

*Opportunities  
for Young Women*

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# Opportunities for Young Women with

METROPOLITAN-VICKERS  
ELECTRICAL COMPANY LTD.

The problem of what kind of work a girl should take up on leaving school is often a difficult one. Personal interests and ability are important considerations but the possibilities of their application are often difficult to assess for want of knowledge of the different kinds of work in which a young woman may earn a livelihood or make her career, and also for want of knowledge of how to make a start.

This brochure is planned to give some idea of the wide range of opportunities for girls and young women in the engineering work of the Metropolitan-Vickers Electrical Company. Here are occupations and careers suitable for school leavers of various ages and attainments, and also for those who have acquired more advanced general or specialised training.

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The Metropolitan-Vickers Electrical Company has a great reputation for the manufacture of almost every kind of electrical equipment, from large power-station generators to tiny and delicate instruments. At the present time there are about 20,000 works and staff employees at the Trafford Park Works, of whom about 4,000 are women and girls.

For girls with adequate educational attainments (and qualified in the appropriate subjects) certain apprenticeship courses are open, particularly for training as professional engineers, research workers, chemists, physicists and metallurgists.

For girls engaged in clerical work, classes are available for shorthand, typing, book-keeping and tracing.

Throughout all training and service with the Company the work and interests of girls and women are the special care of the Women's Employment and Supervision Department. Every girl or woman employed can be sure of advice or help from her supervisor on any matter concerning her work or welfare. Special care is also taken of the health of employees by doctors and nurses of the Medical Department, who are always in attendance.

Apart from the opportunities and the interests of work, employment with the Company gives membership of a happy community having a wide variety of social and recreational activities.

The following pages give more detailed information of the opportunities and the conditions in the various branches of the Company's work.

## OPPORTUNITIES FOR SCHOOL LEAVERS

There is such a variety of work and occupations that suitable jobs are available for girls who leave school at any age and they can be considered and placed in the different departments according to their individual abilities. Blind-alley jobs are avoided by training courses organized or run by the Company.

Work is waiting for those who leave secondary modern schools as well as for those from grammar schools. Girls who take courses at junior commercial or secondary technical schools are considered on the merits of the course of study pursued.

For those girls who wish to do manual work, as many do, there is a wide variety of assembly, bench and machine work, and great dexterity is achieved by many who perform intricate and interesting work. If a girl wishes to train for office work, she can join the classes held at the Works School, which is recognised by the Local Education Authority, and after qualifying can be considered for transfer by the Women's Employment Department.

Girls who wish to start on office work can be engaged as juniors in all departments and can train at the Works School for specialised office work. All juniors, up to 16 years of age, attend the school one half-day per week. A special six months' training course for stenographic work is available for girls with the General Certificate of Education in at least two subjects.

Those who obtain the Advanced Level Certificate of Education or a University degree can apply for acceptance as a school or college apprentice; the training course followed is similar to that taken by boys.



Comptometer operators in the Accounts Department

68637

Operators of tabulating machines in the Hollerith Section

68636



## OPPORTUNITIES OF EMPLOYMENT ON OFFICE WORK

Girls are employed as clerks in the Accounting offices, the Purchasing offices, the Personnel, Education, and Research Departments as well as in the Traffic, Sales, and Engineering offices. There are filing clerks and copy typists in almost every Department. Letterphones are used for a large part of the Company's correspondence and the central Stenographic Department provides excellent training.

By attending the Staff Secretaries' class a competent shorthand typist can acquire that extra knowledge and technique which makes her available for consideration for secretarial vacancies. Hollerith operators are trained in the Hollerith section and girls trained in our own school work as Comptometer operators in the accounting offices. Operators are also employed on Addressograph, Multigraph, duplicating and other office machines.



