knowledge of those aspects of the under-mentioned matters, including the making of orders, giving of notices, rights of objection and appeal, and the holding of local enquiries, which directly concern owners or occupiers of property; but they will not be expected to study details of procedure or administrative or financial provisions which are mainly the concern of the Local Authorities or the Ministry of Health.

Authorities responsible for housing conditions; powers of the Courts, the Minister of Health and of the Local Authorities; housing associations.

Procedure in connection with Clearance and Re-development Areas, including the acquisition of land and the payment of compensation to owners and occupiers affected.

Re-development and re-conditioning by owners.

Statutory provisions for the abatement of overcrowding.

Provision of housing accommodation for the working classes; acquisition or appropriation of land or buildings; conversion of buildings into houses for the working classes.

Financial assistance for the erection of houses and the improvement of housing accommodation.

Reference Books :

“The Law of Housing,” by S. Pascoe Hayward and C. Kent Wright. (The Estates Gazette, Ltd.) 35/-.
 “The Complete Law of Housing,” by H. A. Hill. (Butterworth & Co., Ltd.) 30/-.

MACHINERY OF GOVERNMENT

Parliament and the parliamentary electorate; the Cabinet and the party system.

The Civil Service and the Departments of Government; in particular the Ministry of Health, the Home Office and the Board of Education.

The raising and spending of public money; taxes and rates.

Local Government areas; the local council; its committees and its electorate; the principal duties and powers of Local Authorities.

Local Government officers; the relationship between local and central government.

Text Books :

“The Governments of Europe,” (British Section), by W. B. Munro. (Macmillan & Co., Ltd.) 18/-.

“Local Government in England,” by E. L. Hasluck. (Cambridge University Press.) 12/6.

Reference Books :

“A Century of Municipal Progress.” (National Association of Local Government Officers.) 12/6.

“English Local Government,” by Herman Finer. (Methuen & Co., Ltd.) 21/-.

“The Theory and Practice of Modern Government,” by Herman Finer. (Methuen & Co., Ltd.) 2 vols. 42/-.

FAMILY INCOME

Wages and wage levels; the cost of living and its measurement; family budgets and nutritional standards. Rent and rent rebates.

The Co-operative Movement. National Savings Schemes.

Industrial insurance; hire purchase and moneylending; clothing clubs.

Provision for the unemployed; Unemployment Insurance; the Unemployment Assistance Board; Public Assistance.

Reference Books :

“The Social Structure of England and Wales as illustrated by Statistics,” by A. M. Carr-Saunders and D. Caradog Jones. (Oxford University Press.) 10/-.

“Report on the British Social Services.” (Political and Economic Planning.) 10/6.

“British Unemployment Policy,” by Sir Ronald Davison. (Longmans, Green & Co., Ltd.) 7/6.

“Consumers’ Co-operation in Great Britain,” by A. M. Carr-Saunders and others. (Allen & Unwin, Ltd.) 15/-.

“Report of a Committee on Industrial Assurance,” Cmd. 4376. (H.M. Stationery Office.) 2/-.

“Rent Rebates,” by Geoffrey Wilson. (Victor Gollancz, Ltd.) 1/-.

“Hire Purchase” (an occasional paper published by the Charity Organization Society.) 1d.

SOCIAL SERVICES

The education service ; various types of school ; adult education ; clubs and community centres.

The health service ; National Health (widows, orphans and old age pensions) Insurance ; the local health authority ; voluntary hospitals, nursing associations and the private practitioner.

The services of the police court ; the probation system ; affiliation and maintenance orders ; adoption ; the juvenile court and the law relating to children and young persons.

Reference Books :

- "The New Philanthropy," by Elizabeth Macadam. (Allen & Unwin, Ltd.) 7/6.
- "Report on the British Health Service." (Political and Economic Planning.) 10/6.
- "The Silent Social Revolution," by G. A. N. Lowndes. (Oxford University Press.) 6/-.
- Board of Education Consultative Committee Reports. (H.M. Stationery Office.)
- The Infant and Nursery School, 2/6.
- The Primary School, 2/6.
- Education of the Adolescent, 2/-.
- Report on Secondary Education, 3/6.
- "The Law relating to Children and Young Persons," by Sir William Clarke Hall and A. C. L. Morrison. (Butterworth & Co., Ltd.) 15/-.
- "Report of a Departmental Committee on the Social Services in Courts of Summary Jurisdiction," Cmd. 5122. (H.M. Stationery Office.) 3/-.

APPENDIX

CERTIFICATES OF GENERAL EDUCATION
ACCEPTED BY THE COUNCIL OF THE
CHARTERED SURVEYORS' INSTITUTION.

Cambridge Local Examinations and Lectures Syndicate	School or Higher School Certificate.
Central Welsh Board of Intermediate Examinations	School Certificate ; the Higher or Honours Certificate.
College of Preceptors	Senior Certificate.
Éire	Secondary Schools Leaving Certificate Examination.
Northern Ireland	Senior Secondary School Examination.
Northern Universities Joint Matriculation Board	School or Higher School Certificate.
Oxford and Cambridge Schools Examination Board	School or Higher School Certificate.
Oxford Delegacy for Local Examinations	School or Higher School Certificate.
Regular Army	The Special and First Class Certificates of Education.
Scottish Education Department ..	Leaving Certificate.
South African Joint Matriculation Board	Matriculation or School Leaving Certificate.
University of Bristol	School or Higher School Certificate.

Appendix.

University of Durham	First School or Higher School Certificate.
University of London	General School or Higher School Certificate.
University of Oxford or Cambridge ..	Senior Local or Junior Local (Honours) Examination.
University of Oxford, Cambridge, London or any other university in the United Kingdom	Matriculation Certificate.

The preliminary, entrance or equivalent examinations of :—

- The Auctioneers' and Estate Agents' Institute.
- The Chartered Institute of Secretaries.
- The Chartered Insurance Institute.
- The Incorporated Law Society.
- The Institute of Chartered Accountants.
- The Institution of Civil Engineers.
- The Royal Air Force College, Cranwell.
- The Royal College of Surgeons.
- The Royal Military Academy, Woolwich.
- The Royal Military College, Sandhurst.
- The Royal Naval College, Greenwich.
- The Scottish Law Agents.
- The Society of Incorporated Accountants and Auditors,
and
- The Chartered Surveyors' Institution.

University of Durham

First School or
Higher School
Certificate

University of London

General School or
Higher School
Certificate

University of Oxford or Cambridge

Senior Level or
Junior Level
(Honours)
Examination

University of Oxford, Cambridge,
London or any other university in
the United Kingdom

Matriculation
Certificate

The Admiralty

The Abbey Press Ltd.
32-34 Gt. Peter Street
Westminster - S.W.1
1st Ed., 8/39.

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