



THIRD SUPPLEMENT
TO THE
VICTORIA
GOVERNMENT GAZETTE

OF FRIDAY, SEPTEMBER 21, 1900.

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THURSDAY, SEPTEMBER 27.

[1900.

Education Act 1890 and Teachers Act 1893.

REGULATIONS.

At the Executive Council Chamber, Melbourne, the twenty-fourth day of September, 1900.

PRESENT :

His Excellency the Lieutenant-Governor.

Mr. Outtrim
Mr. Graham

Mr. Melville
Mr. Salmon.

WHEREAS by section 23 of the *Education Act 1890* (54 Vict. No. 1086) it is enacted that the Governor in Council may from time to time make and rescind regulations for all or any of the purposes therein mentioned, and generally for carrying the said Act into effect: And whereas by section 18 of the *Teachers Act 1893* (56 Vict. No. 1302) it is also enacted that the Governor in Council may make regulations for the purposes therein mentioned, and for carrying out any of the provisions of the said Act: Now therefore His Excellency the Lieutenant-Governor of Victoria, with the advice of the Executive Council thereof, doth hereby repeal all previous Regulations made under the provisions of the Acts aforesaid, and of Part III. of the *Public Service Act 1890* (54 Vict. No. 1133), and doth make the following Regulations in lieu thereof, that is to say:—

REGULATIONS UNDER THE EDUCATION ACT 1890.

REGULATION I.

I.—The Course of Free Instruction shall be as follows:—

CLASS I.

(The average age of scholars presented for *individual* examination should not exceed eight years.)

Reading and Spelling.—Reading tablets, the Primer, and the First Book. Lessons from the black-board.

Recitation.—Approved poems, at least 150 lines.

Writing.—To be learning to form on slates small letters, short words, and capitals from copies on the black-board and from dictation; the elder and more advanced children to be learning to write in copy-books with pen or pencil, as in Australian Copy-books, Set A No. 1, or approved equivalent; to transcribe on slates or paper.

Arithmetic.—To be learning to count up to 100; to read and write numbers up to 100; oral addition and subtraction of numbers applied as well as abstract each less than 11; and to learn all combinations of numbers up to 20.

General Lessons.—

- (a) Form and colour, days of the week, months and seasons of the year, telling the time;
- (b) Suitable courses of lessons dealing with the ordinary phenomena of nature and of lessons on objects familiar to children, stories, picture-lessons;
- (c) In schools with an average attendance of over 100, and where practicable in other schools, appropriate and varied occupations.

- Needlework.***—Needle drill, placing a hem, learning to hem, fastening a new thread on. Boys, where practicable, to have instruction in this subject.
- Singing.†**—Infant-school songs. In addition to regular lessons suitable school songs should be sung at class changes.
- Drawing.‡**—Suitable exercises on slate or paper, plain, or ruled, and on the black-board—freehand, and with the foot-rule. Senior divisions should use paper.
- Physical Exercises.**—Marching, Games, and Physical Drill with Music.§ See also General Note (m).

CLASS II.

- (Average age of scholars should not exceed nine years.)
- Reading, Spelling and Explanation.**—The Second Royal Reader, or approved equivalent.
- Recitation.**—Poetry from the Reading Book, at least 150 lines.
- Writing.**—Short words in copy-books, as in Australian Copy-books, Set A No. 2, or approved equivalent; copying on slates, in manuscript, sentences from the Reading Book; and writing on paper from copies set on the black-board.
- Arithmetic.**—Numeration and notation of numbers less than 10,000; simple addition, subtraction of numbers not higher than 100,000, and the multiplication table, together with related facts in division, both abstract and applied.
- Mental Arithmetic.**—Easy exercises in the addition, subtraction, and multiplication of both abstract and applied numbers.
- Geography.**—Explanation of a map and of simple geographical terms; geography of the locality; and to point out on a map the continents, oceans, and larger seas.
- General Lessons.**—Suitable courses of lessons to include a more extended treatment of the courses prescribed for Class I. under (b) and (c). Lessons under (c) to be given in all schools.
- Needlework.***—Hemming (including beginning a hem), placing a fell, learning to seam, knitting-pin drill. Boys, where practicable, to have instruction in this subject.
- Singing.†**—Easy school songs.
- Drawing.‡**—As for Class I., but work to be more advanced and of better quality—freehand, and with the foot-rule and set square.
- Drill.**—Class Drill, including the Physical Exercises.§ See also General Note (m).

CLASS III.

- (Average age should not exceed ten years and six months.)
- Reading, Spelling and Explanation.**—The *School Paper*.
- Recitation.**—Poetry from the *School Paper*, at least 150 lines.
- Dictation and Composition.**—Dictation from the *School Paper*.
Composition: To form simple sentences; other elementary exercises of a suitable and varied character.
- Writing.**—In copy-books, text or half-text or small hand, with capitals, as in Australian Copy-books, Set B Nos. 1, 2, or 3, or approved equivalent.
- Arithmetic.**—Numeration and notation; the four simple rules and the money tables; compound addition and subtraction of money; reduction of money in the four denominations, pounds, shillings, pence, and farthings.
- Mental Arithmetic.**—Easy exercises in the four simple rules, and calculations involved in such simple money transactions as come under a child's notice.
- Grammar.**—To distinguish nouns (abstract nouns not required), verbs, adjectives, and personal pronouns, and also subjects and predicates in easy sentences.
- Geography.**—As prescribed for Class II.; definitions; the principal physical features and the chief towns of Victoria; the principal inlets, straits, islands, peninsulas, and capes of Australasia as indicated in lists supplied by the Department; the relative positions of the Australasian Colonies, and their capitals.
- General Lessons.**—As prescribed for Class II., but of a more advanced character.

* See Appendix III.—† See Directions, Appendix I.—‡ See General Note (l).—
§ See Appendix II.

- Needlework* (for Girls).*—Hemming and seaming; casting on and knitting with two needles, plain and purled (ribbed); stitching on coarse material (*e.g.* forfar).
- Singing.†*—Theory: For details see Appendix I.
Practice: For details see Appendix I.
- Drawing.‡*—Freehand: Forms based on straight lines, and on circular and elliptical curves.
Practical Geometry: Applied Geometry with ruler, set square, and compasses.
- Drill.*—Class Drill, including the Physical Exercises, and, where practicable, Military Drill, viz., Squad Drill with intervals, in single rank, and in two ranks.§ See also General Note (m).
- Gymnastics* (where practicable).—The free exercises, marching, running, and jumping, and climbing ropes and poles.

CLASS IV.

(Average age should not exceed twelve years.)

- Reading, Spelling and Explanation, and History.*—The *School Paper* and *The Empire*, or approved equivalent. See General Note (c).
- Recitation.*—Poetry or Prose from the *School Paper*, at least 150 lines.
- Dictation and Composition.*—Dictation from the *School Paper*.
Composition: To form sentences, embodying selected words or phrases; other elementary exercises of a suitable and varied character.
- Writing.*—In copy-books, small hand; simple commercial forms, including receipts, accounts current, and bills of parcels, with proper headings, as in Australian Copy-books, Set C Nos. 1, 2, or 3, or approved equivalent.
- Arithmetic.*—Numeration and notation; tables; the simple and compound rules, including exercises in the ordinary weights and measures, reduction, and bills of parcels; simple practice.
- Mental Arithmetic.*—(a) Easy exercises in all the rules under arithmetic in this class. (b) Exercises familiarizing the children with the nature of the fractions $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$. (c) Rules 1, 3, 5, 7 in the section on Mental Arithmetic in the First Book of Arithmetic (Irish National Board's).
- Grammar.*—The parts of speech; inflexions of nouns and adjectives; to analyse simple sentences.
- Geography.*—The outlines of the descriptive geography of Australasia as indicated in lists supplied by the Department; the positions of the chief British possessions and their capitals; the principal islands of the world; the relative positions and the capitals of the chief countries of the world.
- General Lessons.*||—Form and motions of the earth, cause of day and night, lever, spirit-level, and pump. Hand and eye training.
- Needlework (for Girls).*—Hemming, seaming, knitting (including turning the heel of a stocking and six rows further), stitching, and darning. Sewing a string on.
- Singing.†*—Theory: For details see Appendix I.
Practice: For details see Appendix I.
- Drawing.‡*—Freehand: Forms based on elliptical, ovate, spiral, and reflexed curves. Drawing from simple objects of one plane.
Practical Geometry: Applied Geometry with instruments. Simple scales, and drawing simple figures to scale.
- Drill.*—Class Drill, including the Physical Exercises, and, where practicable, Military Drill, viz., Squad Drill and Company Drill.§ See also General Note (m).
- Gymnastics* (where practicable).—As prescribed for the Third Class; and vaulting, exercises on the rings, round swing, and horizontal ladder.

CLASS V.