SP6729

A typist of the Stenographic Office. Headphones are used when typing from Letterphone records

## OPPORTUNITIES FOR GIRLS AND YOUNG WOMEN ON TECHNICAL WORK

Girls are employed as laboratory assistants in both the chemistry and physics laboratories. Some posts can be offered to girls who have passed physics or chemistry in their General Certificate of Education and for others a pass in the Advanced Level in the same subjects is required. Girls who have passed their General Certificate of Education examination in physics, chemistry or mathematics can be employed as technical assistants. Those who complete Apprenticeship Courses can be employed as engineering designers. Senior vacancies require a university degree.

Facilities are given for further training and certain students can be released for one day a week to attend the Manchester College of Technology or other approved college.

Girls are employed in the Research Department library and study for the Library Association examinations.



211200

View of Research Department library. Over 16,000 items are borrowed in one year. This library stocks over 5,000 books, receives regularly about 600 periodicals and makes extensive use of the resources of other special libraries

SP6738

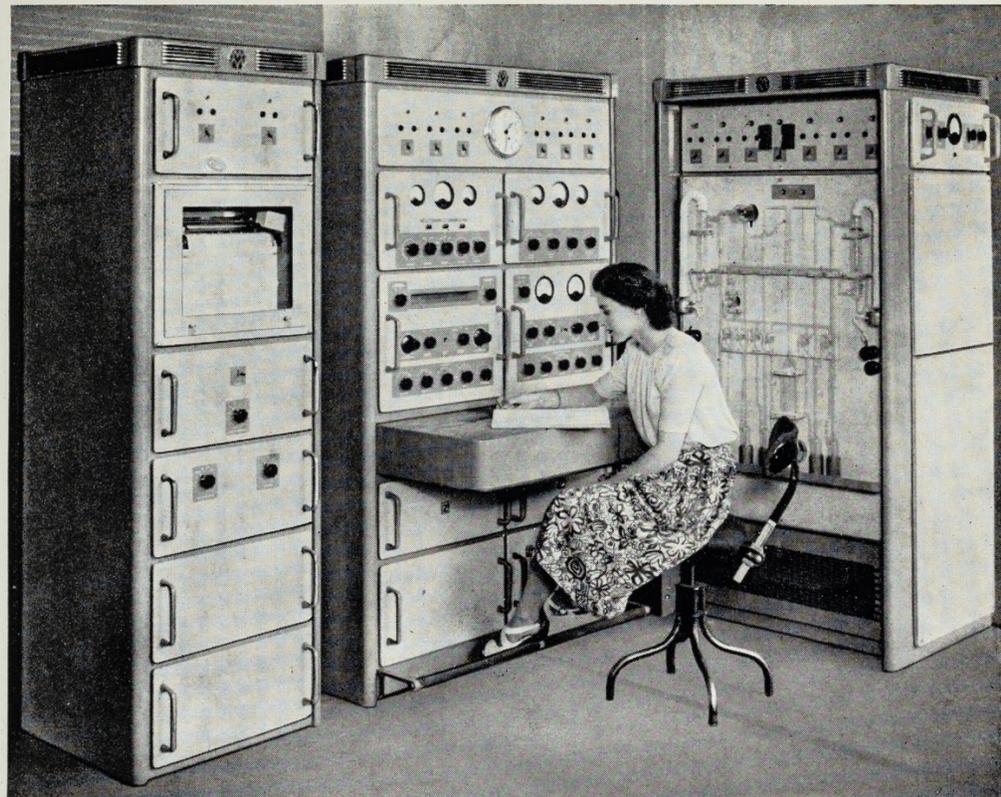


An oxidation test being carried out on insulating oils

A routine measurement on a wave guide component of a linear accelerator used in the X-ray treatment of cancer.



