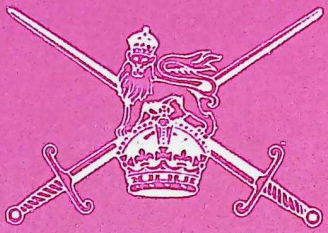
ARMY EDUCATION SCHEME

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# CORRESPONDENCE COURSE

## *Handbook*

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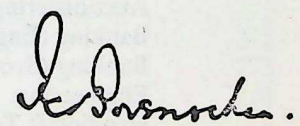
ARMY EDUCATION SCHEME

# CORRESPONDENCE COURSE

*HANDBOOK*

*By Command of the Army Council,*

*The War Office,*
*6th October, 1945.*



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# INTRODUCTION

**1.** Tuition by post has certain inescapable drawbacks. It calls for a high degree of unaided perseverance and effort, while it lacks the competitive stimulus of the classroom and discussion group. It is therefore emphasized that under the Army Education Scheme students should not be encouraged to take a correspondence course if the subject or subjects they wish to study can be satisfactorily covered by class instruction, either in the unit or at formation level.

**2.** In nearly every unit, however, there will be found men or women whose educational needs are so specialized that they cannot be fully met, either by unit classes or Formation College courses, or by the use of civilian educational resources.

**3.** Such students will normally fall into one of the following categories:

(*a*) Those who have already obtained full professional or trade qualifications, but who feel that they need to bring their knowledge up to date by taking a 'refresher' course and cannot obtain facilities for so doing at a Formation College.

(*b*) Those who require pre-vocational instruction of a kind which cannot be provided in other parts of the Army Education Scheme, e.g., Teachers' Training or Theology.

(*c*) Those who, before the war, had begun an academic, professional or trade training and wish to continue their studies for a particular examination, or those who, having reached a qualifying standard of general education, wish to prepare for such an examination.

(*d*) Those who wish to study some single subject for which there is not sufficient demand to make class teaching in the unit practicable.

**4.** For the majority of such students suitable provision can be made only by means of correspondence courses.

The courses in this handbook have accordingly been arranged in sections to conform to the classification given in para. 3. In Part II will be found the grouped refresher and pre-training courses—categories (*a*) and (*b*); in Part III the grouped examination courses—category (*c*); in Part IV the single subject courses—category (*d*).

The courses listed in this handbook cannot be expected to cover every single individual requirement, but they do materially supplement the range of subjects in which the Army Education Scheme can offer instruction.



**5.** Under the Wartime Scheme the correspondence course student has had to pursue his studies in such spare time as he could find. Under the Army Education Scheme in the release period he will be able to work at his course, not only in his spare time but also, with permission from his commanding officer, in those periods of training time compulsorily set aside for education activities (other than A.B.C.A. and British Way and Purpose).

**6.** But permission to do correspondence course work in compulsory education periods will be given only to students who are likely to make profitable use of these extra facilities for private study, and for whom during these periods class teaching cannot be provided in subjects giving a useful background to their main studies.

**7.** In this connection Education Officers should bear in mind that students most likely to profit by a correspondence course are those who have already had experience of correspondence course work or who have formed the habit of study through evening classes or other means of further education.

**8.** Applicants for courses in Parts II and III (other than certain of the Trade courses) should normally have reached School Certificate or Matriculation standard in their general education.

**9.** On the other hand, applicants who have reached Inter. Degree standard and are contemplating further academic studies may well be advised that they can more usefully spend their time in independent reading of some of the books recommended by their University for a particular Final Degree.

A Final Degree correspondence course is only useful for students who have access to very good reference libraries. Service students rarely have these facilities and therefore such courses have not been included in the War Office Correspondence Course Scheme. As much information as possible has been given in the handbook concerning the standard of the various courses in Parts II and III. Summaries of most of the courses in Part IV can be obtained on application to the War Office (A.E.3).

**10.** Every effort should be made by Education Officers to see that all possible help and guidance is given to the correspondence course student. This may be done in a variety of ways. There may be books in the Unit or Command library which he can be advised to read to gain a wider view of his subject. He can be put in touch with other students in the unit doing the same or similar courses or, as suggested in para. 140 (*f*) of the Organization handbook, meetings with such students from other units may be arranged at formation level. He can be encouraged to work at regular times in study rooms or other suitable accommodation.

11. Qualified tutors and suitable textbooks are essentials of a successful Correspondence Course Scheme, but under present conditions textbooks are in short supply. If, therefore, students do not promptly hand in their textbooks when they complete or withdraw from their courses, they will delay or prevent the enrolment of other applicants.

12. Any of the courses in this handbook may occasionally have to be suspended owing to the temporary lack of textbooks. Notice of all such suspensions will be given in the Monthly Information Bulletins issued by the War Office (A.E.3) to all Commands at home and overseas.

13. New courses may, from time to time, be added to those listed in Parts II, III and IV of this handbook. Notification of all such additions to the Scheme will be given in A.C.Is. and in the Monthly Information Bulletins.



# PART I—REGULATIONS

**Who can apply for a course ?**

14. The War Office Correspondence Course Scheme is open to men and women of any British Army unit (including the A.T.S., the British Military Nursing Services and V.A.Ds.) enlisted in the United Kingdom, and to British personnel serving in or attached to any unit either of the Indian Army (including the W.A.C.(I) ), or the West African Expeditionary Force, or the East African Expeditionary Force, in the following areas:

(i) Great Britain and Northern Ireland
(ii) The Channel Islands
(iii) North-West Europe
(iv) Gibraltar
(v) Malta
(vi) The Mediterranean area (including North Africa)
(vii) The Middle East (including Persia and Iraq)
(viii) East Africa
(ix) West Africa
(x) India
(xi) South-East Asia
(xii) North and South Caribbean
(xiii) Any other area which may, by notification in Army Council Instructions, be brought within the scope of the scheme.

15. Under Regulations issued by the Admiralty and Air Ministry, the Scheme is also open to men and women serving in British Naval and Air Force units in certain areas. The Regulations governing Naval and Air Force applications are contained in Admiralty Fleet Orders and Air Publications.

**Method of application**

16. Application for enrolment will be made on A.F. W5336. (A copy is shown in Appendix A.)

17. The application form when signed by the applicant will be countersigned by the C.O., or Unit Education Officer, if he is satisfied that:

(*a*) the needs of the applicant cannot otherwise be met from the educational provision made at unit or lower formation level;

(*b*) the applicant is likely to persevere with, and derive educational benefit from, the course chosen;

(*c*) the applicant is not likely to be released or discharged from the Service within two months of the date of countersignature.

**18.** The application form will then be forwarded by the C.O., or Unit Education Officer, to the S.O. (Education) at Brigade or equivalent H.Q.

**19.** It will be the responsibility of the S.O. (Education) to ensure that:

(*a*) the application is suitable in itself (i.e., that it satisfies the conditions laid down in para. 17 (*a*) and (*b*) above and also, in the case of an application for a course in preparation for any academic, professional, or trade examination, that the applicant is qualified to sit for that examination);

(*b*) the course, for which application has been made, is available (i.e., is not shown in the latest A.E.3 Monthly Information Bulletin as being either 'not yet available' or 'temporarily suspended');

(*c*) the application falls within the three-monthly quota allotted to the command under para. 4 of the A.C.I. notifying this handbook.

**20.** If the conditions in para. 19 are satisfied, the S.O. (Education) will countersign the form and forward it to the Under-Secretary of State, The War Office (A.E.3), London, S.W.1, as directed in para. 21.

**21.** In Commands at home the form will be forwarded direct to the War Office (A.E.3); in the case of all other Commands the form will be forwarded to the War Office (A.E.3) through the Command Education Officer, or in the case of India and Allied Land Forces, South East Asia, through the Director of Army Education (India).

**22.** If the S.O. (Education) considers the application to be unsuitable in itself, or if the course applied for is temporarily unavailable, he will return the form to the applicant's unit, with a brief explanation.

**23.** If the application, while suitable in itself, is received by the S.O. (Education) after the Brigade or equivalent formation quota has been exhausted, he will retain the form and will not put it forward (as directed in para. 21) until the beginning of the next quota period. In such cases he will notify the applicant's unit that the application has been deferred.

**24.** If the application is accepted by the War Office (A.E.3), in due course the applicant will receive through his C.O. the enrolment form, study notes and instructions for his course. If the application cannot be accepted, the applicant will be informed.

**25.** Application may be made for more than one course, but normally no student will be enrolled for more than one subject at a time. Exceptions will be made, however, in the case of (*a*) those who intend



to sit for an examination at which a number of subjects must be offered within twelve months of the date of their application and (*b*) those who wish to study several subjects together for 'refresher' purposes. In both these cases the applications must bear the endorsement of the C.O., or Unit Education Officer, recommending that permission to study two or three courses simultaneously should be granted.

**Textbooks**

**26.** The essential textbook, or textbooks, for the course will be loaned to the student, on the instructions of the War Office (A.E.3), by the Services Central Book Depot, Artillery House, Handel Street, London, W.C.1. Books of reference for wider reading are listed in the Study Notes of most of the courses. Reference books will not be loaned by the Depot, but some of them will be included in Unit or Command libraries and can be borrowed by students.

**27.** Textbooks will be issued by the Services Central Book Depot under the following procedure:

(*a*) The textbook will be issued by the Services Central Book Depot to the student's unit on S.C.B.D. form 100, in triplicate, the copies being coloured respectively blue, pink and green. (For copies of the form, *see* Appendix B.) The current price of the book will be shown on each copy.

(*b*) The O.C. the unit will take the textbook on ledger charge and will sign and return immediately to the Services Central Book Depot the *blue* copy of the form, retaining the *pink* copy as a support voucher to his account.

(*c*) The textbook will then be issued to the student and the *green* copy of the form, duly signed by him, will be attached to his documents.

**Note :** In the case of C.M.F., Malta and M.E.F., issue will be made to the unit through the Command Education Officer; in the case of India and S.E.A.C. through the Director of Army Education (India). In all these cases the *blue* copy of the form will be returned by the O.C. the unit to the Book Depot through the same channels.

**28.** Provided that he is still in the Service the student will retain the textbook till he has completed or withdrawn from his course, whether or not he has in the meantime been posted to another unit or his unit has been moved into another Command.

**29.** On completing, or withdrawing from, his course, *the student will immediately hand in his textbook to his unit* and, in exchange, the *green* copy of S.C.B.D. form 100 will be detached from his documents and handed to him.

**30.** Any textbook handed in by a student (under para. 29) will immediately be returned by the unit direct to the Services Central Book Depot (in the case of Commands at home and in North-West Europe), or to the Command Education Officer in the case of other Commands, except India and S.E.A.C. where it will be returned to the Director of Army Education (India). In India and S.E.A.C., Indian A.F. Z2096 will be used for this purpose; in all other cases A.F. G1033 will be used.

**Local textbook pools**

**31.** In certain Commands overseas (Malta, M.E.F., India and S.E.A.C.) it has been decided to establish a Textbook Pool to obviate risk of loss in transit and delay in distribution, and other local Pools may be established later on.

In all Commands, where a Pool is being established, all textbooks returned by units will be taken on charge by the Command Education Officer (in India and S.E.A.C. by the Director of Army Education (India) ) and will be reissued to units on A.F. G1033 (in India and S.E.A.C. on Indian A.F. Z2096) under a similar procedure to that described in para. 27 above.

**Note :** Every application form in respect of which a textbook will be loaned from a local Pool must be clearly marked 'No textbook required', before it is forwarded to the War Office (A.E.3).

**32.** In those Commands overseas for which air transport of correspondence course material is available, students will receive their textbooks with their Instructions and Study Notes. In other cases Study Notes and textbooks may arrive in separate parcels at different times.

**Fees and method of payment**

**33.** An annual subscription of 10s. will be payable by every student enrolled under the Scheme, until such time as formal notification is given to the War Office (A.E.3) by the student that:

(*a*) he has completed or withdrawn from a course and does not desire to be enrolled for a further course; *or*

(*b*) he desires to have his enrolment suspended (*see* para. 45) in which case the period of suspension will be ignored in calculating the date on which a further payment becomes due.

**34.** The student will be responsible for seeing that formal notification under para. 33 is given to the War Office (A.E.3) at least one month before the expiry of the first or any succeeding period of twelve months.



**35.** Payment of this subscription will be made as follows:

(*a*) *Officers.* The army agent or paymaster issuing the officer's pay will, on the instructions of the War Office (A.E.3), deduct the fee from his next issue of pay and credit the sum to Vote 4 L.

(*b*) *Other ranks.* On the instructions of the War Office (A.E.3), the regimental paymaster will debit the applicant's account with the amount of the fee.

A released or discharged student (see para. 43) will not be liable for the payment of a further fee if this falls due after the date of his discharge.

**Notification of changes of address by students**

**36.** Any change of address at any time after the submission of an application on A.F. W5336 must be notified immediately to the War Office (A.E.3) and also, after enrolment, to the professional body, correspondence college or individual tutor supervising his work. In the case of Commands at home and in North-West Europe this notification will be made direct by the student; in other Commands it will be forwarded through the Command Education Officer (or in the case of India and S.E.A.C. through the Director of Army Education (India) ).