(Average age should not exceed thirteen years six months.)

- Reading, Spelling and Explanation, and History.*—The *School Paper* and *The Empire*, or approved equivalent. See General Notes (a) and (c).
- Recitation.*—Poetry or Prose from the *School Paper*, at least 150 lines.

* See Appendix III. —† See General Note (k). —‡ See General Note (l). —§ See Appendix II. —|| See General Note (f).

Dictation and Composition.—Dictation from the *School Paper*.

Composition: Easy exercises, including letter-writing, and short simple essays on some easy subject; also exercises such as the reproduction of general lessons and of short stories, and expanding short notes into sentences. Books to be kept showing these exercises.

Writing.—In copy-books, running hand. Commercial forms of a more advanced character than for Fourth Class, to include accounts current, other accounts, and invoices, &c. Australian Copy-books, Set D Nos. 1, 2, or 3, or approved equivalent.

Arithmetic.—As prescribed for Class IV.; the meaning and notation of a vulgar fraction and a decimal, vulgar fractions, addition and subtraction of decimal fractions, practice, simple proportion, easy exercises in simple interest, the calculation of the area and sides of rectangular figures, and questions as to carpeting of rooms and calculations of fencing.

Mental Arithmetic.—(a) Easy exercises in all the rules under arithmetic in this class. (b) As in (c), Class IV., and in addition Rules 2, 4, 8, 13, 15, 18, 19.

Grammar.—Analysis of complex sentences (detailed analysis, including classification and relation of sentences); full parsing of easy sentences.

Geography.—Descriptive geography of the British Empire (including a special knowledge of the Australasian Colonies) as indicated in lists supplied by the Department, explanation of the lines marking latitude, longitude, and zones on a map of the world.

*General Lessons.**—As prescribed for Class IV., and in addition the causes of the seasons, the atmosphere and its phenomena (winds, rain, &c.), thermometer, barometer, siphon, wheel and axle. Hand and eye training.

Needlework (for Girls).—To hem, seam, darn, work button-holes, gather, to knit stockings, and to commence patching.

Singing.†—Theory: For details see Appendix I.

Practice: For details see Appendix I.

Drawing.‡—Freehand: Form based on the same elementary curves as for Class IV., but in more difficult combinations. Drawing from simple objects.

Practical Geometry: Applied Geometry with instruments. Bisections, perpendiculars, angles, parallels, division of lines into parts, proportionals greater or less. Construction of triangles and four-sided figures, circles, inscription and description of figures; simple applications. Drawing to scale.

Drill.—As for Class IV. See also General Note (m).

Gymnastics (where practicable).—The exercises prescribed for the lower classes; rod exercises, and exercises on the horizontal bar and slanting ladder.

CLASS VI.

Reading, Spelling, and Explanation, and History.—The *School Paper* and *The Empire*, or approved equivalent. See General Notes (a) and (c).

Recitation.—Poetry or Prose from the *School Paper*, at least 150 lines.

Dictation and Composition.—Dictation from the *School Paper*.

Composition: More advanced exercises, such as—To state in a short and simple form the substance of a narrative; letter-writing; simple essays. Pupils to keep books showing exercises in composition and letter-writing.

Writing.—Running hand. Exercise books containing running hand will be accepted. Commercial forms.

Arithmetic.—To vulgar and decimal fractions, compound proportion, interest, proportional parts, and square root; the calculation of the area and sides of right-angled triangles, and of the diameter, circumference, and area of circles, and of the contents and dimensions of rectangular and of cylindrical solids. Less difficult exercises in mensuration will be set to pupils who are being examined for the first time in the class, and are not candidates for a Certificate of Merit, than to those who are examined for the second time in the class or are presented for a Certificate of Merit.

Mental Arithmetic.—(a) Exercises in all the rules under arithmetic in this class. (b) As in (b) in Class V., the exercises to be of a more advanced character.

* See General Note (j). —† See General Note (k). —‡ See General Note (l).

Grammar.—Full parsing; analysis (classification and relation of sentences to be given); the structure of words; roots, prefixes and affixes as in lists supplied by the Department; the rules of syntax and their application.

Geography.—The descriptive geography of Europe and the United States, as indicated in lists supplied by the Department; a more advanced knowledge of the lines marking latitude, longitude, and zones on map of the world; the determination of time, including zone time.

General Lessons.*—The organs of respiration and digestion; the properties of solids, liquids, and gases; the simpler phenomena of heat; the pulley, the inclined plane. Hand and eye training.

Needlework (for Girls).—To cut out, put work together, and do all kinds of needlework, including patching. Very fine stitching not required.

Singing.—As for Class V.

Drawing.†—Freehand: Drawing from copies and from objects. Practical Geometry: Applied Geometry with instruments. Plans and elevations of points, lines, simple solids, and sections.

Drill.—As for Class V. See also General Note (m).

Gymnastics.—As for Class V.

GENERAL NOTES.

(a) **Reading.**—A natural tone and reasonable fluency are expected to characterize the reading of all classes. Classes V. and VI. will be required to read the History prescribed under (c) in addition to the *School Paper*.

(b) **Spelling.**—Useful rules of spelling and word building should receive special attention.

(c) **History.**—For Class IV., from the earliest times to 1485 A.D.; for Class V., from 1485 to 1714 A.D.; and for Class VI., from 1714 A.D. to the present day. The outlines given in the text-book prescribed should be supplemented by teachers with information from other text-books of a more advanced character. (See Circular 98/5 and Appendix IV.) In schools where there is not a separate teacher for each of these classes, they may be combined for instruction in history, and take the same work (Fourth Class work one year, Fifth Class work the next year, and so on).

(d) **Recitation.**—Care should be taken that such explanation is given as will enable pupils to understand and repeat intelligently the passages committed to memory. A list of the selections taught in each class should be kept for the Inspector.

(e) **Composition.**—Attention should be paid to oral composition, and to the correction of errors of speech in all classes.

(f) **Writing.**—Correct attitude and position at writing, also proper holding of pen, should be inculcated.

(g) **Arithmetic.**—The principles should be fully explained and taught, and from the *earliest stages* examples illustrating the practical application of the rules prescribed must be given. *Oral practice should precede slate work.*

In the Second and Third Classes problems involving more than one operation will not be required.

In the Fourth Class problems involving more than two operations will not be required.

In Class V. problems similar to, but of a more advanced character than, those given in Class IV. may be required.

Exercises under the head of "proportion" may be worked by the unitary method. Cube root will not be required.

The tables to be learnt should be those contained in the Arithmetical Table Book in the Department's list of books and requisites.

In judging the instruction in Arithmetic the character of the text-books used will be taken into account.

Mental Arithmetic.—At examinations a short paper, say of five questions, may be given. Questions relative to concrete quantities may be given in all classes.

(h) **Grammar.**—In the Fourth, Fifth, and Sixth Classes the teaching of grammatical inflexions and the elements of sentences should include constructive exercises. (For roots, &c., see Appendix IV.)

(i) **Geography.**—In teaching geography of the locality in Classes II. and III., the creeks, mountains, townships, &c., within an easy radius of the school, or that may be seen from

* See General Note (j).—† See General Note (i).

any hill near it, should be given. A map showing this information should be provided, and should be left in school by teachers when transferred. To make the teaching of this subject more instructive and interesting, the lessons should be so given that the pupils may be able to answer such questions as—(1) Where are tigers found? (2) Where does tea come from?

In Class III. the physical features of Victoria should comprise its mountains, rivers, lakes, inlets, capes, and peninsulas.

In Classes IV., V., and VI., by the descriptive geography of a country is to be understood such a description of its physical features, its natural productions, and its inhabitants as is usually found in any good text-book, such as Chisholm's School Geography of Australasia. (For lists, see Appendix IV.)

(j) *General Lessons.*—In Fourth, Fifth, Sixth, and Seventh class schools the Fourth, Fifth, and Sixth Classes may be combined for general lessons, the work prescribed for the Fifth Class to be taken. Teachers in permanent charge of schools may substitute for general lessons an equivalent number of elementary lessons in any approved science. **Instruction will not be considered satisfactory unless illustrated by suitable objects, apparatus, &c. A list of the objects and apparatus available should be posted up in each classroom.** An abstract of the lessons given should be left in school by teachers when transferred. Lessons should be given from prepared notes. (For approved courses of Object Lessons, &c., see Appendix IV.)

(k) *Singing.*—(1) Suitable school songs should be taught in all classes. (2) In those schools where the Tonic Sol-fa notation is adopted, instruction must be given in accordance with the requirements of the programme recognised by the Department. (Appendix I.) (3) In Fourth, Fifth, Sixth, and Seventh class schools where there are no visiting teachers of singing, no higher programme than the programme of the Fourth Class will be insisted on in the higher classes. The following books are recommended to teachers who wish to acquire proficiency:—*Simpson's Singing Class Book*, *Curwen's How to Read Music and Understand it*, *Curwen's Companion for Teachers*, and *Sight Singing for Schools* (London National Society's Depository).