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Mass spectrometer used for the analysis of gas or liquid mixtures



SP6730

Measurement of the thermal conductivity of a semi-conducting material

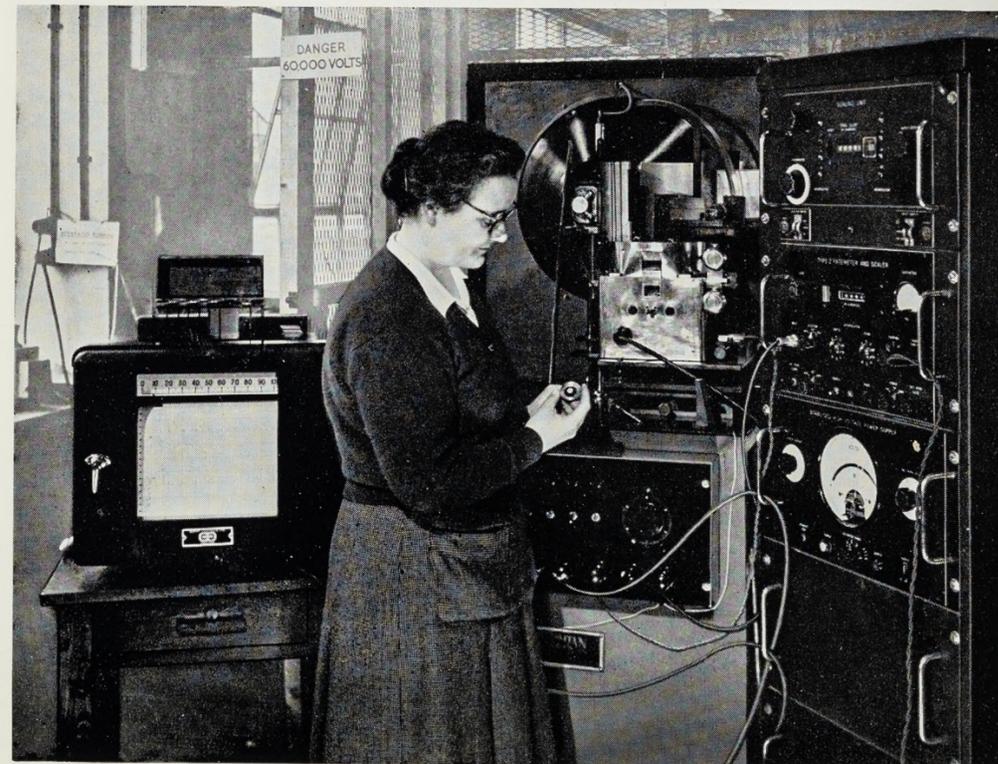
211198

The determination of the interfacial tension of an insulating oil



X-ray equipment used in the determination of alloy structures

SP6732





Part of a tracing class for juniors

211195A

## OPPORTUNITIES FOR GIRLS AND WOMEN AS TRACERS AND DRAUGHTSWOMEN

Girls who are able to pass a simple test in arithmetic can attend classes to train as tracers. During the training period they may work in the service section of a drawing office or in any other capacity for which they were engaged. As soon as they have successfully completed the tracer's training, girls can apply for transfer for employment as tracers.

For those tracers who wish to become draughtswomen and who have shown an ability for this type of work, classes are held in draughting. Some of the girls who completed the Apprenticeship Courses have subsequently been employed as draughtswomen.



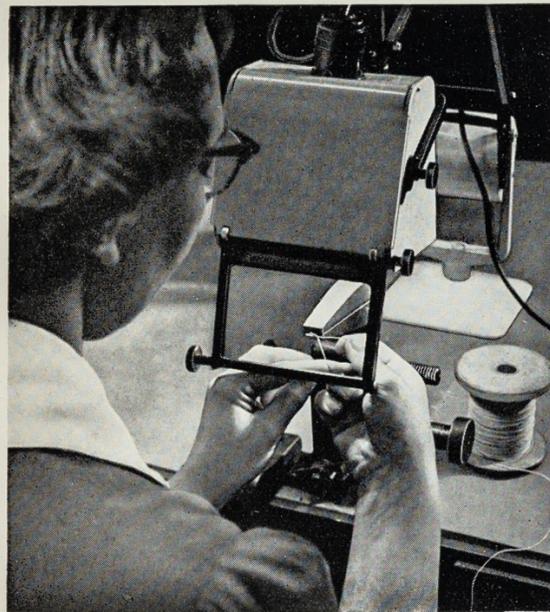
The tracing section of the Motor Department drawing office