**Hospital cases**

**37.** A service inmate of a hospital or convalescent depot who desires to enrol for a course, or for any further course, can do so by completing an application on A.F. W5336 which must then be countersigned by the O.C. the military hospital or military convalescent depot, or, in the case of E.M.S., Auxiliary and Ministry of Pensions Hospitals, by the military registrar of the hospitals group concerned. (Countersignature by an A.E.C. Instructor will, however, be accepted in lieu of the above.)

**38.** The officer countersigning the application, if satisfied that the applicant is likely to benefit from the course and that his needs cannot be met by other educational facilities available to him, will forward A.F. W5336 to the S.O. (Education) at Brigade or equivalent H.Q., except in the case of long-term patients (*see* para. 39).

**39.** It is desired that special priority should be given by countersigning officers to applications from service men and women who are likely to be detained in hospitals or convalescent depots for any considerable period. Applications from service patients who may be expected to be detained for periods exceeding one month will therefore be exempt from the quota procedure (*see* para. 19 (*c*)). In such cases A. F. W5336 will be marked 'Long term Patient' in red ink and will be forwarded by the countersigning officer, in the case of Com-

mands at home or in North-West Europe, direct to the War Office (A.E.3); in other cases through the Command Education Officer (or in the case of India and S.E.A.C. through the Director of Army Education (India)).

**40.** The Services Central Book Depot will issue the textbook to the O.C. the military hospital or convalescent depot, or to the military registrar of the hospitals group concerned, who will issue it to the student under the procedure laid down in para. 27.

**41.** A student who is admitted to a hospital or convalescent depot can continue any course for which he has previously been enrolled and can meanwhile retain any textbook previously issued to him.

**42.** On completing or withdrawing from a course while in hospital or convalescent depot, the student will immediately hand in his textbook to the O.C. the military hospital or convalescent depot, or to the military registrar of the hospitals group concerned (or to the A.E.C. Instructor) under the procedure laid down in para. 29, and the latter will return it to the Services Central Book Depot under the procedure laid down in para. 30.

**Released and discharged students**

**43.** The War Office (A.E.3) may at their discretion allow any student who, at the date of his release or discharge from the Army, has not completed a course for which he has been enrolled, to complete that particular course. Application for permission to complete a course must be made as prescribed in para. 36 and must quote the student's enrolment number and state how much of the course he has completed. In order that the facilities of the Scheme may not be impaired for students still serving, a student due for release or discharge must hand in his textbooks as directed in para. 29, unless he has obtained special permission from the War Office (A.E.3) to purchase them.

**Interruption of courses**

**44.** A serving student cannot normally be expected to work to a rigid timetable, but he should advise his tutor, or the director of studies of the professional body or correspondence college to whom he sends his papers for correction, if he will be unable to send in any further papers for several weeks to come.

**45.** If his unit is moved to, or if the student is posted to a unit in, *an area not covered by the War Office Correspondence Course Scheme*, he must (*a*) hand in any textbook to his unit (*see* para. 29) and (*b*) inform the War Office (A.E.3) whether he wishes his enrolment to be cancelled or merely to remain in suspense. A suspended enrolment



may be resumed at any time, provided that the student is still serving in H.M. Forces.

**Certificate of completion**

**46.** On completing any course, a student may apply through his C.O., or Unit Education Officer, to the War Office (A.E.3) for a certificate that he has satisfactorily completed the course.

**47.** After consultation with the student's tutor, or with the tutorial secretary or director of studies of the professional body or correspondence college, the War Office (A.E.3) will decide whether such a certificate can be granted.

**48.** War Office Certificates are merely evidence of study. They do not exempt the holder from any academic, professional or trade examination.

**Special enrolments**

**49.** It is sometimes possible to arrange courses in subjects other than those listed in this handbook as Special Enrolments with the correspondence colleges co-operating in the War Office Scheme, but the War Office cannot undertake to provide students with the textbooks required for such courses.

**50.** *Application for a Special Enrolment should not be made unless it has previously been ascertained from the War Office (A.E.3)* (see *paras.* 51 *and* 52) *that such a course is available. The War Office (A.E.3) can only answer such enquiries if full particulars of the applicant's qualifications are given.*

**Enquiries**

**51.** Officers and other ranks desiring further information in regard to courses than is given in this handbook must address their enquiries to their C.O. or Unit Education Officer. After enrolment, however, students may, when necessary, address their enquiries to the War Office (A.E.3) through the channels prescribed in para. 36. All enquiries must quote the numbers as well as the titles of the courses concerned.

**52.** C.Os. or Unit Education Officers will put forward any enquiries to the War Office (A.E.3) through the S.O. (Education) at their Brigade or equivalent formation H.Q.

**53.** Any enquiry as to the suitability of a particular course in any individual case *must* state the applicant's age, general educational background and academic, professional or trade training and experience.

# PART II

# PRE-TRAINING AND REFRESHER COURSES

**Explanatory notes**

**54.** Facilities for pre-training and refresher work in many fields of study are to be found at unit and formation level. It will therefore be the responsibility of the Commanding Officer, before putting forward an application for enrolment for any of the correspondence courses listed in this part of the handbook, to ensure that alternative means of instruction in the subject chosen are not available and are not likely to become available to the student.

**55.** The courses in Part II are non-examination courses, intended for:

(*a*) qualified students who, before resuming their careers, desire to refresh their knowledge of their own subjects;

(*b*) students who, before beginning their training, desire to do some preliminary study, but for whom no suitable class instruction can be provided at unit or formation level.

## ARCHITECTURE

### Courses A.R.(R) 7–12

**Refresher courses**

**56.** These courses are designed to meet the requirements of qualified architects who desire to bring their knowledge of their subject up to date.

**57.** It is assumed that students will already possess the necessary textbooks and textbooks will therefore not be provided for these courses by the War Office.

**58.** The subjects of the courses are:

A.R.(R)7. *Theory of steel and reinforced concrete.*
A.R.(R)8. *Professional practice.*
A.R.(R)9. *Advanced building construction.*
A.R.(R)10. *Architectural hygiene and sanitation.*
A.R.(R)11. *Specifications.*
A.R.(R)12. *Architectural design.*

**59.** For courses in preparation for the Intermediate and Final Examinations of the Royal Institute of British Architects reference should be made to Part III of this handbook, paras. 123–128.



## CORN TRADE

### Course C.1

**60.** This course, which has been prepared by the National Association of Corn and Agricultural Merchants, is designed to meet the requirements of:

(*a*) Serving members of the corn trade (including outside representatives and clerical staff) who require a refresher course.

(*b*) Students contemplating entry into the corn trade after the war who require an introductory course.

**61.** Details of this course are:

C.1. *Corn and the corn merchant.*

Functions and activities of a corn and agricultural merchant; soil and plant growth; manures and manuring; home-grown grain and its uses; seed grain; agricultural and horticultural seeds; animal husbandry; animal feeding; feeding stuffs and their manufacture.

## ESTATE MANAGEMENT

### Courses E.M.1–6 and E.M.(R)

**Pre-training courses**

**62.** Courses E.M.1–6 are designed as preliminary study for those who intend later to prepare for the Intermediate Examination of the Chartered Surveyors Institute and who have not passed the First Examination. The courses cover those subjects of which some knowledge is essential before work on the Intermediate Examination syllabus can be undertaken. They comprise:

E.M.1. *Chain surveying and levelling.*
E.M.2. *Mensuration and trigonometry.*
E.M.3. *Draughtsmanship.*
E.M.4. *Building construction.*
E.M.5. *Law of property* (*elements*).
E.M.6. *Law of contract and tort* (*elements*).

**Refresher courses**

**63.** For qualified surveyors, land agents, auctioneers and estate agents who require information about the legislative changes of interest to the profession which have been made since 1939, the following course is suitable:

E.M.(R). *New and emergency legislation.*

**64.** There is a separate section of this course dealing with agriculture and students requiring this section also must add 'Agriculture' under head 6 of the application form.

**65.** Refresher courses are also available as Special Enrolments for the students mentioned in para. 63 in any of the subjects of the Final Examinations of the Chartered Surveyors Institute, the Auctioneers and Estate Agents Institute, and the Land Agents Society. Applicants should select those subjects in which they feel they are most in need of revision and apply in the normal way. In completing the application form, the words 'Refresher Course' should be added in brackets after the titles of the subjects required.

**66.** Applicants for the Special Enrolment courses under para. 65 will be assumed to possess already any textbooks which they may need. No books for these courses can be supplied by the Services Central Book Depot.

**67.** Students will not be required to submit written work for correction either for Course E.M.(R) or for the Special Enrolment courses mentioned in para. 65.

## HORTICULTURE

### Course H.S. 1–3 and H.S. (EM)

**68.** Courses H.S.1–3 have been prepared by the Royal Horticultural Society. H.S.1 is an elementary course suitable for the small gardener or allotment holder. H.S.2 and H.S.3 are of a more advanced character and are suitable for the market gardener.

**69.** Course H.S. (EM) is a short introductory course in agricultural science. Students are advised to take this course before proceeding to either H.S.2 or H.S.3. It is not required by students taking only H.S.1.

H.S.1. *Vegetable growing* (*small gardens and allotments*).
H.S.2 *Hardy fruit growing* (*for market*).
H.S.3. *Vegetable growing in the open* (*for market*).
H.S.(EM) *Agricultural Science.*

## INSURANCE

### Courses I.C. 1–7, I.C.(R) 1–5 and I.C.(R) 7

**Pre-training Courses**

**70.** Courses I.C.1–7 are general courses in the basic principles and practice of insurance, prepared by the Chartered Insurance Institute, and are suitable for students who are not yet ready to proceed to studies for the Associateship Examination of the Institute.

I.C.1. *Fire.*
I.C.2. *Ordinary life.*



I.C.3. *Industrial life.*
I.C.4. *Accident.*
I.C.5. *Marine.*
I.C.6. *National.*
I.C.7. *General principles and practice of insurance* (*all branches*).

**Refresher Courses**

**71.** Courses I.C.(R) 1–5 and I.C.(R) 7 are refresher courses, prepared by the Institute, for insurance officials with considerable pre-war practical experience, who wish to bring themselves up to date in regard to changes in law and practice which have taken place since 1939.

I.C.(R) 1. *Fire refresher course.*
I.C.(R) 2. *Ordinary life refresher course.*
I.C.(R) 3. *Industrial life refresher course.*
I.C.(R) 4. *Accident refresher course.*
I.C.(R) 5. *Marine refresher course.*
I.C.(R) 7. *General insurance refresher course* (*all branches*).

The above courses, while designed for use in conjunction with I.C.1–5 and I.C.7 can, if desired, be taken independently.

**72.** For examination courses in preparation for the Associateship and Fellowship Examinations of the Chartered Insurance Institute reference should be made to Part III of this handbook, paras. 172–178.

## JOURNALISM

### Course J.1

**73.** A consolidated refresher course has been prepared, with the approval of the National Union of Journalists, for serving men and women who have been employed as journalists in civil life for a period of not less than six months.

**74.** Every applicant for this course must enter on his application form the following additional particulars:

(*a*) The paper on which he or she was employed.

(*b*) The town or district in which he or she worked.

**75.** This information is required in order to decide the applicant's eligibility in any doubtful case, and so that the student's work may, as far as possible, be allotted to a tutor interested in his particular field.

**76.** Details of this course are:

J.1. *Refresher Course in Journalism.*

*Reporting*: The fundamentals; the mechanics; courts; crime; accidents; meetings; local government; interviewing; notewriting; style; ethics and etiquette.

*Sub-Editing*: The Sub's job; condensation; 'subbing' crime, police and court stories; handling a 'running' story; composite and splash stories; types and copy marking; headlines; checking the facts; the library; some specialist 'subbing' jobs; the sub, the reporter and the public.

*Law*: Libel; contempt of court; restrictions on publication; illegal advertisements; betting and lotteries; admittance of Press to meetings; copyright; Official Secrets Acts.

**Advice on writing for the Press**

**77.** Those who have not previously been employed as journalists are advised that the correspondence course method is not suitable for the study of this subject.

**78.** An advisory panel has, however, been set up by the Institute of Journalists, 2, Tudor Street, London, E.C.4, and members of this panel are prepared, free of charge, to advise members of H.M. Forces on writing for the Press and to criticize original manuscripts which they may submit to them through their C.O. or Unit Education Officer.

## LAW (ENGLISH)

### Courses L.1–11 and L.14

**79.** These courses, although not planned as a preparation for any specific legal examination, will be found to meet many of the examination requirements of students who wish to qualify for a call to the Bar, or of those who intend subsequently to work for a Law degree.

**80.** They are also suitable for students who, in civil life, are solicitors' clerks and who wish to study or refresh their knowledge of certain branches of law.

**81.** The subjects of the courses are:

L.1. *Contract.*
L.2. *Negotiable instruments.*
L.3. *Bankruptcy.*
L.4. *Tort.*
L.5. *English legal system.*
L.6. *Sale of goods.*
L.7. *Company law.*
L.8. *Criminal law.*
L.9. *Conveyancing.*



L.10. *Constitutional law.*
L.11. *Real property.*
L.14. *Equity.*

**82.** There are also available guided reading notes on the subject of Roman Law for which application should be made under the Course Reference No. L.15.