(l) *Drawing.*—(1) Drawing on the black-board should be included in the work of all classes. Where black-boards are not available sheets of stout cardboard, or millboard with surface blackened, or ordinary slates may be substituted. The exercises in each class should be similar to those recommended for the freehand work of the class, and should be in white chalk; in Class I. coloured chalks as well as white may be used. (2) It is suggested that drawing simple forms in colour with the brush, and flat tinting, should be taught in all classes above the Second. (3) In all classes except the Lower Divisions of the First, all work other than black-board work should be on paper, and the days occupied upon a drawing must be shown by the date each day. (4) In cases where an example is to be used both for freehand and for ruling, the ruled exercise should be taken first. (5) In Fourth, Fifth, Sixth, and Seventh class schools, where there are no visiting teachers of drawing, no higher programme than that of the Fourth Class will be insisted on in the higher classes. (6) In order to thoroughly understand scale drawing, a few elementary problems in plane and solid geometry should be included in the work of Class IV.

The course of instruction for each class, in Freehand Drawing from the flat and from models, and in Practical Geometry, to be such as are given in Departmental Circular 1900/5.

(m) *Physical Exercises.*—One or more of the physical exercises should be practised at least once in each class at each school meeting, and the time for such exercises should be shown in the time-table as for roll call.

In Appendix II. Physical Exercises, General Instructions, Exercise 6 should not be taught; Exercise 10 should take its place.

The attention of teachers is specially drawn to the importance of utilizing these exercises and drill generally as a means of promoting healthy growth and an erect carriage on the part of their pupils.

(n) *Cookery, Hand and Eye Training and Manual Instruction.*—In the case of pupils attending Cookery classes, or who may attend classes in Manual Instruction, &c., a modified standard for a pass in History, Geography, and General Lessons will be required.

(o) *Special Lessons.*—To children above nine years of age, lessons prepared from some recognised lesson books on the laws of health and on temperance should be given at least fortnightly. The Health lessons should also include the information contained in these wall sheets—*Treatment of Snake-bite; Treatment of the apparently Drowned; What to do till the Doctor comes.* The lessons on Temperance should include the information contained in the wall sheets on that subject. An abstract of the lessons given should be left in school when a teacher is transferred.

(p) *Certificate of Merit.*—To obtain this certificate candidates must pass an examination in the subjects prescribed under Regulation I. for Sixth Class, except Poetry, Singing, Drill, and Gymnastics. (See notes (e) and (j).)

NOTE.—Head teachers will be required to thoroughly examine at regular intervals all the classes in their schools at least three times a year. A copy of the questions given, and a record of the examination in detail, should be kept for the information of the District Inspector.

II.—STAFFS, SALARIES, AND ALLOWANCES.

1. No person shall be employed in a school as head teacher, assistant teacher, or relieving teacher unless he shall hold a trained teacher's certificate, a first class certificate, a certificate of competency, or a licence to teach.
2. Staffs will be allotted and salaries paid in accordance with the provisions of Act No. 1642 and the schedules thereto. (See Appendices VI. and VII.)
3. The number of teachers employed in any school will be increased or reduced from time to time as the average attendance for the two months immediately preceding may render necessary; but, in cases where the attendance has been reduced by the prevalence of sickness or other exceptional cause, a longer trial may be given before the staff is reduced.
4. Whenever and so long as the teaching staff of a school is reduced below its proper strength by the death, resignation, absence on leave, or the transfer of any assistant employed in a school, the head teacher may, subject to the approval of the Minister, appoint a temporary pupil teacher in the stead of each assistant so deceased, resigned, absent on leave, or transferred. The salary payable to each such temporary pupil teacher will be that payable to fourth-class pupil teachers.
5. Whenever and so long as the teaching staff of a school is reduced below its proper strength by the death, resignation, or absence on leave of a pupil teacher, or by the withdrawal of a first-class pupil teacher to act temporarily as assistant or head teacher, the head teacher of the school may, subject to the approval of the Minister, appoint a temporary pupil teacher in the stead of each pupil teacher so withdrawn. The salary payable to each such temporary pupil teacher will be that payable to fourth-class pupil teachers.
6. During the absence of or pending the permanent appointment of a sewing mistress the head teacher may, subject to the approval of the Minister, and provided the average attendance is sufficient, appoint a temporary sewing mistress.
7. During the absence of or pending the permanent appointment of a monitor the head teacher may, subject to the approval of the Minister, and provided the average attendance is sufficient, appoint a temporary monitor.
8. In the case of a new school, a staff of teachers will be allotted upon the expected attendance at the school.
9. In addition to their salaries, head teachers of day schools will be paid monthly allowances for maintenance expenses, according to the following scale, subject to an equitable deduction in the case of schools that become connected with a sewerage system. **NOTE.**—Special payments will be made in the cases of schools held in Orphanages.

FULL-TIME SCHOOLS.

In Schools with an Average Attendance of—				Rate per Annum.		
				£	s.	d.
Under 20 scholars	7	5	0
20 but under 30.	9	5	0
30 " 50	11	0	0
50 " 75	13	15	0
75 " 100	16	5	0
100 " 125	19	0	0
125 " 150	21	10	0
150 " 175	24	0	0
175 " 200	26	15	0
200 " 225	29	10	0
225 " 250	32	5	0
250 " 275	34	10	0
275 " 300	37	5	0
300 " 325	40	0	0
325 " 350	42	15	0
350 " 400	46	0	0
400 " 450	49	10	0
450 " 500	53	0	0
500 " 550	56	5	0
550 " 600	59	15	0
600 " 650	63	5	0
650 " 700	66	15	0
700 " 750	70	5	0
750 " 800	73	10	0
800 " 850	77	0	0
850 " 900	80	10	0
900 " 950	84	0	0
950 " 1,000	87	5	0
1,000 " 1,050	90	15	0
1,050 " 1,100	94	5	0
1,100 " 1,150	97	10	0
1,150 " 1,200	101	5	0
1,200 " 1,250	105	0	0
1,250 " 1,300	108	0	0
1,300 " 1,350	111	5	0
1,350 " 1,400	114	15	0
Above 1,400 in proportion.						

NOTE.—Where a school is sewered the allowance will be reduced.

PART-TIME SCHOOLS.

In Schools with an Average Attendance of—				Rate per Annum.		
				£	s.	d.
Under 30 scholars	10	5	0
30 but under 50	12	5	0

The average attendance during the six months ending the 30th April and 31st October in each year will be generally adopted as the basis for determining the allowances from 1st July and 1st January respectively next ensuing; but in cases where exceptional fluctuations in attendance have occurred, the average attendance of any other month or months may, with the sanction of the Minister, be adopted.

10. In consideration of the above allowances, the head teacher will be required—

- (a) To have the floors of all the school-rooms, class-rooms, porches, out-offices, &c., properly swept and thoroughly scrubbed out, the walls brushed down, and the paint washed with sufficient frequency to keep the rooms clean and healthy. To keep all eaves, spouting, down-pipes, and iron tanks free from leaves and dirt, and all drains clean and free from stoppages.
- (b) To provide water for the use of the children for drinking and washing; also drinking cups, soap, basins, and towels.
- (c) To keep the chimneys and windows clean, and all locks, latches, stoppers to basins, keys, and handles, &c. to doors and cupboards, and glass in windows, in proper repair.
- (d) To keep properly emptied, disinfected, and attended to, the pans in earth-closets, and the cesspits where there are no earth-closets, and also urinals.
- (e) To provide pens, penholders, ink, slate-pencils, chalk, sewing materials, and all stationery (except copy-books).
- (f) To provide fuel for warming the school-rooms, and to keep them properly warmed.

All articles must be provided, and the duties specified must be performed, to the satisfaction of any officer of the Education Department who may be authorized by the Minister of Public Instruction to visit and examine the schools. On leaving a school, the teacher will be required to furnish a report signed by his successor and himself as to the condition in which everything is left.

11. Teachers in charge of State schools, and in receipt of the allowance for maintenance expenses provided and fixed by clause 9 *supra*, are required to keep a detailed account of the expenditure of the allowance for carrying out the requirements set forth under the various heads of clause 10 *supra*. This account should show fully the items and amounts of expenditure, and be accompanied, where practicable, by vouchers for each item, duly receipted by the persons entitled to payment. It should be attached to the Inspector's Register for the information and perusal of the District Inspector or other authorized officer of the Department, and of the Board of Advice.

12. An allowance of 2s. 6d. per meeting will be made to head teachers of State schools in which Boards of Advice hold their meetings; and in consideration of such amount they will be required to provide lights and fires when necessary, and to supply pens, ink, &c.

III.—PAYMENTS BY WAY OF RESULTS.