68641

Draughtswomen and draughtsmen of the same drawing office

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Below : machining of small component parts on a capstan lathe  
SP6743



Below : watch lathes used in the manufacture of precision instrument parts

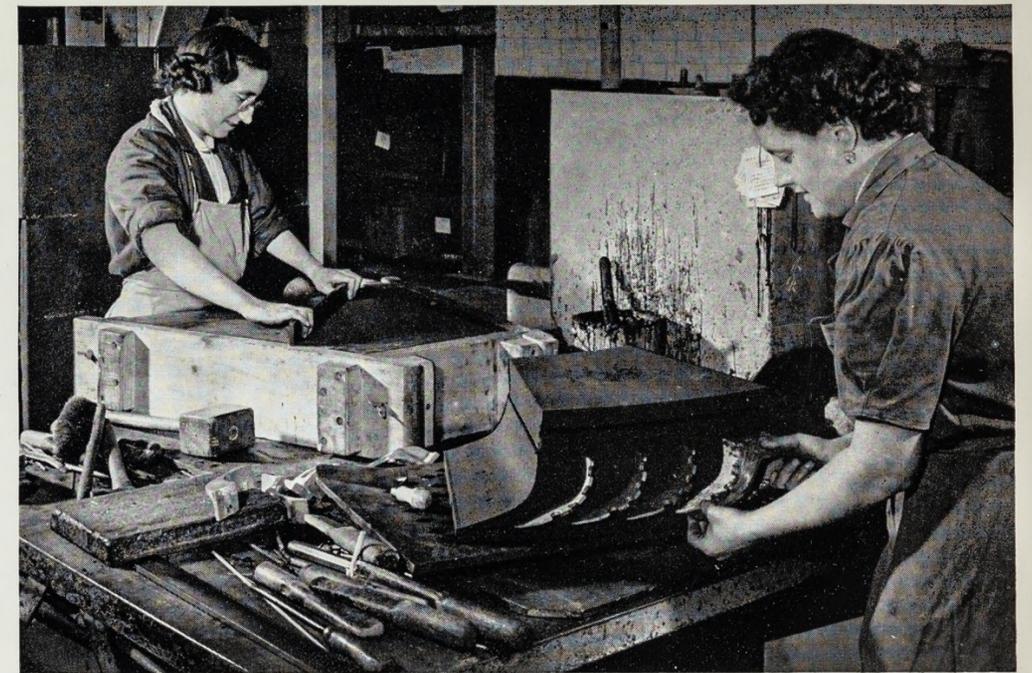
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## OPPORTUNITIES FOR GIRLS AS MANUAL WORKERS

Women and girls are employed in many ways on manual operations as assemblers of small parts, as bench hands in many sections, and as coil winders, core makers, machine operators, packers, storekeepers and viewers.

Coil winding : hand winding of an unusually small transformer coil for use in a computer



SP6739

Core making : a diaphragm core for a steam turbine, with blades in position

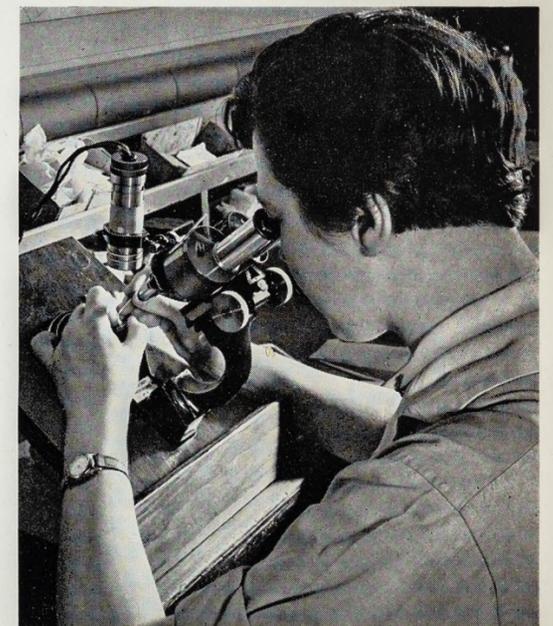
SP6745

Measurement of precision instrument parts



SP6746

Visual examination of jewel bearings and pivots



## AMENITIES

Full mid-day meals are available at prices that compare favourably with other catering establishments, and are provided at a reduced rate for all up to 18 years of age. Tea is provided free of charge to those attending evening classes.