**83.** The requirements of articled clerks who wish to prepare themselves to sit for the Intermediate or Final Examination of the Law Society are met by the law courses provided in Part III of this handbook, paras. 184–188.

## LAW (SCOTTISH)

**84.** Although there are no courses available in Scottish Law, Service students can obtain advice and guidance in their reading by making direct application to Professor Candlish Henderson, K.C., 6, Doune Terrace, Edinburgh 3.

## LOCAL GOVERNMENT FINANCE AND ACCOUNTS

### Courses M.T.1 and 2

**Pre-training Course**

**85.** Course M.T.1, which is approved by the Institute of Municipal Treasurers and Accountants, is intended for students who wish to do some preliminary work before proceeding to take a full course in preparation for the examinations of the Institute. It will also be found useful for any student who is connected with, or interested in, local government administration.

**Refresher Course**

**86.** Course M.T.2, which is also approved by the Institute, has been planned as a refresher course for those who have already passed the Final Examination of the Institute, or for those who, having completed part of their preparation for that Examination, wish to bring their studies up to date. The course deals with developments in local government law, finance and accounts since 1939.

**87.** The subjects of the courses are:

M.T.1. *Local government finance.*
M.T.2. *Local government finance* (*recent developments*).

**88.** No courses are at present available under the War Office Scheme to cover the Intermediate and Final Examinations of the Institute of Municipal Treasurers and Accountants.

## PRINTING

### Courses P.R. 1–13

**89.** These courses, which have been prepared with the approval of the Joint Industrial Council for the Printing and Kindred Trades, are purely refresher courses and are restricted to those who have been employed in the appropriate departments of the printing trade.

**90.** Every applicant for one of the courses listed below must enter on his application form the following additional information:

(*a*) Nature of occupation in printing trade before enlistment.
(*b*) Where apprenticed and in which department.
(*c*) Attendance at technical school (if any), giving name of school, subjects taken and period of attendance.

P.R.1. *Composing* (*intermediate*).
P.R.2. *Composing* (*advanced*).
P.R.3. *Letterpress machine work* (*intermediate*).
P.R.4. *Letterpress machine work* (*advanced*).
P.R.5. *Bookbinding* (*letterpress work*).
P.R.6. *Bookbinding* (*account book work*).
P.R.7. *Printers' and binders' warehouse work* (*white paper warehouse*).
P.R.8. *Printers' and binders' warehouse work* (*manufacturing warehouse*).
P.R.9. *Lithography* (*transferring*).
P.R.10. *Lithography* (*plate-making*).
P.R.11. *Lithography* (*machine printing*).
P.R.12. *Printing machine assistants' work* (*intermediate*).
P.R.13. *Printing machine assistants' work* (*advanced*).

**91.** No courses in Process Engraving are available, but serving members of this branch of the trade can obtain free of charge, on direct application to the Secretary, The Society of Litho Artists, Engravers and Process Workers, 54 Doughty Street, London, W.C.1, a pamphlet giving full particulars of developments in Process Engraving during the war.

## SALESMANSHIP

### Course S.M.1

**92.** The following course, which is approved by the Incorporated Sales Managers Association, deals with the elementary principles of salesmanship:

S.M.1. *Salesmanship and sales organization.*

**93.** For courses in preparation for the Intermediate and Final Examination of the Incorporated Sales Managers Association, reference should be made to Part III of this handbook, para. 189.



## SOCIAL STUDIES

### Courses S.S.1–12

**94.** These courses do not constitute a training or give a qualification for any form of social service work since, among other reasons, training for such work consists partly of practical experience. Nor does the taking of these courses ensure admission to or reduction of the normal professional training. It will, however, provide a valuable background and will be an earnest of the student's real interest in the subject.

**95.** The courses are planned to meet the needs of the following categories of students:

(*a*) Those who, after the war, wish to train for different forms of public and social service, both statutory and voluntary.
(*b*) Those who, having already been engaged in some form of public or social service, wish to gain a more systematic knowledge of the subjects involved.
(*c*) Those who wish to train for or return to other professions in which a knowledge of social and economic conditions and some consideration of psychology and philosophy is of value (e.g., Medicine, Teaching and the Ministry).
(*d*) Those who, after the war, would like to undertake public or social work in a voluntary capacity as part of their duty as citizens.

**96.** Students requiring advice as to which subjects to take and the order in which to study them should add to their application form a note to this effect and should give details of their previous knowledge or experience, not only of the subjects they wish to study, but also of other subjects in this group.

**97.** The subjects of the courses are:

S.S.1. *The social services.*
S.S.2. *Economics* (*elementary*).
S.S.3. *Economics* (*advanced*).
S.S.4. *Social and economic history* (*elementary*).
S.S.5. *Social and economic history from* 1760 *onwards.*
S.S.6. *Central government* (*elementary*).
S.S.7. *Central government* (*advanced*).
S.S.8. *Local government.*
S.S.9. *Politics and ethics.*
S.S.10. *General psychology.*
S.S.11. *Social psychology.*
S.S.11a. *Industrial psychology.*
S.S.11b. *Criminal psychology.*
S.S.12. *Child psychology.*

## TEACHERS' TRAINING

### Courses T.T. 1–8

**98.** These courses are pre-training courses prepared by the Association of Teachers in Colleges and Departments of Education at the request of the Ministry of Education, in association with the Scottish Education Department, and designed for men and women who are interested in teaching as a career.

**99.** These courses will not give a qualification to teach nor will they take the place of full-time training. They are not recommended as suitable preparatory studies for *all* who wish to be trained as teachers after the war. Some students would be better advised to undertake a more general course in order to improve their general education and capacity for study. For those who have already formed the habit of study and who have a good educational background, the courses will provide an interesting and valuable introduction to problems with which they will be faced both in their training and during their careers as teachers.

**100.** The following five courses may usefully be taken by *all intending teachers*:

T.T.1(*a*) *General introductory course.*

*Synopsis.* This course discusses the purpose of education, introduces the students to the Nursery School, Junior School, Senior School, Secondary School, the Youth Service and Adult Education, and explains what each aims at achieving. It gives a description of the administrative framework of the education system and concludes with a chapter on the School Health Services.

T.T.1(*b*). *General introductory course* (*Scotland*).

*Synopsis.* This course is similar to T.T.1(*a*), but is adapted to suit those who wish to become teachers in Scotland.

T.T.5. *General principles of teaching.*

*Synopsis.* This introduces the student to the technique of teaching. It discusses the selection of material, having both the learner and the subject in view, the nature of the learning process and how to prepare and present a lesson. It deals with temptations to avoid, and aids to learning.

T.T.4. *Social studies.*

*Synopsis.* A teacher cannot fully understand, and so cannot fully help, the pupils in his care unless he knows something of the environment from which they come, the influences to which they are subjected, and the difficulties of their situation. This course is designed to give an insight into the history and significance of the family and social group and the influence of the neighbourhood, both town and country, and enable the student to appreciate the impact of the social services on the lives of the pupils and their parents.

T.T.3.(*a*) *Elementary psychology.*

*Synopsis.* A teacher should have a broad understanding of current thought in psychology to help him in observing and appreciating the mind and



personality of each of his pupils. This course introduces the student to a study of behaviour, motives and abilities. It leads him to consider what is meant by intelligence, imagination and memory, and personality, temperament and character.

T.T.6. *Health education.*

*Synopsis.* This deals with such topics as: the meaning of health education; physical education; nutrition; personal hygiene; community health; communicable diseases; special problems, such as rheumatism; sex.

**101.** The following courses are more specialized *and choice should be made according to the interests of individual applicants.*

T.T.2. *English usage.*

*Synopsis.* A course intended for those who, having done a good deal of previous reading and having already acquired some power of self-expression in speech and writing, have developed an interest in 'words and their ways' and wish to gain a clearer and more conscious command over the English language.

*Subjects introduced are*: the origin of language; dialect and names; pronunciation and spelling; words and their changing meanings; definition and dialectic; the metaphorical use of words; idiom, cliché, jargon and slang.

T.T.7. *Modern English writers.*

*Synopsis.* A course for students who are already interested in literature and wish to make a study of some representative modern writers, such as D. H. Lawrence, E. M. Forster, Virginia Woolf, Bernard Shaw, Sean O'Casey, T. S. Eliot, W. H. Auden, Lytton Strachey, David Cecil, Aldous Huxley.

The course discusses these writers under the aspects of the novel; drama; poetry; 'reportage'; biography; and tendencies in modern thought.

T.T.8. *Nursery and Infant school teaching.*

*Synopsis.* This will be of interest to all women who wish to become teachers, but particularly to those who wish to specialize in the teaching of nursery school children and infants. It deals with the educational aims for the early years of childhood; the conditions essential for growth; the significance of play activity for all-round development; the teaching and training of children at the different stages of development up to 7½ years of age; life in the Infant School.

T.T.3(*b*). *Advanced psychology.*

*Synopsis.* This is a continuation course for students who have taken T.T.3(*a*).

## THEOLOGY

### Courses T. 1–8 and T.J. 1–3 and 5

**102.** These are primarily intended as pre-training courses for those who intend to enter the ministry of a particular Church, but they are also suitable for the general student.

**103.** The religious denomination of the applicant should in every case be stated on the application form.

**104.** The subjects of the courses are:

**Church of England, Church of Scotland, Presbyterian Church and other Protestant denominations**

(Arranged by the Churches' Committee (C.C.M.F.), Townsend House, Greycoat Place, London, S.W.1.)

T.1(*a*). *The Old Testament (introductory).*
T.1(*b*). *The Old Testament (advanced).*
T.2(*a*). *The New Testament (introductory).*
T.2(*b*). *The New Testament (advanced).*
T.3. *Christian faith and life.*
T.4. *Church history.*
T.5. *Psychology for Religious Students.*
T.6. *The comparative study of religions.*
T.7(*a*). *New Testament Greek (Part I).*
T.7(*b*). *New Testament Greek (Part II).*
T.8. *Youth Leadership.*

**Jewish Church**

(Arranged by the Senior Jewish Chaplains, Woburn House, Woburn Place, London, W.C.1.)

T.J.1. *The Jewish Religion.*
T.J.2. *Jewish History (General).*
T.J.3. *History of the Jews in England.*
T.J.5. *Biblical Hebrew.*

**Roman Catholic Church**

**105.** No courses have been specially planned for Roman Catholic students who can, however, apply for guidance in their studies to the Rector, Heythrop College, Chipping Norton, Oxon.

## TOWN AND COUNTRY PLANNING

### Courses T.P. 1–3

**106.** Particulars of these courses, which are approved by the Town Planning Institute and are suitable both for examination students and general students, are given in Part III of this handbook, paras. 200–204.

## TRANSPORT

### Courses T.R. 1–6

**107.** The courses in this group are suitable for those who have been employed in transport, but who are not ready to study for the Institute of Transport Examinations. They provide a good groundwork for those wishing to proceed later to more advanced transport studies.



**108.** The subjects of the courses are:

T.R.1. *Economics of transport.*
T.R.2. *Elements of transport.*
T.R.3. *Elements of the law of inland transport.*
T.R.4. *Organization and working of railway transport.*
T.R.5. *Organization and working of road transport (passenger).*
T.R.6. *Organization and working of road transport (goods).*

**109.** For courses in preparation for the Graduateship and Associate Membership examinations of the Institute of Transport, reference should be made to Part III of this handbook, paras. 205–210.

# PART III—EXAMINATION COURSES

**Explanatory Notes**

**110.** The courses in this part of the handbook have been planned as a preparation for certain professional, commercial, trade and academic examinations, or for the theoretical part of those examinations where the syllabus also includes practical work.

**111.** In some subject groups the courses do not cover all the subjects of a particular examination syllabus or do not completely cover some of the subjects. In such cases the group headings or certain courses in the group are marked thus★.

**112.** The courses are designed primarily for men and women who are actually preparing to sit for one of the examinations covered. Except where otherwise stated in the notes under particular group headings, entry for any of these courses is restricted to men and women who are eligible for, and who in fact intend to sit for, the particular examination to which the course relates.

**113.** No application from an examination student should be put forward to the War Office (A.E.3) until it has been confirmed that the applicant is eligible to sit for the examination concerned.

**114.** Confirmation of eligibility must be obtained by the applicant direct from the Examining Body (whose address will be found in Appendix C); enquiries on this point must in no case be addressed to the War Office (A.E.3).

**115.** Applicants should also be advised to ascertain:

(*a*) What subjects are included in the examination syllabus.

(*b*) How many and which of these subjects must be offered at any one examination.

(*c*) Whether they can claim exemption from any part of the examination, on the ground of their existing qualifications.

(*d*) The date or dates on which the examination will be held.

**116.** It must be clearly understood that, except where otherwise stated in the notes under the group headings, enrolment for courses in this part of the handbook does not entitle a student to sit for any examination, if he is not otherwise eligible, nor to claim exemption from any examination.



# PART III—SECTION A

# COURSES IN PREPARATION FOR CERTAIN PROFESSIONAL EXAMINATIONS

## ACCOUNTANCY

**Courses A.1–18, C.W. 1–2 and E.2, I.C. 32 and M.24A from other subject groups**

**117.** The courses in this group form a suitable preparation for the Intermediate and Final examinations of most of the Incorporated Societies of Accountants.