1. Payments by way of results will be made to head teachers and assistant teachers upon examination of their schools by an Inspector in the subjects specified in the course of free instruction.

2. The maximum payment which any teacher can obtain by way of results will be an amount equal to one-half of his fixed salary.

3. In order to entitle the teachers of any school to this maximum—

(i.) Every scholar who has attended the school during any part of the two weeks preceding such visit must be presented for examination, unless prevented from attending by any unavoidable cause, such as—

- (a) Removal from the district;
- (b) Suffering from severe bodily accident or sickness, or being excluded on account of infectious disease at home;
- (c) Flooded state of the roads;
- (d) Death of a near relative.

Scholars who within the two months immediately previous to the Inspector's visit have resumed attendance after exclusion from school for at least two months on account of infectious disease need not be taken into account in calculating the percentage unless the teacher so desire.

(ii.) The Inspector must be satisfied—

- (a) That every scholar has a satisfactory knowledge of the work of the class in which he is enrolled, and has made adequate progress, and that singing and drill and the general and special lessons mentioned in the General Notes to Regulation I. have been satisfactorily taught.

Scholars over seven years of age in Class I. who have been not less than *eighteen* months on the roll must be presented for individual examination. Other scholars in that class may be so presented if their attainments be satisfactory.

Children (1) who have been less than six months in their class or (2) have attended less than half the number of possible attendances during the six months preceding the examination need not be taken into account in calculating the percentage, but should be examined to test their classification and progress; provided that of the children due for examination in any school the number excluded from examination on the foregoing grounds shall not exceed 10 per cent. In the case of the children included under (1) above who have been promoted less than six months prior to the examination, the Inspector must be satisfied that their promotion was necessary or desirable; and in the case of those included under (2) above the

irregularity of attendance must be satisfactorily explained. A satisfactory explanation would be one which showed that the irregularity was in no measure due to negligence or want of energy or tact on the part of the head teacher.

- (b) That the names and ages of the scholars are stated correctly in the rolls.
 - (c) That the scholars are properly classified.
 - (iii.) The average age of the scholars examined individually in Class I. must not exceed eight years; the average age of the scholars in Class II. must not exceed nine years; of those in Class III., ten years and six months; of those in Class IV., twelve years; and of those in Class V., thirteen years and six months.
 - (iv.) In special cases, where considerable progress is shown, no deductions will be made on account of the average age of any class exceeding that specified in the preceding clause. "Considerable progress" shall be thus defined for this purpose :—
 - (a) The scholars to be properly classified and to pass well, gaining not less than 80 (eighty) per cent. of the possible passes, exclusive of the merit grant.
 - (b) The infants to be efficiently taught on a proper system.
 - (c) Of the children presented for individual examination, excluding those who have been previously examined in the Sixth Class, not less than 70 (seventy) per cent. shall be presented for examination in a higher class than that in which they were presented in the preceding year. Should 80 (eighty) per cent. be so promoted 75 (seventy-five) per cent. will be accepted under (iv.) (a).
4. Not more than 94 per cent. of the marks obtained by any school shall be granted for compliance with the conditions specified above under 3 (ii.). The remaining 6 per cent. shall be awarded according to the degree of merit shown either at date of examination or at any inspection during the preceding twelve months in the following respects, viz. :—
- (a) State of premises, furniture, apparatus, and supply of requisites, including their proper care; due economy as regards the use of free stock.
 - (b) Arrangement of school work (including time-table), distribution of staff, supervision, classification, discipline, tone, and general effectiveness of the management.
 - (c) Style of work at examinations and inspections, progress (as shown by percentage of promotions), presence of a Sixth Class where practicable, &c.
5. Marks will be withdrawn for individual scholars and for classes failing to comply with any of the required conditions. Provided that if the classification and progress are satisfactory—
- (a) No deduction will be made for the excessive age of scholars in part-time schools;
 - (b) In full-time schools the age of any pupil who has been less than twelve months on the rolls of the school may be disregarded.
6. The result payment made to the teachers will be in the same ratio to the maximum as the number of marks actually awarded to the school is to the number which might have been obtained; provided that in schools having more than one teacher entitled to result payment any of such teachers, whether head teacher or assistant, who has displayed marked inefficiency may be paid on some lower percentage of the maximum than that awarded to the school.
7. Any change in the amount payable for results consequent upon an examination of the school will take effect from the first day of the month succeeding that in which the examination is held.
8. In new schools result payments will be based upon a percentage of 80 until the school shall have been examined for results; but the payments upon that percentage will cease from the last day of the month in which the examination takes place.
9. The examination of a school for results will be held annually, and, as far as practicable, in the same month of the year.
10. Applications for special percentages, with a statement of the grounds for such application, must be forwarded through the District Inspector at the close of the examination. No appeal against a result examination will be entertained unless it reaches the Education Office within a fortnight of the date of examination.

IV.—FEES FOR EXTRA SUBJECTS.

1. Fees payable by parents for subjects not included in the Third Schedule to the *Education Act* 1890, herein called extra subjects, will be at weekly rates not exceeding the sums mentioned in the following scale :—

Latin	One shilling
French	One shilling
German	One shilling
Natural Science	Sixpence
Euclid	Sixpence
Algebra	Sixpence
Trigonometry	Sixpence
Fancywork	Sixpence
Pianoforte, or Organ, or Violin	One shilling
Elocution	Sixpence
Bookkeeping	Threepence
Shorthand	Sixpence
Painting	One shilling
Calisthenics, &c.	Threepence

For any approved subject not included in the above list the fee to be charged will be at the discretion of the teacher, but must not, in any case, exceed One shilling per week.

2. A percentage, not exceeding 5 per cent., is appropriated for payments by results. The amount thus appropriated will remain in the hands of the head teacher till the school is inspected, when, if the Inspector is satisfied with the instruction, it will be returned to the teachers; otherwise it must be remitted to the Department for distribution amongst those in whose schools the instruction has been found satisfactory.

3. Instruction in extra subjects must not be given so as to interrupt the course of instruction in accordance with Regulation I.

V.—EXAMINATION AND CLASSIFICATION OF TEACHERS.

1. (a) Licences to teach will be granted to pupil teachers appointed prior to 1st January, 1900, who have completed their course in accordance with the provisions of the Regulations heretofore in force or who may hereafter complete their course in accordance with the provisions of section 13 *infra*.

(b) Second-class certificates will be granted to pupil teachers who have passed in the subjects prescribed in section 10 *infra*, and who have completed their course. Pupil teachers who have completed or who may complete their course under Regulations heretofore in force will be granted second-class certificates on passing in Latin, Algebra, and Euclid, and in the Theory and Practice of Teaching, as provided under section 10 *infra*.

2. Subject to section 5 *infra*, certificates of competency will be granted to candidates who, at the examinations to be held in 1899 and 1900, pass in the subjects prescribed for a first-class certificate, omitting Latin, Algebra, and Euclid.

2A. First-class certificates will be granted, subject to section 5 *infra*, to candidates upon examination in the following subjects :—

FIRST-CLASS CERTIFICATE.

Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed under *English*.

Writing.—To write half-text or text and running hands.

Composition and Spelling.—To compose a short essay on a given subject; to write, from dictation, with correct spelling and punctuation, a passage from a book or newspaper.

Arithmetic.—Arithmetic generally, including approximations, and the metric system of weights and measures; mensuration as for the First Class of pupil teachers, with the addition of the calculation of the contents of dams and tanks; mental arithmetic. A knowledge of the principles of arithmetic will be required.

English.—A knowledge of a standard work, and of the life of the author; to write out any passage from about 150 lines of the same; analysis and parsing; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department.

Geography.—Descriptive geography of the United States, Asia, and Africa; to draw maps of North America, India, and Egypt, or portions thereof; the form, motions, and magnitude of the earth; latitude and longitude; the atmosphere; movements of air; movements of water; the oceans; climate; eclipses of the sun and of the moon.

History.—Outlines of British History from 1760 to the present day; Australasian maritime discovery; the history and constitution of Victoria.

Elementary Science.—The chief forces of nature; the properties of solids, liquids, and gases; the phenomena of heat; physical and mechanical appliances, *e.g.*, the thermometer, barometer, lever, pump, siphon, spirit-level, the wheel and axle, pulley, and inclined plane; the organs of digestion, circulation, and respiration; the elements of electricity, or of inorganic chemistry. N.B.—As regards such of these subjects as are prescribed for pupil teachers, a more detailed knowledge than that expected from pupil teachers will be required.

Latin.—*Macmillan's Shorter Latin Course—First Part.*—Caesar's *Invasion of Britain*, by Welsh and Duffield.

Algebra.—*Charles Smith's Elementary Algebra*, Chapters I. to XIV. inclusive.

Euclid.—Book I.; deductions.