From the Staff Sales Department lamps and electrical appliances of various kinds can be purchased at reduced prices.

A comprehensive medical service, including general health supervision by the Works Medical Officers and Nurses, provides for minor ailments and accidents which are speedily dealt with in modern ambulance rooms. Physiotherapeutic and Optical Departments with fully qualified staff provide treatment and other facilities.

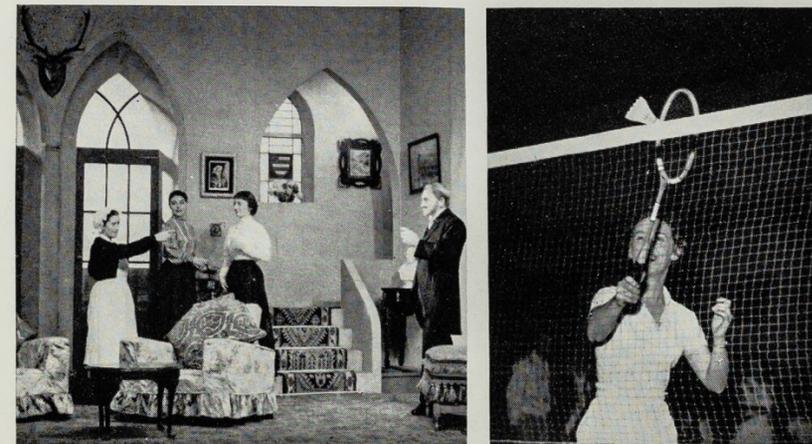
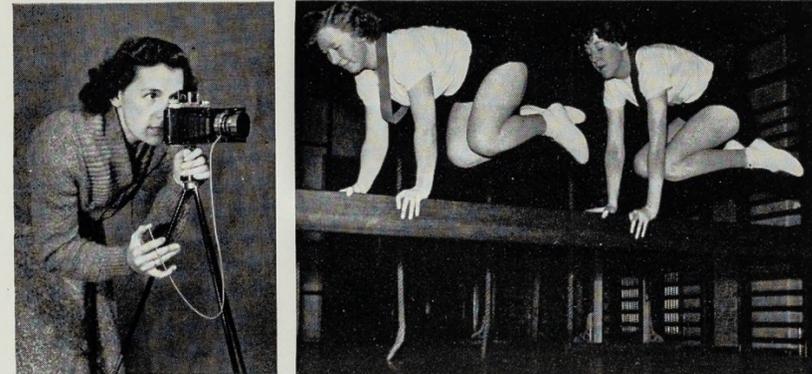
Welfare and Benefit schemes in operation are a benevolent fund, staff pension scheme, Hospital Saturday Fund, Thrift and National Savings schemes.

A testimonial to the relations between the Management and employees, and to the conditions of work, is the existence of a Long Service Association which has over 2000 members. Awards and privileges are granted for long service.



## SOCIAL AND RECREATIONAL ACTIVITIES

Among many M.-V. clubs and societies, organised and conducted by employees themselves, in which girls take part are the Badminton Club, Debating Society, Dramatic Society, Fencing Club, Music Club and Photographic Society, all of mixed membership, and the Swimming Club and keep-fit and gymnasium classes for girls.



This brochure gives only a brief outline of the opportunities and attractions of work in the Metrovick organisation.

Any enquiries for further information, and applications for employment of girls or young women, should be made to:—

The Chief Supervisor of Women,  
Women's Employment Department,  
Metropolitan-Vickers Electrical Co. Ltd.  
Trafford Park, Manchester 17.

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