**118.** Courses with the serial letter A have been planned primarily to cover the examinations of the Institute of Chartered Accountants, the Society of Incorporated Accountants and Auditors and the Association of Certified and Corporate Accountants. Courses with the serial letters C.W. are particularly suitable for students preparing to sit for the examinations of the Institute of Cost and Works Accountants. Courses E.2, I.C.32 and M.24A are taken from other subject groups, but are suitable for accountancy students.

**119.** Where the subjects have varying titles in different examinations, the alternatives are given in brackets in col. 1.

**120.** In some cases the subject in the examination syllabus of a particular Accountancy Body (e.g., Book-keeping and accounts) embraces topics that are dealt with in more than one of the War Office courses. In such cases it will be necessary for the student to take more than one course in order to cover the subject completely.

**121.** Before applying for any of these courses, an examination candidate must ascertain from the Secretary of the Accountancy Body concerned whether he is eligible to sit for the examination in question.

**122.** The following table indicates the appropriate courses for particular subjects in the examinations of the bodies mentioned in para. 118.

| Examination subject (1) | Appropriate War Office courses covering the subject for particular examinations of: I.C.A. (2) | S.I.A.A. (3) | A.C.C.A. (4) | I.C.W.A. (5) | Other Incorporated Accountancy Bodies (6) |
|---|---|---|---|---|---|
| **Intermediate** | | | | | |
| Book-keeping and accounts | A.1.(i) A.1.(ii) A.3. A.14. | A.1.(i) A.1.(ii) A.18. A.13. | A.1.(i) A.1.(ii) | A.1.(i) | A.1.(i) A.1.(ii) |
| Auditing | A.2. A.18. | A.2. | A.2. | | A.2. |
| Cost accounts (Costing) | | A.3. | | C.W.1. | A.3. |
| General commercial knowledge | A.4. A.5. | A.4. | A.4. | A.4. | A.4. |
| Commercial law | | A.5. | | | A.5. |
| Mercantile Law | | | A.5. | | |
| Economics | | | A.6. | A.6. A.15. | A.6. |
| Factory organization, equipment and production methods | | | | E.2.* | |
| Mathematics | | | | M.24A. | |
| **Final** | | | | | |
| Advanced book-keeping and accounts (Practical accountancy) | A.7. A.9. A.13. A.1.(ii) A.17. | A.7. A.13. A.1.(ii) | A.7. A.1.(ii) | A.7. | A.7. |
| Auditing | A.8. A.18 . | A.8. A.1.(ii) | A.8. | | A.8. |
| Cost accounts (Costing) | | A.9. | A.9. | C.W.2. | A.9. |
| General commercial knowledge (General financial knowledge) (Methods and machinery of business) | A.11. A.1.(ii) | A.11. | A.11. | | A.11. |



| Examination subject (1) | Appropriate War Office courses covering the subject for particular examinations of: I.C.A. (2) | S.I.A.A. (3) | A.C.C.A. (4) | I.C.W.A. (5) | Other Incorporated Accountancy Bodies (6) |
|---|---|---|---|---|---|
| **Final** (*contd.*) | | | | | |
| Company law | A.10. | A.10 A.14. | A.10. | | A.10. |
| Bankruptcy law | A.14. | | A.14. | | A.14. |
| Mercantile law | A.12. | A.12. A.13. | | | A.12. |
| Executorship law | | A.17. | A.17. | | A.17. |
| Executorship accounts | | A.18. | A.18. | | A.18. |
| Economics | | A.15. | A.15. | | A.15. |
| Statistics (Statistical methods) | | A.16. | A.16. | | A.16. |
| Law of master and servant | | | | I.C.32. | I.C.32. |
| Factory organization and production methods | | | | E.2.* | |

**NOTES:** (i) The subjects required by other Incorporated Accountancy Bodies vary, but the courses suggested in col. 6 will be found suitable in preparation for the subjects named. Certain special requirements of the Examinations of the Chartered Accountants of Scotland and the Institute of Chartered Accountants in Ireland are, however, not covered completely by any of these courses.

(ii) Course A.1.(ii) should, if possible, be studied in conjunction with articles in current publications dealing with annual changes in Finance Acts.

(iii) Course E.2. Fundamentals of Industrial Administration does not completely cover the subject Factory Organization, Equipment and Production Methods in the I.C.W.A. Intermediate and Final examinations.

## ARCHITECTURE

### Courses A.R. 1–14

**123.** The courses in this group cover the syllabus of the Intermediate, Final and Special Final Examinations of the Royal Institute of British Architects.

**124.** To be eligible to sit for the Intermediate Examination, students must either be probationers of the R.I.B.A. or must produce evidence of holding one of the certificates of general education accepted for the probationship.

**125.** Only those who have passed the R.I.B.A. Intermediate Examination, or have secured exemption from it by passing an approved course at a 'recognized' School of Architecture, can sit for the Final Examination. The Special Final Examination is open only to persons in practice and assistants of not less than thirty years of age.

**126.** For Refresher Courses in Architecture, *see* Part II of this handbook, paras. 56-59.

**127. Intermediate courses**

A.R.1. *General history of architecture.*

A.R.2. *Special period of history of architecture:*

(*a*) Greek and Roman, *or* (*b*) Gothic. (Students must state whether they require (*a*) or (*b*) when applying for A.R.2.)

A.R.3. *Simple stresses.*

A.R.4. *Building construction.*

A.R.5. *Architectural design I.*

A.R.6. *Testimonies of study.* (In special circumstances permission may be given for students to submit their testimonies after sitting for the Examination.)

**128. Final courses**

A.R.7. *Theory of steel and reinforced concrete.*

A.R.8. *Professional practice.*

A.R.9. *Advanced building construction.*

A.R.10. *Architectural hygiene and sanitation.*

A.R.11. *Specifications.*

A.R.12. *Architectural Design II*

A.R.13. *Testimonies of study.* (In special circumstances permission may be given for students to submit their testimonies after sitting for the Examinations.)

A.R.14. *The thesis.*



## AUCTIONEERING AND ESTATE AGENCY

### Courses A.U. 1–14

**129.** The courses in this group cover the syllabus of Parts I and II of the Intermediate Examination of the Auctioneers and Estate Agents Institute.

**130.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Institute whether he is eligible to sit for the examination in question.

**131.** Courses covering any of the subjects of the Final Examination of the Institute can be arranged as Special Enrolments (*see* paras. 49 and 50).

**132. Intermediate Part I courses**

A.U.1. *Plans and mensuration.*

A.U.2. *Elements of the law of property.*

A.U.3. *Elements of the law of contract.*

A.U.4. *Book-keeping and estate accounts.* (It should be stated whether the applicant requires the Urban or the Rural Course.)

A.U.5. *Law of landlord and tenant.*

A.U.6. *Central and local government.*

**133. Intermediate Part II courses**

(*a*) Urban

A.U.7. *Construction and maintenance of buildings* (*elementary*).

A.U.8. *Easement, etc.*

A.U.9. *Valuations* (*elementary*).

A.U.10. *Dilapidations and fixtures.*

A.U.11. *Mortgages and receiverships.*

(*b*) Rural

A.U.12. *Elements of agriculture.*

A.U.8. *Easement, etc.*

A.U.13. *Agricultural science I.*

A.U.14. *Agricultural science II.*

A.U.9. *Valuations* (*elementary*).

## BANKING (ENGLISH)

### Courses B. 1–10

**134.** The courses in this group are based on the syllabus of the Associate Examination of the Institute of Bankers, Parts I and II. For candidates who have not passed any of the subjects of this

examination a new examination has been set up which will come into force in 1946. Candidates who have passed one or more subjects of the old examination will have an option to work either to the new or to the old syllabus. Courses B.2–5 are suitable for students working to the new Part I syllabus, for the subjects are the same. Course B.1 will also be of considerable use for the new subject 'Law and Practice relating to Negotiable Instruments', pending the preparation of a new course in this subject. Courses B.6–10 do not cover any part of the new Part II syllabus.

Most students, however, who reach Part II subjects while in the Service will probably be working to the old syllabus.

Syllabuses and further information should be obtained from the Institute of Bankers.

**135.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Institute of Bankers whether he is eligible to sit for the examination in question.

**136.** The Part II courses may also be recommended to students who have already passed both Parts of the Associate Examination, but who wish to do some revision work.

**137. Part I courses**

B.1. *Practice and law of banking I.*
B.2. *Economics I.*
B.3. *Book-keeping.*
B.4. *English composition I.*
B.5. *Commercial geography.*

**138. Part II courses**

B.6. *Practice and law of banking II.*
B.7. *Economics II.*
B.8. *English composition II.*
B.9. *Foreign exchange.*
B.10. *Accountancy.*

## BANKING (SCOTTISH)

### Courses S.B. 1–11

**139.** The courses in this group are adapted to the requirements of the Associateship and Membership Examinations of the Institute of Bankers in Scotland.

**140.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Institute of Bankers in Scotland whether he is eligible to sit for the examination in question.



**141. Associateship courses**

S.B.1. *Book-keeping and bank books.*
S.B.2. *Banking practice.*
S.B.3. *Negotiation of bills and cheques.*
S.B.4. *History and present position of banking in Scotland.*

**142. Membership courses**

S.B.5. *Stocks and stock exchange transactions.*
S.B.6. *History and principles of banking and currency.*
S.B.7. *Principles of Scots law and conveyancing.*
S.B.8. *Law of bankruptcy.*
S.B.9. *Mercantile law.*
S.B.10. *Law of bills, cheques and deposit receipts.*
S.B.11. *Practical banking (including correspondence, branch supervision and advances).*

**143.** The following Membership Examination subjects are adequately covered by Banking (English) Part II subjects:

Economics—by course B.7.
Theory and practice of foreign exchange—by course B.9.

## ENGINEERING

**Use of courses in this group**

**144.** The courses E.R.1, 2, 4, 5 and 16, and E.3, 4 and 6–16 referred to in paras. 151–167 have been designed primarily to meet the requirements of students preparing for the Associate Membership Examination of the Institutions of Civil, Electrical and Mechanical Engineers, as indicated under groups (*a*) (*b*) and (*c*) below.

**145.** Certain of these courses will, however, be found useful by students preparing for the examinations of other Engineering Institutions as indicated under groups (*d*) and (*f*) below.

**146.** These may also be taken by non-examination students who possess the requisite preliminary qualifications, for the following purposes:

Courses E.R.1, 2, 4 and 5 and E.3. and 4 for
(i) revision of National Certificate or Inter. Degree work, *or*
(ii) as preliminary reading to a course of study for the Inter. B.Sc. (Eng.) Examination after demobilization.

Courses E.6.–16 and E.R.16 for
(i) revision of Higher National Certificate or B.Sc. (Eng.) work, *or*
(ii) preliminary reading to a course of study for the Higher National Certificate or the B.Sc. (Eng.) Final Degree after demobilization.

**Preliminary qualifications required**

**147.** No student, whether or not he is an examination candidate, may apply for Courses E.R.1, 2, 4 and 5 or E.3 and 4 unless he possesses one of the following preliminary qualifications:

(i) has matriculated, *or*

(ii) has obtained a School Certificate with credit in mathematics or science, *or*

(iii) has completed one or two years of an Ordinary National Certificate, or equivalent, course.

No student, whether or not he is an examination candidate, may apply for Courses E.6–16 and E.R.16 unless he has:

(i) taken all the relevant Section A courses, *or*

(ii) passed an Inter B.Sc. (Eng.) or equivalent University Examination, *or*

(iii) obtained an Ordinary National Certificate or equivalent qualification.

**148.** It must be clearly understood that these courses cannot in themselves provide a preparation for either the Ordinary or Higher National Certificate examinations, as these examinations are open only to students who have completed an approved period of attendance at an approved technical college and must be taken at the college concerned.

## (a) ENGINEERING (CIVIL)*

### Courses E.R. 1, 2, 4, 5 and E. 3, 6–11 and 13–16

**149.** The courses in this group cover all the subjects of the syllabus of the new joint Section A, and certain subjects of the syllabus of the revised Section B, of the Associate Membership Examination of the Institution of Civil Engineers.

**150.** Before applying for any of these courses, an examination candidate must ascertain from the Secretary of the Institution of Civil Engineers whether he is eligible to sit for the examination in question.

**151. Joint Section A Courses**

Part I

| *War Office course* | *Inst. C.E. subject* |
|---|---|
| E.R.1 | English. |
| E.R.2 | Mathematics. |
| E.3, E.6 | Applied Mechanics. |
| E.R.4. | Applied heat (with light and sound). |
| E.R.5. | Principles of electricity. |



Part II

| | |
|---|---|
| E.7. | Theory of structures. |
| E.8. | Theory of machines. |

**152. Section B Courses**

| | |
|---|---|
| E.9., E.10. | Thermodynamics and heat engines. |
| E.11. | Hydraulics. |
| E.13., E.14. | Surveying and engineering geology. |
| E.15. | Electrical installations. |
| E.16. | Electrical communications. |

## (b) ENGINEERING (ELECTRICAL)*

### Courses E.R. 1, 2, 4, 5 and 16 and E. 3, 6, 15 and 16

**153.** The courses in this group cover all the subjects of the syllabus of the new Joint Section A, and certain of the subjects of the syllabus of the revised Section B, of the Associate Membership Examination of the Institution of Electrical Engineers.