Needlework (not for male candidates).—To be able to cut out and to do any kind of plain needlework, including patching and mending, to darn and to knit, and to give a class lesson in such work. (The specimens presented must include a full-sized shirt.)

Singing.—Theory: As for Class VI. in Reg. I.

Practice: To pitch and conduct an easy school song; to sing, at sight a simple junior-class song of not greater difficulty than "The Minstrel Boy"; or at the discretion of the Inspector to give a satisfactory lesson in singing.

Drawing.—As for Class VI. in Reg. I.

Practice: To give a satisfactory lesson in model drawing from a single object, explaining measuring and such terms as "vanishing," "eye level."

Theory and Practice of Teaching.—(a) To prepare notes of, and give a lesson on, a subject approved by the Inspector; to answer questions on the methods of teaching the subjects of the "Course of Free Instruction" (Reg. I.); class drill;

(b) To answer questions in school organization and management;

(c) To draw up and carry out a time-table suitable for the school of which the candidate has charge, or in the case of female teachers who are assistants to draw up and carry out a time-table suitable for two or more classes or divisions of classes.

3. Subject to section 5 *infra*, first-class certificates will also be granted to candidates who hold a certificate of competency, and who pass in the subjects, Latin, Algebra, and Euclid, and in Singing and Drawing Practice as specified under 2 *supra*, as prescribed above for a first-class certificate. Subject also to section 5, first-class certificates will be granted to candidates who, being due for completion of certificate of competency in one or more subjects, pass in such subject or subjects, including Theory and Practice of Teaching, and in Singing and Drawing Practice as specified under 2 *supra*, and also in Latin, Algebra, and Euclid, as prescribed for a first-class certificate.

4. Examinations of teachers for certificates of competency will be held in 1900 at Melbourne and at such other places as the Minister may appoint. Candidates must be eighteen years of age. Pupil teachers who have not passed fully in the literary work of the First Class will not be permitted to present themselves at this examination.

4A. Examinations of teachers for first-class certificates will be held in December, 1900, and subsequent years at Melbourne and at such other places as the Minister may appoint. Candidates must be eighteen years of age. Pupil teachers who have not passed fully in the literary work of the First Class will not be permitted to present themselves at this examination.

5. No certificate of competency or first-class certificate will be issued to any teacher until he has satisfactorily performed the duties of his position for not less than twelve months subsequent to his having completed his examination in the literary work for such certificate.

6. The requirements for classification in honours will be as under :—

(A)—FOR SECOND HONOURS :

- (1) (i.) To hold a certificate of competency or a first-class certificate, and to have also passed the Matriculation examination at the Melbourne University, or
 - (ii.) To hold a certificate of competency or a first-class certificate, and also hold two of the Department's Science certificates.
 - (iii.) To have obtained the trained teacher's certificate subsequently to 31st December, 1875, or
 - (iv.) To have obtained a trained teacher's certificate of first or second class under the Board of Education; and
- (2) To hold a degree of the Melbourne University in Arts, Science, or Laws; or to have passed at the Melbourne University the first ordinary examination for the degree of Bachelor of Arts; or to have passed in four of the subjects prescribed for one of the ordinary examinations in Arts, at least two of which must be passed at one examination, and the remaining subject or subjects at one examination held in the same or the next succeeding year.
- (3) To have passed a satisfactory examination in the theory of teaching, embracing—
 - (a) The leading principles of education; the faculties, their training and development; habit and character.
 - (b) School organization and management; methods of teaching; notes of lessons.
- (4) To have satisfactorily discharged the duties of a head teacher in a Sixth or higher class school for at least two years, and to be recommended for classification in Second Honours in a special report by the Inspector-General or by some other Inspector of schools deputed to report on the candidate's application for such classification.

(B)—FOR FIRST HONOURS :

- (1) To have obtained Second Honours, and to hold a degree of the Melbourne University in Arts, Science, or Laws, or to have passed at the Melbourne University the second or the third ordinary examination for the degree of Bachelor of Arts; or to have obtained Second Honours, and to have passed in four of the subjects prescribed for the second ordinary examination in the course for the degree of Bachelor of Arts, at least two of which must be passed at one examination, and the remaining subject or subjects at one examination held in the same or the next succeeding year.
- (2) To have passed a satisfactory examination in the theory and history of education.
- (3) To be recommended for classification in First Honours in a special report by the Inspector-General or by some other Inspector of schools deputed to report on the candidate's application for such classification, and, if males, to have satisfactorily conducted a school of the Fifth or higher class for at least two years.

Provided that the candidate, unless he hold a trained teacher's certificate, shall have passed at some examination of the University of Melbourne—(a) in Latin or Greek, and also (b) in Mathematics, as in any ordinary examination for the completion of a year, or in Algebra and Geometry, as in the Matriculation examination. *Provided also that no candidate shall be awarded First Honours on the same examination as that on which he has been awarded Second Honours.*

Application for permission to attend the University examination at the reduced fee must be made to the Secretary, on or before 7th September in each year, on a form which will be supplied on application at the Education Office.

7. Trained teachers and teachers classified in honours will have their additional qualifications entered upon their certificates.

PUPIL TEACHERS.

8. Pupil teachers will be divided into four classes.
 9. Pupil teachers will, as vacancies occur, be appointed to the Fourth or lowest class. (The requirements for the Fourth Class of pupil teachers are shown under Regulation VI.)
 10. The requirements for the three higher classes of pupil teachers will be in the case of those appointed on and after the 1st January, 1900, as follows:—

THIRD CLASS.

- Reading and Recitation.*—To read, with fluency and expression, prose or poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed under *English*.
- Writing.*—To write half-text (or text) and small hands.
- Composition and Spelling.*—To write neatly and grammatically, with correct spelling and punctuation, the substance of a narrative read aloud.
- Arithmetic.*—As for Class VI. in Regulation I., including the mental arithmetic.
- English.*—A knowledge of about 150 lines of a standard work; analysis and parsing from the lines prescribed; to write from memory any passage from the same; the rules of syntax and their application; the prefixes and affixes given in the list issued by the Department.
- Geography.*—The descriptive geography of Europe and the Australasian colonies; to draw maps of the Australasian Colonies; the form, magnitude, and motions of the earth; meridians, parallels, and zones.
- History.*—Outlines of British History, from 1485 to 1660.
- Elementary Science.*—The properties of solids, liquids, and gases; the simpler phenomena of heat; the simpler kinds of physical and mechanical appliances, *e.g.*, the thermometer, barometer, lever, pump, siphon, and spirit-level.
- Latin—Macmillan's Shorter Latin Course—First Part.*—To section 29 inclusive.
- Algebra.*—*Charles Smith's Elementary Algebra*, Chapters I. to V. inclusive.
- Euclid.*—Book I., propositions 1 to 15, with the necessary definitions, postulates, and axioms; easy deductions.
- Needlework (for Girls)*—
- (1) To cut out and make an infant's night-dress.
 - (2) To darn a hole in stocking-web material.
 - (3) To patch in calico, flannel, and print.
 - (4) To draw to scale, on paper, patterns of a boy's shirt and a woman's night-dress.
 - (5) To knit a stocking.
 - (6) To give a class lesson on hemming or seaming.
- Singing.*—Theory: As for Class V. in Regulation I., or Tonic Sol-fa equivalent.
 Practice: As for Class IV. in Regulation I.; to sing at sight a melody of not greater difficulty than "Old Hundredth" or "Melcombe;" to pitch, sing, and conduct an infant-class song.
- Drawing.*—Freehand drawing from the flat, as for Classes IV., V., and VI. in Regulation I., and from such examples as are given in Poynter's Drawing, Books 23 and 24, or in Ablett's Drawing Copies, Book 16.
 Practical Plane Geometry: As for Classes III. and V., and such problems as are contained in Chapters I., II., IV., V., and VII. of *Angel's Plane and Solid Geometry*, or similar problems in *J. H. Morris's Geometrical Drawing for Art Students*.
 Practice: To draw on the black-board one of the elementary diagrams used in Classes I. or II. (Regulation I.), explaining the use of the ruler and the correct method of ruling lines.
- Theory and Practice of Teaching.*—To give a satisfactory lesson in the arithmetic prescribed in the Course of Free Instruction (Regulation I.) for Classes I. and II.; or in reading or writing to Classes I., II., or III.; to answer questions on the methods of teaching the same; class drill.

SECOND CLASS.

- Reading and Recitation.*—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed under *English*.
- Writing.*—To write half-text (or text) and running hands.

Composition and Spelling.—To write neatly and grammatically, with correct spelling and punctuation, a description of some common object, or the substance of a short essay read aloud.

Arithmetic.—The work of the Third Class; proportional parts; profit and loss; discount; mental arithmetic.

English.—A knowledge of about 300 lines of a standard work; analysis and parsing from the lines prescribed; to write from memory any passage from about 150 lines of the same; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department.