**154.** Courses marked with * do not completely cover the examination syllabus in the subject.

**155.** Courses marked with † cover a slightly wider field than the examination syllabus in the subject.

**156.** A candidate for Section A of the Associate Membership Examination of the Institution of Electrical Engineers who has any of the qualifications mentioned in para. 147 will be eligible to sit for any subject of that examination if he has completed the appropriate War Office Correspondence Course to the satisfaction of his tutor.

**157. Joint Section A Courses**

| *War Office course* | *I.E.E. subject* |
|---|---|
| E.R.1. | English. |
| E.R.2. | Mathematics. |
| E.3., E.6. | Applied mechanics. |
| †E.R.4. | Applied heat. |
| E.R.5. | Principles of electricity. |

**158. Section B Courses**

| | |
|---|---|
| *E.15. | Electricity supply.<br>Electrical installations. |
| | (New courses are in preparation.) |
| E.R.16. | Line communication. |
| *E.16. | Radio communication. |
| | (A new course in Radio communication is in preparation.) |

## (c) ENGINEERING (MECHANICAL)*

### Courses E.R.1, 2, 4 and 5 and E. 3, and 6–12

**159.** The courses in this group cover certain of the subjects of the syllabus of the revised Sections A and B of the Associate Membership Examination of the Institution of Mechanical Engineers.

**160.** Courses marked † cover a slightly wider field than the examination syllabus in the subject.

**161.** Before applying for any of these courses, an examination candidate must ascertain from the Secretary of the Institution of Mechanical Engineers whether he is eligible to sit for the examination in question.

**162. Section A Courses**

| *War Office course* | *I.Mech.E.Subject* |
|---|---|
| E.R.1. | English. |
| E.R.2. | Mathematics. |
| E.3. } E.6. } | Applied mechanics. |
| †E.R.4. | Applied heat. |
| †E.R.5. | Principles of electricity. |

**163. Section B Courses**

| | |
|---|---|
| E.6. } E.7. } | Properties and strength of materials. |
| E.8. | Theory of machines. |
| E.9. | Heat Engines I. Steam and the steam engine. |
| E.10. | Heat Engines II. Internal combustion engines. |
| E.11. | Hydraulics and hydraulic machinery. |
| E.12. | Metallurgy. |

**164.** The above courses are also suitable for students preparing for the Associate Membership Examination of the Institution of Automobile Engineers.

## (d) ENGINEERING (GAS)*

### Courses E.R. 2 and 5 and E. 3, 4 and 6–10

**165.** In preparation for certain ancillary subjects in the Ordinary and Higher Grade Examinations of the Institution of Gas Engineers, the following courses will be found generally suitable, but, before applying for any of them, an examination candidate must ascertain from the Secretary of the Institution whether he is eligible to sit for the examination in question. Courses marked † cover a slightly wider field than the examination syllabus in the subject.



| | | | | | |
|---|---|---|---|---|---|
| E.R.2. | Suitable for | Ordinary | Grade | | Mathematics. |
| E.R.5. | „ | „ | „ | „ | Electrical Engineering. |
| E.3 | „ | „ | „ | „ | Engineering science. |
| E.4. | „ | „ | „ | „ | Physics and inorganic chemistry. |
| E.6. †E.7. †E.8. } | „ | „ | Higher | Grade | Mechanics. |
| E.9. E.10. } | „ | „ | „ | „ | Heat engines. |

## (e) ENGINEERING (Municipal and County)

**166.** Courses in preparation for the examinations of the Institution of Municipal and County Engineers can be arranged as Special Enrolments (*see* paras. 49 and 50). Before applying for such a course, an examination candidate must ascertain from the Secretary of the Institution of Municipal and County Engineers whether he is eligible to sit for the examination in question.

## (f) ENGINEERING (Structural)*

### Courses E. 6 and 7

**167.** In preparation for certain subjects of the Graduateship examination of the Institution of Structural Engineers, the following courses will be found generally suitable, but before applying for either of these courses an examination candidate must ascertain from the Secretary of the Institution whether he is eligible to sit for the examination in question.

E.6. Suitable for Strength and elasticity of materials.
E.7. „ „ Theory of structures.

## HANDICRAFT TEACHING

### Courses H.A. 1–15

**168.** The courses in this group cover the syllabuses of the City and Guilds First and Second Handicraft Teachers' Examinations.

**169.** Students should not apply for course H.A.6 or H.A.9 or H.A.14 unless they possess or have access to tools and materials.

**170. First Examination Courses**

Part I

H.A.1. *English.*

H.A.2. *Mathematics.*

H.A.3. *Science.* (There is a choice of subjects in this course. Students should on enrolment consult their tutor as to which subjects they should take.)

Part II. Woodwork

H.A.4. *Drawing and design.*
H.A.5. *Tools and materials.*
H.A.6. *Practical Test.* (Particulars of Test Exercises are sent to the student who makes the specified objects and sends them to the tutor for examination. This necessitates the use of a bench and tools.)

Part II. Metal Work

H.A.7. *Drawing and design.*
H.A.8. *Tools and materials.*
H.A.9. *Practical test.* (A self-preparation course. No work sent to the tutor, but he may be consulted over problems).

**171. Second Examination Courses**

Section I

H.A.10. *Drawing (wood).*
H.A.11. *Drawing (metal).*
H.A.12. *Technology (wood).*
H.A.13. *Technology (metal).*
H.A.14. *Practical test (wood).*

Section II

H.A.15. *Principles of teaching.*

## INSURANCE

### Courses I.C. 8–83

**172.** The courses in this group cover the syllabus of the Associateship and Fellowship Examinations of the Chartered Insurance Institute. Courses I.C.8–73 comprise courses for the Associateship Examination, including a new general branch, for which *see* courses I.C.62–73. Courses I.C.74–83 cover most of the Fellowship Examination subjects.

**173.** Before applying for any of these courses, a student who intends to present himself for the examination should ascertain from the Director of Education of the Chartered Insurance Institute (for address, *see* Appendix C) whether he is eligible to sit for the examination in question. These courses are, however, also open to students who do not intend to take the examination.

**174. Associateship Examination. Part I Courses**

| | | |
|---|---|---|
| Fire | I.C. 8. | *Principles and practice.* |
| | I.C. 9. | *General fire hazards.* |
| | I.C.10. | *Surveying and plan drawing.* |



| | | |
|---|---|---|
| Ordinary Life | I.C.11. | *Principles.* |
| | I.C.12. | *Prospectus proposal and policy.* |
| | I.C.13. | *Elementary algebra leading to compound interest.* |
| Industrial Life | I.C.14. | *Principles.* |
| | I.C.15. | *Prospectus proposal and policy.* |
| | I.C.13. | *Elementary algebra leading to compound interest.* |
| Accident | I.C.16. | *Principles and practice.* |
| | I.C.17. | *Personal accident, disease and sickness insurance.* |
| | I.C.18. | *Workmen's compensation insurance.* |
| Marine | I.C.19. | *Principles and elementary practice.* |
| | I.C.20. | *Commercial geography in relation to marine insurance.* |
| National | I.C.21. | *The principles of National Health Insurance.* |
| | I.C.22. | *The principles of Unemployment Insurance.* |
| | I.C.23. | *The principles of Unemployment Assistance.* |

**175. Associateship Examination. Part II Courses**

| | | |
|---|---|---|
| Fire | I.C.24. | *Policy drafting and endorsements.* |
| | I.C.25. | *Insurance against loss of profits through fire.* |
| | I.C.26. | *Law.* |
| Ordinary Life | I.C.27. | *Compound interest (elementary).* |
| | I.C.28. | *Extra risks.* |
| | I.C.29. | *Law of contract.* |
| Industrial Life | I.C.27. | *Compound interest (elementary).* |
| | I.C.30. | *New business.* |
| | I.C.29. | *Law of contract.* |
| Accident | I.C.31. | *Motor insurance.* |
| | I.C.32. | *Law of master and servant.* |
| | I.C.33. | *Burglary insurance.* |
| | *or* | |
| | I.C.34. | *Fidelity guarantee insurance.* |
| | *or* | |
| | I.C.35. | *Engineering insurance.* |
| Marine | I.C.36. | *Institute clauses.* |
| | I.C.37. | *Shipping and mercantile practice in connection with marine insurance.* |
| | I.C.38. | *Ship classification and registration.* |

| | | |
|---|---|---|
| National | I.C.39. | *National Health Insurance Law.* |
| | *or* | |
| | I.C.40. | *Unemployment Insurance Law and Unemployment Assistance Law* |
| | I.C.41. | *Approved Society administration.* |
| | *or* | |
| | I.C.42. | *Insurance Committee administration.* |
| | *or* | |
| | I.C.43. | *Unemployment Insurance administration.* |
| | *or* | |
| | I.C.44. | *Unemployment Assistance administration.* |
| | I.C.29. | *Law of contract.* |
| | *or* | |
| | I.C.45. | *Statistics.* |

**176. Associateship Examination. Part III Courses**

| | | |
|---|---|---|
| Fire | I.C.46. | *Average clauses and loss apportionments.* |
| | I.C.47. | *Chemistry of combustion.* |
| | *or* | |
| | I.C.48. | *Electrical engineering (elementary).* |
| | I.C.49. | *Fire extinguishment and fire alarm systems.* |
| Ordinary Life | I.C.50. | *Law of life assurance.* |
| | I.C.51. | *Practice.* |
| | I.C.52. | *Mortality and elements of valuation.* |
| Industrial Life | I.C.53. | *Law of life assurance.* |
| | I.C.54. | *Practice.* |
| | I.C.55. | *Mortality and elements of valuation.* |
| Accident | I.C.56. | *Law of accident insurance.* |
| | I.C.57. | *Public liability insurance.* |
| | I.C.58. | *Legal liabilities as covered by public liability policies.* |
| Marine | I.C.59. | *The law relating to the carriage of goods by sea and shipping and its practical application.* |
| | I.C.60. | *Law and practice (advanced)—Claims.* |
| | I.C.61. | *Practice (advanced)—Underwriting.* |

**177. Associateship Examination—General Branch**

| | | |
|---|---|---|
| Part I | I.C.62. | *Insurance (First paper).* |
| | I.C.63. | *Insurance (Second paper).* |
| | I.C.64. | *Principles and practice of fire insurance.* |



| | | |
|---|---|---|
| Part II | I.C.65. | *Principles and practice of accident insurance.* |
| | I.C.66. | *Principles and practice of marine insurance.* |
| | I.C.67. | *Principles and practice of ordinary life assurance.* |
| | I.C.68. | *Principles and practice of engineering insurance.* |
| | I.C.69. | *Principles and practice of aviation insurance.* |
| Part III | I.C.70. | *Law and practice relating to fire insurance claims.* |
| | I.C.71. | *Law and practice relating to ordinary life assurance claims.* |
| | I.C.72. | *Law and practice relating to marine insurance claims.* |
| | I.C.73. | *Law and practice relating to accident insurance claims.* |

**178. Fellowship Examination**

| | | |
|---|---|---|
| Section I | I.C.74. | *Fire insurance.* |
| | I.C.75. | *Ordinary life assurance.* |
| | I.C.76. | *Industrial life assurance.* |
| | I.C.77. | *Accident insurance.* |
| | I.C.78. | *Marine insurance.* |
| Section II | I.C.79. | *Fire insurance (advanced).* |
| | I.C.80. | *Ordinary life assurance (advanced).* |
| | I.C.81. | *Accident insurance (advanced.)* |
| | I.C.82. | *Insurance accounts and finance.* |
| | I.C.83. | *Insurance administration.* |

**Note:** Study plans (or directed reading notes) for examination subjects for which no correspondence courses are provided can be obtained by direct application to the Director of Education of the Chartered Insurance Institute. No fee is charged and no textbooks are provided.

## LAND AGENCY

### Courses L.A. 1–7

**179.** The courses in this group cover the syllabus of the Part II Examination of the Land Agents Society.

**180.** Before applying for any of these courses, an examination candidate must ascertain from the Secretary of the Land Agents Society whether he is eligible to sit for the examination in question.

**181.** Students who have been excused the Part I examination may require to work through certain of the Estate Management courses

of which particulars are given in para. 62 of this handbook, before proceeding to these Part II examination courses.

**182. Part II Examination Courses**

L.A.1. *Agriculture (Elements of).*
L.A.2. *Surveying and levelling.*
L.A.3. *Forestry (Elements of).*
L.A.4. *Building construction (Theoretical).*
L.A.5. *Building construction (Designing and plan drawing).*
L.A.6. *Law of landlord and tenant, etc.*
L.A.7. *Taxation and charges on land.*

**183. Notes:** (i) Courses covering the Part III examination can be arranged as special enrolments, *see* paras. 49 and 50.

(ii) For courses for the Land Agency Sub-division of the Examination of the Chartered Surveyors Institute, *see* para. 197 of this handbook.

## LAW

### Courses L.S. 1–22

**184.** The courses in this group have been planned as a preparation for the Law Society's Intermediate and Final Examinations, and are primarily intended for solicitors' articled clerks. They may, however, be found of considerable value to qualified solicitors who wish to refresh their knowledge of particular branches of law.

**185.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Law Society whether he is eligible to sit for the examination in question.

**186. Intermediate Courses**

L.S.1. *The courts of justice.*
L.S.2. *Law and custom of the Constitution.*
L.S.3. *Principles of law of contract.*
L.S.4. *Elements of law of tort.*
L.S.5. *Elements of law of real property.*
L.S.6. *Accounts and book-keeping (general outline).*
L.S.7. *Trust accounts.*

**187. Final Courses**

L.S.8. *Law relating to contracts generally.*
L.S.9. *Torts (as required for the Final Examination).*
L.S.10. *Law of real property.*
L.S.11. *Conveyancing and bills of sale.*
L.S.12. *Bankruptcy and company law.*



L.S.13. *Master and servant and agency.*
L.S.14. *Income tax law.*
L.S.15. *Sale of goods, hire purchase and evidence.*
L.S.16. *Equity and partnership.*
L.S.17. *Negotiable instruments; insurance; arbitrations and awards.*
L.S.18. *Criminal law and proceedings before magistrates.*
L.S.19. *Law of wills and intestate succession. (Procedure and practice of the Probate Court in non-contentious matters and death duties.)*
L.S.20. *The conflict of laws.*
L.S.21. *Divorce and matrimonial proceedings.*
L.S.22. *Local government law and practice.*

**188.** Students who wish to prepare themselves for a call to the Bar should refer to Part II of this handbook, paras. 79–82.

## SALESMANSHIP

**189.** Courses in preparation for either the Intermediate or Final Examination of the Incorporated Sales Managers Association can be arranged as Special Enrolments (*see* paras. 49 and 50).

## SECRETARIAL (COMPANY)

### Courses S. 1–11

**190.** The courses in this group are a preparation for the Intermediate and Final Examinations of the Chartered Institute of Secretaries or the Corporation of Certified Secretaries.

**191.** It should be clearly understood that these courses are designed to meet the requirements of those intending to become company secretaries and are not suitable for students seeking posts as private secretaries.

**192.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the examining body concerned that he is eligible to sit for the examination in question.

**193.** The subjects of the courses are:

Intermediate Standard Courses

S.1. *Secretarial practice.*
S.2. *Economics.*
S.3. *Accountancy.*
S.4. *Mercantile law.*
S.5. *Company law.*
S.6. *English.*

Final Standard Courses

S.7. *Secretarial practice.*
S.8. *Economics.*
S.9. *Accountancy.*
S.10. *Mercantile law.*
S.11. *Company law.*

**Note:** For courses in French for students preparing for these examinations, *see* Part IV of this handbook, para. 268.

## SURVEYING

### Courses C.S. 1–23

**194.** The courses in this group cover the syllabus of Sub-Divisions I, II and III of the Intermediate Examination of the Chartered Surveyors Institution. Students who have been excused the First Examination may require to work through certain of the Estate Management courses of which particulars are given in para. 62 of this handbook, before proceeding to the Intermediate courses.

**195.** Courses covering Sub-Division IV of the Intermediate Examination or any of the subjects of the Final Examination of the Institution can be arranged as Special Enrolments (*see* paras. 49 and 50).

**196.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Chartered Surveyors Institution whether he is eligible to sit for the examination in question.

**197. Intermediate : Sub-Division I (Land Agency) Courses**

C.S. 1. *Agriculture (Elements of).*
C.S. 2. *Soil science, botany and zoology.*
C.S. 3. *Forestry.*
C.S. 4. *Surveying and levelling.*
C.S. 5. *Construction, etc., of rural buildings.*
C.S. 6. *National and local taxation.*
C.S. 7. *Law of landlord and tenant.*
C.S. 8. *Law of property.*

**198. Intermediate : Sub-Division II (Valuation) Courses**

C.S. 9. *Valuation (Principles of).*
C.S. 4. *Surveying and levelling.*
C.S.10. *Building construction.*
C.S.11. *Sanitation of buildings.*
C.S.12. *Sales and mortgage of land.*
C.S. 7. *Law of landlord and tenant.*
C.S.13. *Law of fixtures and dilapidations.*
C.S.14. *Law of easements and other rights over land.*



**199. Intermediate: Sub-Division III (Building and Quantities) Courses**

C.S.15. *Constructive and working drawings I.*
C.S.16. *Measurement of builders' work.*
C.S.17. *Quantities.*
C.S.18. *Constructive and working drawings II.*
C.S.4. *Surveying and levelling.*
C.S.19. *Drainage of buildings.*
C.S.20. *Heating and ventilation.*
C.S.21. *London Building Acts and Public Health Acts.*
C.S.22. *Building contracts.*
C.S.23. *Law of dilapidations.*

## TOWN AND COUNTRY PLANNING

### Courses T.P. 1–3

**200.** The courses in this group are suitable for three classes of students. Intending students should make it quite clear on their enrolment forms to which class they belong.

**201.** Class A—those who have already passed the Final Examination of the Royal Institute of British Architects, the Institution of Civil Engineers, the Institution of Municipal and County Engineers or the Chartered Surveyors Institution.

On satisfying the Directorate of Studies in all three courses (T.P.1, T.P.2 and T.P.3), these students will be eligible for admission to the Special Three Months' Completion Course to be organized by the Town Planning Institute for ex-service candidates.

**202.** Class B—those holding an educational qualification of matriculation standard who are members of professions allied in some way to those mentioned above. These will find the courses a suitable preparation for the Intermediate Examination of the Town Planning Institute.

**203.** Class C—those interested in planning subjects, but who do not wish to obtain an examination qualification.

**204.** The courses available are:

T.P.1. *The background of planning.*
*Synopsis.* Modern planning; topographical, geological and climatic conditions; population and industry; rural and urban communities. Location of industry—Barlow, Scott and Uthwatt reports.

T.P.2. *Planning factors.*
*Synopsis.* Sociology; history of planning; law and administration of planning; local government structure; survey for planning; transport and communications; distributive and collective services; social services and amenities; physical structures of buildings and roads; ownership and value of property.

T.P.3. *Planning practice.*
*Synopsis.* Survey and research applied to planning; national, regional and local planning; civic design; construction and reconstruction; old centres and new towns.

## TRANSPORT

### Courses T.R. 7–22 and T.R. 3 (G)

**205.** The courses in this group cover the syllabus of the Graduateship and Associate Membership Examinations of the Institute of Transport. The Graduateship courses are available to students of the Institute and the Associate Membership courses to graduates of the Institute.

**206.** For certain of the courses marked ‡ the essential textbooks are unobtainable at the present time. Application for these courses should not be made unless the student is in possession of copies of the textbooks, the titles of which are indicated in brackets after the course. If it becomes possible to supply textbooks for these courses, notification will be given in the Monthly Information Bulletin issued by the War Office (A.E.3).

**207. Graduateship Examination : Part I Courses**

T.R. 7. *General economics.*
T.R. 8. *Elements of statistics.*
T.R. 9. *Elements of transport.*

**208. Graduateship Examination : Part II Courses**

T.R.10. *Economic geography*
*or*
T.R.11. *Economic history.*
T.R.3(G). *Law of inland transport.*
T.R.12. *Law of sea transport.*
T.R.13. *English.*

**209. Associate Membership Examination : Part I Courses**

T.R.14. *Law of inland transport.*
*or*
T.R.15. *Law of sea transport.*
T.R.16. *Transport finance and accounting.*

**210. Associate Membership Examination : Part II Courses**

‡T.R.17. *Economics of railway transport*
(Fenelon: *Railway Economics*
Ackworth: *Elements of Railway Economics*)
*or*
T.R.18. *Economics of road transport*
*or*
‡T.R.19. *Economics of port administration and inland waterway operation*
(Bryson Cunningham: *Port Administration and Operation*).
T.R.20. *Railway transport operation*
*or*
T.R.21. *Road transport operation.*
T.R.22. *Port and inland water transport operation.*



# PART III—SECTION B
# COURSES IN PREPARATION FOR CERTAIN COMMERCIAL AND TRADE EXAMINATIONS

**Explanatory notes**

**211.** The courses in this section cover the theoretical part of certain commercial and trade examinations.

**212.** It is difficult to lay down hard and fast rules as to the qualifications which should be possessed by students wishing to apply for one of these courses, but some previous practical experience is in all cases desirable.

**213.** While the courses are intended primarily for those who are preparing to sit for one of the examinations covered, they are also suitable for, and may be taken by, students who wish merely to add to their previous practical experience a good theoretical background.

## BAKERY

### Courses B.A. 1–4

**214.** The courses in this group are a preparation for the City and Guilds Examinations in Breadmaking and Flour Confectionery.

**215.** They are only suitable for students who have already had some practical experience in Bakery, and applicants for the Final Standard Courses should have already passed the City and Guilds Intermediate Examination or should have reached an equivalent standard.

**216.** Before applying for any of these courses an examination candidate must ascertain from the Secretary, Department of Technology, City and Guilds of London Institute, whether he is eligible to sit for the examination in question.

**217.** The courses available are:

**Breadmaking Courses**

B.A.1. *Breadmaking* (*Intermediate*).
B.A.3. *Breadmaking* (*Final*).

**Flour Confectionery Courses**

B.A.2. *Flour Confectionery* (*Intermediate*).
B.A.4. *Flour Confectionery* (*Final*).

## BUILDING SOCIETIES*

### Courses B.S. 1–3

**218.** The courses in this group are a suitable preparation for certain subjects in the syllabus of the Intermediate Examination of the Building Societies Institute.

**219.** Before applying for any of these courses an examination candidate must ascertain from the Secretary of the Building Societies Institute whether he is eligible to sit for the examination in question.

**220.** Students who have already passed this examination may find these courses useful for revision purposes.

**221.** In the case of students taking these subjects for the first time, it is recommended that courses B.S.2 and B.S.3 should be taken before course B.S.1.

**222.** The subjects covered are:

B.S.1. *Building Society law and practice.*
B.S.2. *Book-keeping.*
B.S.3. *Economics.*

## BUILDING SUBJECTS (CITY AND GUILDS)

### Courses B.G. 1–7

**223.** The courses in this group cover the syllabus of the City and Guilds Examinations (Intermediate and Final) in certain Building subjects.

**224.** The Intermediate standard courses are only suitable for students who have already been employed in the trade for at least twelve months or have previously taken a course in the subject at a Technical College.

For the Final standard courses, students should have passed the Intermediate Examination or should possess an equivalent qualification.

**225.** Courses covering the City and Guilds Examinations in other Building subjects can be arranged as Special Enrolments (*see* paras. 49 and 50).

**226.** Before applying for any of these courses or for a Special Enrolment for any other Building Course, an examination candidate must ascertain from the Secretary, Department of Technology, City and Guilds of London Institute, whether he is eligible to sit for the examination in question.

**227.** These courses are also open to non-examination students who, having had practical experience in the trade, now desire to obtain a good theoretical knowledge of a particular subject.



**228.** The courses available are:

**Brickwork**
B.G.1. *Brickwork* (*Intermediate*).
B.G.2. *Brickwork* (*Final*).

**Carpentry and Joinery**
B.G.3. *Carpentry and Joinery* (*Intermediate*).
B.G.4. *Carpentry and Joinery* (*Final*).

**Plumbing**
B.G.5. *Plumbing* (*Intermediate*).
B.G.6. *Plumbing* (*Final*).

**Painting and Decorating**
B.G.7. *Painting and Decorating* (*Combined Intermediate and Final*).

**229.** **Note:** (i) Drawing instruments will be required for the courses in this group. Whenever possible the requirements of students taking any of these courses will be met from unit resources. No instruments will be issued with the courses.

**Note:** (ii) Students requiring a non-examination course in Building Construction will find course E.M.4 (*see* para. 62) suitable.

## ELECTRICAL SUBJECTS (CITY AND GUILDS)

### Courses C.G. 1–10

**230.** This group consists of courses covering the syllabuses of certain of the City and Guilds of London Institute Examinations in electrical subjects.

**231.** Students who require the courses for examination purposes must communicate direct with the Secretary, Department of Technology, City and Guilds of London Institute, to ascertain whether they are eligible to sit for the examination in question, before they apply for any course.

**232.** The courses are also open to students who do not intend to sit for an examination and they may be found useful for students who already have practical experience of the subject, but who wish to gain a good theoretical background.

**233.** For the Grade I courses, no previous knowledge is assumed. Applicants for the Grade II courses, however, should have passed the Grade I examination or should have attained an equivalent standard.

**234.** **Note:** It is *not* possible to arrange courses to cover any of the other City and Guilds examinations in electrical subjects.

**235.** The subjects covered are:

**Radio Communications**
C.G.1. *Radio communications, Grade I.*
C.G.2. *Radio communications, Grade II.*

**Transmission and Lines**
C.G.3. *Transmission and lines, Grade I.*

**Technical Electricity**
C.G.4. *Technical electricity, Grade I.*
C.G.5. *Technical electricity, Grade II.*

**Electrical Installations**
C.G.6. *Electrical installations.*

**Telegraphy**
C.G.7. *Telegraphy, Grade I.*
C.G.8. *Telegraphy, Grade II.*

**Telephony**
C.G.9. *Telephony, Grade I.*
C.G.10. *Telephony, Grade II.*

## GROCERY*

### Courses G. 1 and 2

**236.** The courses in this section are primarily intended for students preparing for the Intermediate Examination and for Part I of the Final Examination of the Institute of Certified Grocers. Applicants will normally have had some practical experience in the trade, but this is not essential in the case of applicants for the Intermediate standard course. Students who require a refresher course may also be recommended to take the Intermediate standard course.