Geography.—The descriptive geography of the British Empire; to draw maps of Europe or portions thereof; movements of air, tides, and currents; climate.

History.—Outlines of British History from 1660 to 1783.

Elementary Science.—Mechanical Appliances, *e.g.*, the wheel and axle, pulley, inclined plane; the organs of digestion, circulation, and respiration.

Latin.—*Macmillan's Shorter Latin Course—First Part.*—To section 45 inclusive.

Algebra.—*Charles Smith's Elementary Algebra*, Chapters I. to IX. inclusive.

Euclid.—Book I., propositions 1 to 34 inclusive, with the necessary definitions; postulates and axioms; easy deductions.

Needlework (for Girls)—

- (1) Specimen in calico, showing all stitches required in making calico garments.
- (2) Specimen in flannel, showing all stitches required in making flannel garments.
- (3) Hedge-tear darn.
- (4) Paper patterns, cut out and tacked together, of child's drawers and a pinafore.
- (5) To teach any kind of plain sewing.

Singing.—Theory: As for Class VI. in Regulation I., or Tonic Sol-fa equivalent.

Practice: As for Class V. in Regulation I. To sing at sight a simple junior-class song of not greater difficulty than "The Blue Bells of Scotland" or "The Minstrel Boy."

Drawing.—Linear Model Drawing as for Classes IV. and V. in Regulation I., or from objects based upon similar geometric form, combinations of more than two objects not required. Practical Geometry (Solid) and Drawing to Scale as for Classes IV., V., and VI. in Regulation I., and such problems as are contained in Chap. VIII. (Plane) and Chaps. I. and II. (Solid) of *Angel's Plane and Solid Geometry*, or similar problems in *J. H. Morris's Geometrical Drawing for Art Students*.

Practice: To draw on the black-board one of the examples used in Class III. (Regulation I.), and to explain the use of compasses and set squares.

Theory and Practice of Teaching.—To give a satisfactory lesson in the reading, writing, arithmetic, grammar, or geography prescribed in the Course of Free Instruction (Regulation I.) for Classes I., II., and III.; to answer questions on the methods of teaching the same, and on the keeping of the school records; class drill.

FIRST CLASS.

Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed under *English*.

Writing.—To write half-text (or text) and running hands.

Composition and Spelling.—To compose a short essay on a given subject; to write from dictation, with correct spelling and punctuation, a passage from a book or newspaper.

Arithmetic.—Arithmetic generally, including approximations; mensuration as for the Second Class, with the addition of the calculation of the area of oblique-angled triangles; mental arithmetic.

English.—A knowledge of about 500 lines of a standard work, and of the life of the author; analysis and parsing from the lines prescribed; to write from memory any passage from about 150 lines of the same; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department.

Geography.—Descriptive geography of the United States, China, Indo-China, and Japan; to draw maps of North America or portions thereof; the form, motions, and magnitude of the earth; latitude and longitude; the atmosphere; movements of air; movements of water; the oceans; climate.

History.—Outlines of British History from 1760 to the present day.

Elementary Science.—That prescribed in the programme for the Third and Second Classes.

Latin.—*Macmillan's Shorter Latin Course—First Part.*

Algebra.—*Charles Smith's Elementary Algebra*, Chapters I. to XIII. inclusive.

Euclid.—Book I., easy deductions.

Needlework (for Girls).—To be able to cut out and to do any kind of plain needlework, including patching and mending, to darn and to knit, and to give a class lesson in such work. (The specimens presented must include a full-sized shirt.)

Singing.—Theory: As for Class VI. in Reg. I.

Practice: To pitch and conduct an easy school song; to sing at sight a simple junior-class song of not greater difficulty than "The Minstrel Boy."

Drawing.—As for Class VI. in Reg. I.

Practice: To give a satisfactory lesson in freehand drawing from one of the simpler examples used in Class IV. (Regulation I.).

Theory and Practice of Teaching.—To prepare notes of and to give a lesson on a subject approved by the Inspector; to answer questions on the methods of teaching the subjects of the "Course of Free Instruction" (Reg. I.); class drill.

11. (a) Candidates in all classes will be required to show and explain how short exercises in arithmetic are to be solved mentally, and to understand the principles of arithmetic.

(b) In judging the writing, composition, and spelling, the general character of the whole of the candidate's work in regard to these subjects will be taken into consideration.

(c) Till further notice candidates for promotion to the Third Class and those for promotion to the Second Class will in any given year be examined in the same work in Geography, History, and Science. Thus, at the examination in December, 1900, the work will be that prescribed for the Second Class, and at the examination in December, 1901, the work will be that prescribed for the Third Class, and so on in alternate years. Provided that candidates who present themselves in one and the same year for promotion to the Second as well as to the Third Class shall be examined in the work of both classes.

(d) Pupil teachers who have passed the Matriculation examination of the Melbourne University in one or more of the following subjects:—Latin, Algebra, or Euclid, will, on satisfactory proof of the same, be exempted from further examination in such subject or subjects as prescribed for promotion to the Third, Second, and First Classes respectively.

12. Subject to section 14 *infra*, pupil teachers appointed on and after 1st January, 1900, must, to obtain promotion, present themselves for examination in the subjects prescribed in 10 *supra*.

13. (i) Pupil teachers appointed prior to 1st January, 1900, may also, if they so desire, present themselves for examination in the subjects prescribed in 10 *supra*. (ii) Otherwise such pupil teachers will be examined for promotion as follows:—

(a) *Class III.*

Candidates for promotion to Class III. will be examined in the work for Class III. as prescribed in the Regulations heretofore in force, viz.:—

Reading.—To read fluently from School Paper for Classes V. and VI., or equivalent.

Poetry.—To be able to write from memory, or repeat, any passage from the poetry prescribed, and to answer questions on the meaning and subject-matter.

Writing.—To write fairly half-text or text and small hands.

Dictation and Composition.—To write out neatly in small hand, with correct spelling and fair punctuation, any passage dictated from School Paper for Classes V. and VI., or equivalent. Composition—Easy exercises, including letter-writing.

Arithmetic.—Numeration and notation, the simple and compound rules, reduction, and bills of parcels, vulgar and decimal fractions, practice, simple proportion, simple interest, and the calculation of the sides and areas of rectangular surfaces; mental arithmetic.

Grammar.—Analysis of complex sentences, inflections of parts of speech, the full parsing of an easy sentence.

Geography.—The descriptive geography of Europe and of the Australasian Colonies; the form, magnitude, and motions of the earth; meridians, parallels, and zones.

History.—History of England; the outlines from the Conquest to the accession of Henry VII.

Elementary Science.—The chief forces of nature; the properties of solids, liquids, and gases; the simpler phenomena of heat (expansion of matter, liquefaction of solids, &c.).

Singing.—Theory: As for Class IV. in Regulation I., or Tonic Sol-fa equivalent.

Practice: As for Class III. in Regulation I.; to pitch and sing an Infant-class song.

Drawing.—Freehand: As for Classes IV., V., and VI. in Regulation I., and from such examples as are given in Poynter's Drawing Books 23 and 24, or in Ablett's Drawing Copies, Book 16.

Needlework (for Girls).—

- (1) To cut out and make a chemise.
- (2) A plain darn of hole in stocking-web material.
- (3) Paper patterns, cut and tacked together, of a pinafore and a night-shirt.
- (4) To knit a sock.

Art of Teaching.—To be able to give satisfactory lessons in reading and geography. Class Drill: Attention, right turn, left turn, half-right turn, half-left turn, marching, wheeling in file, and physical exercises.*

Pupil teachers in the Fourth Class appointed prior to 1st January, 1900, who have obtained the merit certificate awarded to pupils who pass fully in the subjects prescribed for Class VI. in the Course of Free Instruction (Regulation I.), and who have, in addition, passed in singing, drawing, and the art of teaching for the Third Class of pupil teachers, as prescribed in this section (13), may, without further examination, be promoted to the Third Class of pupil teachers. In the case of pupil teachers who obtain the merit certificate prior to their appointment, such promotion shall not take place before the 1st day of January next succeeding the date of their appointment.

(b) *Class II.*

Candidates for promotion to Class II. will be examined in the subjects prescribed for Class III. in 10 *supra*, except Latin, Algebra, and Euclid.

(c) *Class I.*

Candidates for promotion to Class I. will be examined in the subjects prescribed for Class II. in 10 *supra*, except Latin, Algebra, and Euclid. For Art of Teaching candidates will be required as heretofore to draw up lesson notes and to give general lessons.

14. As monitors appointed as such before 1st January, 1900, and appointed as pupil teachers after that date, come under the new rates of pay for pupil teachers, they will be examined in the respective classes under the new programme. Those, however, who have passed the Second Class under the old programme will, on passing in the additional subjects required by the new Third Class, be classed in the latter class; and those who have passed the First Class under the old programme will, on passing in the additional subjects required by the new Second, be classed in that class. First Class to be examined under the new programme.