**237.** The Intermediate standard course (G.1) covers the following subjects of the Intermediate Examination:

Part I—Food values.

Part II— (i) Grocery and provision commodities.
(ii) Legal regulations.
(iii) Retail salesmanship.

In addition, this course contains sections on Shop Practice and Dried and Evaporated Fruits, which are not required for the Intermediate Examination, but which are useful for refresher course students.

**238.** The Advanced course (G.2) covers the following subjects of the Final Examination (Part I):

(i) Grocery and provision commodities.
(ii) Law affecting the grocery trade.
(iii) Food values.



**239. Examination subjects not covered by courses in this section are :**

(*a*) Intermediate examination:
(i) Principles of display (no course available).
(ii) Commercial art (no course available).
(iii) Book-keeping (covered by course S.3; *see* para. 193 of this handbook).

(*b*) Final examination:
Part II—Practical Tests (cannot be covered by the correspondence course method).

**240. Exemption**

Serving students who have satisfactorily completed either of the courses in this section will, on application to the Institute of Certificated Grocers, be granted exemption from the Intermediate Examination of the Institute.

**241.** The titles of the courses are :

G.1. *Grocery, Intermediate.*
G.2. *Grocery, Advanced.*

# PART III—SECTION C
# MATRICULATION AND UNIVERSITY EXTERNAL EXAMINATIONS

## MATRICULATION COURSES (University of London)
### Courses X. 1 and 2

**242.** The courses in this group cover the syllabus of Parts I and II of the London Matriculation Examination or Special Entrance Examination.

**243.** Part I comprises English and Elementary Mathematics. In Part II the candidate must select three subjects from the list of options given in the Regulations relating to Matriculation which are obtainable from the Secretary to the Matriculation and School Examinations Council, University of London.

**244.** The courses available are:

X.1. *Matriculation Part I subjects.*
X.2. *Matriculation Part II subjects.*

**245.** A student who desires to study a single subject only will find that there are a number of suitable courses of Matriculation standard in Part IV of this handbook.

## INTERMEDIATE DEGREE IN ARTS (Inter. B.A. London)*
### Courses Art 1–15

**246.** The courses in this group cover certain subjects of the syllabus of the Intermediate Arts Degree of the University of London. A candidate for this examination must offer four subjects, but these four subjects must include two languages, one of which must normally be Latin or Greek. English may be offered as the second language.

**247.** Before applying for any of these courses an examination candidate must ascertain from the External Registrar, University of London, whether he is eligible to sit for this examination.

**248.** The courses available are:

ART 1. *Latin with Roman History.*
ART 2. *Greek with Greek History.*
ART 3. *English.*
ART 4. *German.*



ART 5. *French.*
ART 6. *History.*
ART 7. *Geography.*
ART 8. *Music.*
ART 9. *English legal system.*
ART 10. *Logic.*
ART 11. *Economics.*
ART 12. *Pure mathematics.*
ART 13. *Applied mathematics.*
ART 14. *Physics.*
ART 15. *Chemistry.*

## INTERMEDIATE DEGREE IN SCIENCE (Inter. B.Sc. London)*
### Courses S.C. 1–6

**249.** The courses in this group cover certain subjects of the syllabus of the Intermediate Science Degree of the University of London. A candidate for this examination must offer four subjects.

**250.** Before applying for any of these courses an examination candidate must ascertain from the External Registrar, University of London, whether he is eligible to sit for this examination.

**251.** The courses available are:

S.C.1. *Pure mathematics.*
S.C.2. *Applied mathematics.*
S.C.3. *Physics.*
S.C.4. *Chemistry.*
S.C.5. *Biology.*
S.C.6. *Geography.*

## INTERMEDIATE DEGREE IN ECONOMICS
## (Inter. B.Sc. Econ. London)
### Courses E.C. 1–8

**252.** The courses in this group cover the syllabus of the Intermediate Degree in Economics of the University of London. The examination consists of two parts. In Part I Economics and Geography must be offered together with either Pure Mathematics, or Logic and Scientific Method, or French or German. Part II consists of two compulsory subjects, English Economic History and the British Constitution.

**253.** Before applying for any of these courses an examination candidate must ascertain from the External Registrar, University of London, whether he is eligible to sit for this examination.

**254.** The courses available are:

Part I

E.C.1. *Elements of economics.*
E.C.2. *Geography.*
E.C.3. *Pure mathematics.*
E.C.4. *Logic and scientific method.*
E.C.5. *French.*
E.C.6. *German.*

Part II

E.C.7. *English Economic History.*
E.C.8. *The British Constitution.*

## DIPLOMA IN PUBLIC ADMINISTRATION
## (D.P.A., London)
## Courses P.A. 1–9

**255.** The courses in this group cover the syllabus of the Examination for the Diploma in Public Administration of the University of London. The examination consists of two parts. In Part I there are three compulsory subjects. In Part II three subjects must be offered, at least one of which must be selected from each of two groups, A and B.

**256.** Before applying for any of these courses, an examination candidate must ascertain from the External Registrar, University of London, whether he is eligible to sit for the examination in question.

**257.** The subjects of the courses are:

Part I

P.A.1. *Economics (including Public Finance).*
P.A.2. *Public administration: Central and Local.*
P.A.3. *Social and political theory.*

Part II. Group A

P.A.4. *English constitutional law.*
P.A.5. *English economic and social history (since A.D. 1760).*
P.A.6. *Constitutional history of Great Britain (since A.D. 1660).*

Part II. Group B

P.A.7. *Statistics.*
P.A.8. *History and principles of Local Government.*
P.A.9. *Social administration.*



## INTERMEDIATE AND FINAL DEGREE IN ESTATE MANAGEMENT (University of London)

**258.** Courses in preparation for either the Intermediate or Final Degree examination in Estate Management of the University of London can be arranged as Special Enrolments (*see* paras. 49 and 50).

## FIRST EXAMINATION FOR MEDICAL DEGREES
## (First M.B. London)

**259.** These courses cover the three subjects of the First Medical Examination of the University of London. The courses are:

M.B.1. *Inorganic chemistry.*
M.B.2. *Physics (including mechanics).*
M.B.3. *General biology.*

# PART IV—SINGLE COURSES
## (General and Cultural Subjects)

### Explanatory Notes

**260.** (i) In units in which the Army Education Scheme is being fully operated, class instruction at unit or formation level will be available in many of the subjects covered by courses in this Part of the Handbook. In these units applications for one of these courses should only be countersigned and put forward in cases where class instruction in the particular subject cannot be arranged.

(ii) Subjects in which courses of different grades are available are indicated by the grade letters A, B or C in col. 1. Grade letters must always be quoted under head 6 of the Application Form (*see* Appendix A).

(iii) In cols. 3 and 4 some indication is given of the approximate standard of each course and of the previous knowledge of the subject assumed. No standard is indicated in the case of beginners' courses.

(iv) Summaries of most of the courses in this Part can be supplied by the War Office (A.E.3). Education Officers who require them should apply as directed in para. 52.

| | Subject, Course No., Grade letter (*1*) | Title (*2*) | Approx. Standard (*3*) | Knowledge of subject assumed (*4*) |
|---|---|---|---|---|
| **261.** | **Advertising** | | | |
| | M.1. | Advertising | Inter. Advertising Assn. | None |
| | | | Final, Incorpd. Sales Managers Assn. | |
| | M.2. | Advertising administration | Inter. Advertising Assn. | None |
| | M.3. | Advertising psychology | Inter. Advertising Assn. | None |
| **262.** | **Agriculture** | | | |
| | E.M.7. | Agricultural science | | None |



| | Subject, Course No., Grade letter (*1*) | Title (*2*) | Approx. Standard (*3*) | Knowledge of subject assumed (*4*) |
|---|---|---|---|---|
| | E.M.8. | Agriculture (Elements of) | | None |
| | E.M.9. | Dairy husbandry | | None |
| | E.M.10. | Farm book-keeping | | None |
| | E.M.11. | Forestry (Elements of) | | None |
| | E.M.12. | Geology (Elements of) | | None |
| | E.M.13. | Land drainage | | None |
| **263.** | **Art** | | | |
| | H.C.2. | History of modern European art | | None |
| | H.C.3. | Modern art and art criticism | | None (No practical work involved) |
| | H.C.4. | Art in everyday life | | None (No practcal work involved) |
| | H.C.6.A | Drawing in pencil and water colours | Course includes practical exercises | None |
| | H.C.6.B | ,, ,, | | H.C.6.A |
| | H.C.7. | Expression through drawing and painting | A practical course of informal character | None |
| **264.** | **Economics, Logic and Philosophy** | | | |
| | H.2. | Economics (Elementary) | Matric. | None |
| | U.20.A | Logic | | Good general education |
| | U.20.B | ,, | Matric. | U.20.A |
| | R.15. | Logic (General) | | Good general education |
| | R.16. | Philosophy (General introduction) | | Good general education. |

| | Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|---|
| 265. | **Engineering (Elementary)** | | | |
| | P.12. | Diesel engines | | None |
| | U.7. | Geometrical and mechanical drawing | Matric. | A good basic knowledge of geometry |
| | P.10. | Motor mechanics | | None |
| | M.30. | Telegraphy | | None |
| | M.31. | Telephony | | None |
| | P.11. | Wireless engineering | | None |
| 266. | **Geography** | | | |
| | U.8.A | Geography—general | | None |
| | U.8.B | ,, ,, | Matric. | U.8.A |
| | U.9. | Geography—British Isles and Europe | School Cert. | Elementary |
| | U.10. | Geography—British Isles and N. America | School Cert. | Elementary |
| | U.11. | Practical geography and map work | Inter. Degree | Matric. geography |
| 267. | **History** | | | |
| | U.14. | Greek history (Ancient) | Matric. | None |
| | U.28. | Roman history (Ancient) | Matric. | None |
| | M.7. | English history B.C.55-A.D.1603 | Professional Prelim. Exams. | None |
| | M.8. | English history A.D.1603-1932 | Professional Prelim. Exams. | None |
| | M.11. | Military history | Army Staff College Entrance | Matric. history |
| | M.10. | Modern European history | Matric. | None |
| | R.12. | Modern social and political history | | None |



| | Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|---|
| 268. | **Languages** | | | |
| | U.37. | English | Matric. | Elementary |
| | R.5. | English composition and grammar | | Elementary (Unsuitable for foreign students) |
| | U.5.A | English—Essay and précis | | None |
| | U.5.B | Essay—more advanced | London Univ. Special Entrance | U.5.A |
| | R.7. | English—Forms of writing | | Elementary knowledge of literature and good command of English |
| | M.4.A | French | | None |
| | M.4.B | ,, | Matric. | M.4.A |
| | M.4.C | ,, | Inter. Degree | M.4.B |
| | M.5.B | French—commercial | Royal Society of Arts, Stage II. | None |
| | | | Inter. Chartered Institute of Secretaries | |
| | M.5.C | ,, ,, | Royal Society of Arts, Stage III. | M.4.B or M.5.B |
| | | | Final Chartered Institute of Secretaries | |
| | M.6. | French—Military | Army Interpreters' Qualifying Exam. | M.4.C |
| | U.11.A | German | | None |
| | U.11.B | German | Matric. | U.11.A |
| | U.12. | German—commercial | | U.11.B |
| | U.13.A | Greek (classical) | | None |
| | U.13.B | ,, ,, | Matric. | U.13.A |

| Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|
| J.4. | Hebrew (modern) | Matric. | None |
| U.18. | Italian | | None |
| U.19.A | Latin | | None |
| U.19.B | ,, | Matric. | U.19.A |
| U.39. | Russian | Matric. | None |
| U.33.A | Spanish | | None |
| U.33.B | ,, | Matric. | U.33.A |
| U.34. | Spanish—commercial | | U.33.B |
| **269. Literature** | | | |
| R.1. | Drama | | General education |
| H.C.1. | Literature (Approach to) | | None |
| R.6. | English literature—Historical survey | | None |
| H.6. | English literature before A.D.1516 | | General education |
| H.7. | English literature, A.D.1517–1700 | | General education |
| H.8. | English literature, A.D.1700–1880 | | General education |
| H.13. | English literature, A.D.1850–1890 | | General education |
| **270. Mathematics** | | | |
| M.16.A | Algebra | School Cert. and easier Professional Prelim. Exams. | None |
| M.16.B | ,, | Matric | M.16.A (Use of literal expressions and formulae) |



| Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|
| M.16.C | Algebra | Inter. Degree | M.16. B (Quadratic equations, indices, logs., arithmetical and geometrical progressions) |
| P.1.A | Arithmetic (Business) | | None |
| P.1.B | ,, | Matric. | P.1.A |
| P.1.C | ,, | Inter. Degree | P.1.B |
| M.18. | Calculus | Pass Degree | Inter. Degree |
| M.19.A | Geometry | School Cert. and easier Professional Prelim. Exams. | None |
| M.19.B | ,, | Matric. | M.19.A |
| M.20. | Geometry and trigonometry | Inter Degree | Matric. standard in geometry |
| M.21. | Geometry—Analytical, and calculus | Inter. Degree | Matric. standard in algebra and geometry |
| M.22. | Geometry—Analytical | Pass Degree | Inter. Degree |
| M.23. | Geometry—Pure | Pass Degree | Inter. Degree standard |
| M.32. | Mathematics—Elementary | Revision course | Elementary |
| M.24. | Mathematics—Practical arithmetic, algebra, geometry and trigonometry | Matric. | M.32. |
| **271. Music** | | | |
| U.23. | Music—Counterpoint | Inter. B. Mus. | Matric. standard in musical theory |
| U.24. | Music—Form and analysis | Inter. B. Mus. | Matric. standard in musical theory |
| U.38. | Music—Foundations | | None |

| Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|
| U.25.A | Music—Harmony | | Rudiments: notation of pitch and time; classification of intervals; formation of scales |
| U.25.B | Music—Harmony | Inter. B. Mus. | U.25.A |
| U.26. | Music—Musical history | Inter. B. Mus. | Matric. standard in music |
| 272. **Science** | | | |
| H.C.8. | Biology | A general non-examination course | None |
| U.3.A | Botany | Matric. | Elementary |
| U.3.B | ,, | Inter. Degree | U.3.A |
| H.1.A | Chemistry | Matric. | None |
| H.1.B | ,, | Inter. Degree | H.1.A |
| U.4.A | Electricity and magnetism (Elementary) | | None |
| U.4.B | ,, ,, | Matric. | U.4.A |
| U.15.A | Heat | | None |
| U.15.B | ,, | Matric. | U.15.A |
| U.17.A | Heat, light and sound | | None |
| U.17.B | ,, ,, | Matric. | U.17.A |
| M.25. | Meteorology | Civil Aircraft Navigator's Licence (2nd Class) | Elementary mathematics |
| U.27. | Physics | | None |
| H.31.A | Science—general | | None |
| H.31.B | ,, ,, | Matric. | H.31.A |
| 273. **Shorthand** | | | |
| M.28. | Shorthand—Gregg: theory and low speed | London Chamber of Commerce or Royal Society of Arts, up to 60 words a minute | None |



| Subject, Course No., Grade letter (1) | Title (2) | Approx. Standard (3) | Knowledge of subject assumed (4) |
|---|---|---|---|
| M.29. | Shorthand—Gregg: high speed | London Chamber of Commerce or Royal Society of Arts, over 60 words a minute | M.28. |
| P.6. | Shorthand—Pitman: Theory | Pitman's Shorthand Theory Exam. | None |
| P.7. | Shorthand—Pitman: Low speed | Pitman's Shorthand Speed Exam., up to 80 words a minute | P.6. |
| P.8. | Shorthand—Pitman: High speed | Pitman's Shorthand Speed Exam., over 80 words a minute | P.6 and P.7. |
| 274. **Unclassified** | | | |
| H.C.5. | Architecture of English homes | | None |
| M.13. | Investment Principles and Stock Exchange Practice | Institute of Bankers: Executors and Trustees Diploma | Associateship Exam. Inst. of Bankers |
| M.15. | Market research | Final, Incorporated Sales Managers Assn. | None |
| M.26.A | Office organization and management | | None |
| M.26.B | ,, ,, | | General knowledge of junior office work |
| P.13. | Plastics | General information course, not leading to any qualification | None |
| P.5.A | Printers' costing | British Federation of Master Printers, Stage I | None |
| P.5.B | ,, ,, | British Federation of Master Printers, Stage II | P.5.A |
| M.27. | Public speaking | | None |

# APPENDIX A

## Copy of Army Form W5336

FORM OF APPLICATION FOR A COURSE UNDER THE WAR OFFICE CORRESPONDENCE COURSE SCHEME

To be forwarded, after completion of 1–15, to Brigade or equivalent H.Q., and after completion of 16, to the Under-Secretary of State, The War Office A.E. 3, 45, Eaton Square, London, S.W.1. In the case of Overseas Commands, the form will be forwarded through the Command Education Officer.

1. Personal or Army No..... 2. Rank.....

3. Name .....
(*Surname first in block letters*)
.....

4. Regiment (or Corps).....

5. Unit and Official Postal address .....
(*in block letters*)
.....
.....

6. Course required (giving title, .....
serial letter, number and grade .....
letter (if any)) .....

7. Previous study or practical .....
experience in subject chosen .....
.....
.....
.....

8. If you have previously taken.....
any War Office Course, give.....
its Reference number and your .....
student enrolment number.....

9. If you are taking the course in.....
preparation for an examina-.....
tion, give concise details of the.....
examination and the approxi-.....
mate date you hope to take it.....

10. Age (*a*) now..... (*b*) on leaving school.....

11. Educational attainments:
(*a*) School attended.....
(*b*) Education since leaving school:
(i) at.....
(ii) from..... to.....
(iii) subjects studied.....



(*c*) Titles of examinations.....
passed, underlining.....
subjects in which credit
or distinction obtained.....
.....

1. Civil Profession or
occupation (if any).....
Membership of Professional
or Trade Organization (if any).....

13. A. (To be signed by every applicant)
I agree (i) To confine all tutorial literature to my personal use
(ii) to take good care of any textbook issued to me and to hand it in to my unit when I complete or withdraw from my course.
(iii) to notify all changes of address, as soon as possible, to the War Office (A.E. 3) as directed.

Signed.....

Date.....

B. (*a*) (To be signed by Officers only)
I agree, if enrolled, to pay 10/– at the beginning of each period of 12 months (or part thereof) from date of enrolment until I give formal notice of my withdrawal from the War Office Correspondence Course Scheme. This to be deducted from my pay which is issued by.....
.....

Signed.....

Date.....

(*b*) (To be signed by other ranks only)
I agree, if enrolled, to pay 10/– at the beginning of each period of 12 months (or part thereof) from date of enrolment until I give formal notice to the War Office (A.E. 3) of my withdrawal from the War Office Correspondence Course Scheme. This to be debited to my account by the Regimental Paymaster.

Signed.....

Date.....

14. (To be signed by Examination Candidates only)
I have studied the Regulations of the.....
examination and I have ascertained that I am eligible to sit for it.

Signed.....

Date.....

15. (To be signed by Commanding Officer or Unit Education Officer)
I am satisfied that this applicant
(*a*) cannot obtain instruction in this subject at unit or lower formation level
and (*b*) is likely to complete, and derive educational benefit from, the course chosen.

Signed.....

Date.....

16. (To be signed by the S.O. (Education) at Brigade or equivalent H.Q.)
This application is recommended for acceptance for enrolment.

Signed.....

Date.....

# APPENDIX B

## Copy of S.C.B.D. Form 100

For use in triplicate in the case of all textbooks issued by the Services Central Book Depot, Artillery House, Handel Street, London, W.C.1.

(*See* Part I of this handbook, paras. 26–30)

**Explanatory note on the use of the form**

Each book, or set of books, issued by the Services Central Book Depot, will be accompanied by S.C.B.D. Form No. 100, completed in triplicate. On receipt of these by the O.C. the unit, the following action will be taken in respect of each form:

Form No. 100 (pink) will be retained by the O.C. the unit as a support voucher to his account.

Form No. 100 (blue) will be signed by the O.C. the unit and returned immediately to the Services Central Book Depot.

Form No. 100 (green) will be signed by the student for books handed over, and the form placed with the student's documents. Attention is drawn to the notes at the foot of the form.



**(1) PINK COPY**

S.C.B.D./Form No. 100

ISSUE AND RECEIPT VOUCHER

| | | |
|---|---|---|
| Issue Voucher No..... | Note—Voucher must accompany the Stores when practicable | Receipt Voucher ..... No. and date..... Account: |
| Account: | For Office Stamp | |
| No. of sheets..... Sheet No..... | | |
| Issued by: O.i/c, Services Central Book Depot, Artillery House, Handel Street, London, W.C.1. | Issued to: | Date of Despatch: |

Authority for issue:

| Title (1) | Value (2) | Quantity (3) | Description and marks on packages (4) | For issue to (5) |
|---|---|---|---|---|
| | | | | |

*Lt.-Colonel,*
*Officer-in-Charge,*
*Services Central Book Depot.*

TO BE RETAINED BY O.C. UNIT.

## (2) BLUE COPY

S.C.B.D./Form No. 100

ISSUE AND RECEIPT VOUCHER

| | | |
|---|---|---|
| Issue Voucher No..... | Note—Voucher must accompany the Stores when practicable | Receipt Voucher ..... No. and date..... Account: |
| Account: | For Office Stamp | |
| No. of sheets..... Sheet No..... | | |
| Issued by: O.i/c, Services Central Book Depot, Artillery House, Handel Street, London, W.C.1. | Issued to: | Date of Despatch: |

Authority for issue:

| Title (1) | Value (2) | Quantity (3) | Description and marks on packages (4) | For issue (5) |
|---|---|---|---|---|
| | | | | |

*Signature of consignee*

TO BE COMPLETED IN TOP RIGHT-HAND CORNER, SIGNED BY O.C. UNIT AND RETURNED TO THIS OFFICE.



## (3) GREEN COPY

S.C.B.D./Form No. 100

ISSUE AND RECEIPT VOUCHER

| | | |
|---|---|---|
| Issue Voucher No..... | Note—Voucher must accompany the Stores when practicable | Receipt Voucher ..... No. and date..... |
| Account: | For Office Stamp | |
| No. of sheets..... Sheet No..... | | |
| Issued by: O.i/c, Services Central Book Depot, Artillery House, Handel Street, London, W.C.1. | Issued to: | Date of Despatch: |

Authority for issue:

| Title (1) | Value (2) | Quantity (3) | Description and marks on packages (4) | For issue (5) |
|---|---|---|---|---|
| | | | | |

*Signature of recipient.*

TO BE RECEIPTED BY THE STUDENT AND PLACED WITH HIS DOCUMENTS.

(i) On completion of course, student will return book(s) to unit and obtain receipt.

(ii) When returning book(s) to book depot A.F. G 1033 will be used.

(iii) In the event of loss, appropriate action will be taken to effect financial adjustment in regard to cost of missing books.

# APPENDIX C

## Addresses of Examining Bodies

(For examinations covered wholly or partly by courses in Part III of this handbook.)

### A. PROFESSIONAL

**Accountancy**

Association of Certified and Corporate Accountants,
*The Vineyard, Saffron Walden, Essex.*

Institute of Chartered Accountants,
*Moorgate Place, London, E.C.2*

Institute of Cost and Works Accountants,
23, *Queen Square, London, W.C.1*

Society of Incorporated Accountants and Auditors,
*Incorporated Accountants Hall, Victoria Embankment, London, W.C.2*

**Architecture**

Royal Institute of British Architects,
66, *Portland Place, London, W.1*

**Auctioneering and Estate Agency**

Auctioneers and Estate Agents Institute of the United Kingdom,
29, *Lincoln's Inn Fields, London, W.C.2*

**Banking (English)**

Institute of Bankers,
11, *Birchin Lane, London, E.C.3*

**Banking (Scottish)**

Institute of Bankers in Scotland,
62, *George Street, Edinburgh.*

**Engineering**

Institution of Automobile Engineers,
12, *Hobart Place, London, S.W.1*

Institution of Civil Engineers,
*Great George Street, London, S.W.1*

Institution of Electrical Engineers,
15, *Savoy Place, Victoria Embankment, London, W.C.2*



Institution of Gas Engineers,
1, *Grosvenor Place, London, S.W.1*

Institution of Mechanical Engineers,
*Storey's Gate, London, S.W.1*

Institution of Municipal and County Engineers,
84, *Eccleston Square, London, S.W.1*

Institution of Structural Engineers,
11, *Upper Belgrave Street, London, S.W.1*

**Handicraft Teaching**

City and Guilds of London Institute, Department of Technology,
31, *Brechin Place, London, S.W.7*

**Insurance**

Chartered Insurance Institute,
20, *Aldermanbury, London, E.C.2*

**Land Agency**

Land Agents Society,
318, *Bank Chambers*, 329, *High Holborn, London, W.C.1*

**Law (English)**

The Council of Legal Education,
15, *Old Square, Lincoln's Inn, London, W.C.2*

The Law Society,
*Law Society's Hall, Chancery Lane, London, W.C.2*

**Secretarial (Company)**

Chartered Institute of Secretaries,
*Princes House*, 95, *Gresham Street, London, E.C.2*

Corporation of Certified Secretaries,
28, *Fitzroy Square, London, W.1*

**Surveying**

Chartered Surveyors Institution,
12, *Great George Street, London, S.W.1*

**Town and Country Planning**

Town Planning Institute,
11, *Arundel Street, Strand, London, W.C.2*

**Transport**

Institute of Transport,
15, *Savoy Street, London, W.C.2*

## B. TRADE AND COMMERCE

**Building**

City and Guilds of London Institute, Department of Technology.
31, *Brechin Place, London, S.W.7*

**Building Societies**

Building Societies Institute,
14, *Park Street, London, W.1*

**Electrical**

City and Guilds of London Institute, Department of Technology,
31, *Brechin Place, London, S.W.7*

## C. ACADEMIC

Matriculation and School Examinations Council,
*University of London, Richmond College, Richmond, Surrey.*

The External Registrar, University of London,
*Richmond College, Richmond, Surrey.*

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