15. A general examination of pupil teachers will be held annually, and all pupil teachers who have been appointed not less than twelve months will be required to attend thereat.

16. At the annual examination pupil teachers will be classed for the year. They must pass in order the examination for each class.

* See Appendix II.

17. Pupil teachers will not be allowed to present themselves for examination in more than one class in any one year, unless (a) they are not less than seventeen years of age on the first day of January of such year, or unless (b) they have in a previous year failed to obtain promotion. Provided that when, under the provisions of the preceding clause (b), a pupil teacher under seventeen years of age is allowed to present himself for examination in more than one class in any one year, he shall not be promoted in such year to a class higher than that to which he would have been promoted had he passed each successive yearly examination.

18. Pupil teachers will be liable to dismissal, on the recommendation of the Classifiers, for misconduct or failure to pass the annual examination.

19. To enable pupil teachers to pass their examinations for promotion, for admission to training, and for a first-class certificate, head teachers and assistants will be required to give to the pupil teachers in their schools instruction, outside of the ordinary school hours, as follows:—

In a school having but one pupil teacher, five hours per week; in a school having more than one pupil teacher, at least six hours per week. Of this instruction a satisfactory proportion shall be given by the head teacher. The time for such instruction, and the names of the teachers giving the instruction, must in all cases appear on the timetable.

The time actually given to the instruction shall be entered in the teachers' rolls by such head teacher or assistant, as the case may be. The exercise books kept by the pupil teachers, showing the work done under the direction of the head teachers and assistants, shall be dated from day to day, and shall be produced to the District Inspector at his half-yearly visits.

20. Pupil teachers to complete their course shall serve for a period of one year subsequent to their promotion to Class I., and during such period shall receive from the head teachers and their assistants instruction in the subjects prescribed for admission to training and for a first-class certificate. Such pupil teachers will be required to present themselves for either of these examinations at the completion of their course.

21. Special classes for the instruction and training of pupil teachers may be formed where practicable in the principal centres of population. Pupil teachers employed in schools situated at convenient distances from the places in which these classes are or may be held will be required to attend such classes at such times as the Minister may from time to time direct.

22. Pupil teachers and paid monitors will not be reckoned as scholars in any examination under Regulation III. for payment by way of results, and their attendance at school must not be recorded in the school rolls.

23. At least once in each year District Inspectors will include in their reports on head teachers, reports on the character of the instruction of the monitors and the pupil teachers and on the arrangements made for their practical training in the art of teaching.

MUSIC.

24. Licences to teach and certificates of competency will be granted upon examinations conducted by the Department, in conjunction with the Musical Society of Victoria.

FOR A LICENCE TO TEACH, THE CANDIDATE WILL BE REQUIRED—

Sight Singing.—To sing at sight, in correct time and tune, an exercise consisting of diatonic intervals, which may be written in minims, dotted minims, crotchets, dotted crotchets, and quavers.

Ear Test.—(a) To write a short and simple melody in notes of equal length which may contain a modulation by stepwise accidentals only.

(b) To write in correct time two to four bars, sung upon one note, in $\frac{2}{4}$, $\frac{3}{4}$, $\frac{4}{4}$, or $\frac{6}{8}$ time.

Transposition.—To transpose an easy diatonic melody not exceeding eight bars in length.

Theory.—Notation in the treble, alto, tenor, and bass clefs, the great staff, time accents, major and minor scales with their simple intervals and their inversions, the common chords (major and minor) and their inversions, the chord of the Dominant seventh, and its resolutions in root position only.

To bar off an exercise in $\frac{2}{4}$, $\frac{3}{4}$, or $\frac{6}{8}$ time, the time signatures being given.

To explain the marks of expression and musical terms in general use.

To have a general knowledge of the voice registers of children.

Teaching.—To give a satisfactory lesson on any part of the programme for singing in the course of free instruction. This will include beating time correctly, extemporising suitable exercises, and pointing a song from memory on a staff or modulator.

FOR A CERTIFICATE OF COMPETENCY, THE CANDIDATE WILL BE REQUIRED—

Sight Singing.—(a) To sing at sight, to words, a melody containing modulation to the Dominant, Sub-dominant, and their Relative Minors.

(b) To sing (to *laa*) a melody containing modulation to the Tonic Minor or Super-tonic Major, with semiquavers in easy positions.

Ear Test.—Six or eight bars (resembling a hymn tune) containing modulation to Relative Minor, Dominant or Sub-dominant, with easy chromatics.

Theory.—Harmony and part writing, as far as the Dominant seventh, with its inversions and all diatonic resolutions and modulations to nearly-related keys. This will include harmonizing a melody in two, three, or four parts, and adding three parts (treble, alto, and tenor) to a figured bass.

More difficult exercises in barring off, the time signatures not being given. Examples may be set beginning with incomplete bars.

Transposition of a melody containing modulation to nearly-related keys.

Art of Teaching.—To teach a class efficiently; to present a class taught by the candidate for a period of twelve months, which shall pass a satisfactory examination.

25. Licences to teach will be granted without examination to all teachers who passed for the Second or Third Class under, or who hold a second division certificate from, the Board of Education; and certificates of competency to all those who passed under the former National or Denominational Board, or who passed for First Class under, or hold a first division certificate from, the Board of Education.

DRAWING.

26. Licences to teach and certificates of competency will be granted upon examination.

PROGRAMME OF EXAMINATION FOR A LICENCE TO TEACH.

Freehand.—An outline drawing from the flat of an example, which may contain a combination of straight lines, simple and compound curved lines, and may illustrate such elementary principles of ornamental construction as radiation, tangents, symmetry, gradation, breaks, &c.

Practical Geometry.—The construction of angles, the usual simple plane figures, the plain and the diagonal scale, and the scale of chords; the inscription of figures within, and the description of figures without, simple given figures; the simple application of proportionals; the plan and elevation of points, lines, and planes, and of such solids taken singly as the cube, the four simpler right prisms, the four simpler right pyramids, and the right cylinders and cones.

Perspective.—The perspective representation of points, lines, and planes, and of simple objects based upon the solids required for Practical Geometry above.

Model Drawing.—A linear representation of any group of three simple objects.

Teaching.—To draw from memory or otherwise examples under any of the above heads, and to teach a class satisfactorily.

PROGRAMME OF EXAMINATION FOR A CERTIFICATE OF COMPETENCY.

Linear Drawing.—An outline of a small portion of conventional ornament from a cast, or an equivalent in low relief; an analysis of the principles of composition used in the example.

Shading.—To draw, in light and shade, from a simple object of uniform colour, and to give a linear analysis of the chief shades.

Teaching.—(1) To draw from memory or otherwise simple examples under each of the above heads, and to teach a class satisfactorily. (2) To produce a class taught by the candidate for twelve months that can pass a satisfactory examination.

N.B.—Candidates for a certificate of competency must have passed the examination for a licence to teach drawing.

27. Licences to teach will be granted without examination to all teachers who passed under the Board of Education prior to 1st January, 1870, or who subsequently obtained a second division certificate from that Board; and certificates of competency to all those who passed under the former National or Denominational Board, or who hold a first division certificate from the Board of Education.

MILITARY DRILL.

28. Certificates for Military Drill will be granted to teachers in the service of the Department on their passing a practical examination in Parts I. and II. of the "Infantry Drill" at the time in use by the Defence Department.

GYMNASTICS.

29. Certificates in Gymnastics will be granted upon examination in the following programme:—

- (1) *Theory of Gymnastics*, including so much anatomy and physiology as is required for explaining generally the uses of the various exercises, and the muscles and organs affected by them.
- (2) *Practice of Gymnastics*.—To perform exercises on any gymnastic apparatus, free exercises, exercises with dumb-bells and rods, running and jumping. (Female candidates will not be required to perform exercises on the horizontal and parallel bars.)
- (3) *Teaching*.—To be able to teach a class satisfactorily any gymnastic exercises.

SCIENCE.

30. Certificates will be granted upon examination for each of the following subjects:—

- | | |
|--------------------------------|-----------------------------|
| (a) Botany. | (e) Geology and Mineralogy. |
| (b) Chemistry. | (f) Physiology. |
| (c) Dynamics and Heat. | (g) Sound and Light. |
| (d) Electricity and Magnetism. | (h) Agriculture. |
| | (i) Metallurgy. |

31. Until further notice examinations will be held annually, when all teachers who hold a trained teacher's certificate, a first-class certificate, or a certificate of competency, or have passed in all the literary subjects required for such certificates, may be permitted to attend.

32. In lieu of the Department's Science Examinations, the University Examinations for the Course in Arts, or Science, or Civil Engineering will be accepted as shown below:—

Chemistry, Part I., for Chemistry. Physical Geology and Mineralogy for Geology and Mineralogy. Biology, Part I., for Physiology.

33. A pass in any subject prescribed for the Course in Arts, Science, or Civil Engineering at the University, other than those specified in 30 and 32 *supra*, will also be accepted.

34. Candidates for all examinations must bear their own travelling expenses.

VI.—APPOINTMENT AND TRANSFER OF PUPIL TEACHERS, MONITORS, AND SEWING MISTRESSES.

PUPIL TEACHERS.

1. Candidates for appointment as pupil teachers must be not less than fifteen years of age, and must furnish satisfactory evidence of aptitude for teaching. Prior to appointment candidates must furnish certificates of good character, of sound constitution, and of freedom from any physical defect likely to impair their usefulness as teachers; and (1) must have passed in reading, comprehension and history, spelling and composition, writing, arithmetic, grammar, geography, and drawing as prescribed for the Sixth Class in the course of Free Instruction (Regulation I.); or (2) must have passed the Matriculation Examination of the

University of Melbourne; or (3) have been the holders of State School scholarships. Girls must have passed also in needlework, as prescribed for the Sixth Class in the course of Free Instruction (Regulation I.). Candidates under (2) and (3) must have passed in Drawing as above.

2. (a) As vacancies for pupil teachers occur, in schools where monitors are employed, the monitors will be regarded as having the first claim to appointment as pupil teachers in the schools in which they have been appointed monitors, provided that they are recorded as eligible for such appointment, and provided that there are no pupil teachers in excess or recorded for transfer to such vacant positions.

(b) No monitor will, without undergoing further examination, be recorded as eligible for appointment as pupil teacher unless he has obtained from his Head Teacher and the District Inspector satisfactory reports as to his conduct and efficiency. The absence of such reports shall not necessarily debar a monitor from being admitted to the competitive examination provided for in sub-section (d) *infra*, but no monitor shall be appointed a pupil teacher until he has obtained such satisfactory reports.

(c) In the event of there being more than one eligible monitor employed in a school in which there is a vacancy for a pupil teacher, the order of seniority for appointment as regards such eligible monitors shall be determined by competitive examination.

(d) In the event of there being no eligible monitor, and of there being more than one qualified candidate, a competitive examination will also be held.

(e) A competitive examination of monitors employed in schools within a radius of 20 miles of Melbourne, and of 10 miles of Ballarat, Bendigo, and Geelong respectively, will be held each half-year for existing or immediately prospective vacancies in their own schools, or schools where there are no eligible monitors, and the names of such monitors shall be recorded in the Employment Register in their order of merit for such existing or immediately prospective vacancies, and such order of record shall remain in force for a period of six months from the date of each successive examination.

(f) Monitors who have been removed on account of reduced average attendance will be permitted to compete for vacancies in the schools in which they were employed.

3. In the case of schools within a radius of 20 miles of Melbourne, and 10 miles of Ballarat, Bendigo, and Geelong respectively, where no monitors are employed, or where there are no eligible monitors, competitive examinations will also be held once in each half-year, and the names of such candidates as are meritorious shall be recorded in the Employment Register, and such order of record shall remain in force for a period of six months from the date of each successive examination.

4. In the case of schools outside the districts specified in (3) *supra*, for which there is no pupil teacher in excess or eligible pupil teacher recorded for transfer, and where there are more qualified candidates than one, a competitive examination shall be held from time to time as may be necessary. The Inspector shall place the names of candidates in order of merit, and shall report to the Secretary of the Education Department, for the information of the Committee of Classifiers, the names of at least as many candidates as there are vacancies. The names of such candidates as are meritorious shall be entered on the Employment Register in the same order.

5. The subjects of the competitive examination provided for in sections 2, 3, and 4 *supra* shall be reading, spelling, and composition, writing, arithmetic, and grammar, as prescribed for Class VI. in Regulation I., and consideration shall be given to the aptitude for teaching, the health, and the physique of the candidates.

6. Where there is no pupil teacher recorded for transfer, and only one qualified and eligible candidate for any vacancy, the name of such candidate shall be entered on the Employment Register for that vacancy.

7. Candidates for any present or immediately prospective vacancy may be presented to the District Inspector for examination for qualification at any ordinary visit of inspection.

8. Pupil teachers' names shall be arranged on the Transfer List for transfer in the following order :—

First.—Pupil teachers in schools that have been closed or amalgamated, or who are in excess of the staff allowed.

Second.—Pupil teachers recorded for transfer—

- (i.) In the public interest.
- (ii.) On the ground of ill-health, attested by satisfactory medical evidence.
- (iii.) For some other satisfactory reason.

MONITORS.

9. Monitors will be appointed as vacancies occur, and every such appointment will be temporary.

10. The appointment may be terminated at any time at the discretion of the Minister, and will cease while the average attendance of the school in which the monitor is employed falls below the required number.

11. The salary for monitors when appointed will be at the rate of £12 per annum for males and £10 per annum for females.

12. The qualifications for appointment as monitors shall be the same as those for appointment as pupil teachers.

13. The conditions and mode of filling up vacancies for monitors shall, so far as they are applicable, be the same as those prescribed in sections 3 and 4 *supra* for filling up vacancies for pupil teachers.

14. Monitors shall receive instruction as provided for pupil teachers in Regulation V., section 19, and, subject to Regulation V., sections 16 and 17, may present themselves at the annual examinations in the literary work prescribed for the examinations for the several classes of pupil teachers.

15. Monitors who have passed the literary examination for any class of pupil teachers will be entitled, on their being appointed pupil teachers, to be recorded and paid as Fourth Class pupil teachers until the 1st of January following the date of their appointment, when they will be entitled, on completing their examinations, to be classified in such higher class and to be paid accordingly, subject to the provisions of Regulation V., section 17.

16. When the reduced average attendance at any school in which there are more monitors than one employed renders the removal of a monitor necessary, the order of seniority for retention shall be determined by the respective qualifications of the monitors as shown by literary attainments, reports of Inspectors, and length of service.

17. Monitors may be recorded for transfer on their satisfying the Department that such transfer is necessary.

SEWING MISTRESSES.

18. Candidates shall not be less than seventeen years of age, and must furnish with their application satisfactory evidence as to good character and suitability, and, prior to appointment, as to sound health.

19. When there is no person recorded for transfer, and only one qualified candidate for any vacancy, the Secretary of the Education Department shall, if satisfied that the candidate is competent to perform the duties of the position, inform the Committee of Classifiers thereof, who shall enter the name of the candidate on the Employment Register for that vacancy.

20. When there is no person recorded for transfer, and there are more candidates than one, a competitive examination shall be held in reading, writing (including dictation and composition), arithmetic, grammar, and geography for the Third Class in State Schools, as provided for by the Regulations for the time being of the Education Department, in all the kinds of needlework required from girls in State Schools and in teaching such needlework and any of the other programme subjects for the First and Second Classes. The Inspector shall arrange the names of the candidates in their order of merit as determined by the examination, and report to the Secretary of the Education Department, for the information of the Committee of Classifiers, who shall enter in the Employment Register the name of the first candidate, provided she prove duly qualified.

The names of sewing mistresses shall be arranged on the Transfer List for transfer in the following order:—

First.—Sewing mistresses in schools that have been closed or amalgamated, or whose services have been discontinued through the operation of the provisions of the Second Schedule of the *Teachers Act* 1895, or of the Second Schedule of the *Teachers Act* 1900.

Second.—Sewing mistresses recorded for transfer—

- (i.) In the public interest.
- (ii.) On the ground of ill-health, attested by satisfactory medical evidence.
- (iii.) For some other satisfactory reason.

VII.—NIGHT SCHOOLS.

1. Night schools will be established by the Minister as necessity may arise.

2. All night schools must be held in State school buildings, but they will not necessarily be conducted by the teacher of the day school held in the same buildings.

3. In every night school three meetings, of not less than two hours each, must be held weekly, and the instruction must comprise at least the following subjects, as set forth in Regulation I., viz.:—Reading, spelling and explanation, dictation, composition, writing, and arithmetic.

4. No teacher will be allowed to conduct a night school unless he shall have been reported by an Inspector to be qualified to undertake such duty.

5. In every night school in which the average attendance exceeds 50 the teacher will be required to provide a staff of approved assistants at least equivalent to that allotted to a day school of a similar size.

6. The payments made to teachers of night schools will be according to the scale set forth in the Second Schedule of the *Teachers Act* 1895, as under:—

	Fixed Annual Payment.	Maximum obtainable for Results.
In schools where the average attendance is not less than 30 but under 40 ...	£40	£20
In schools where the average attendance is not less than 40 but under 50 ...	£50	£25
In schools where the average attendance is not less than 50 but under 60 ...	£60	£30

And so on.

7. In addition to these payments allowance will be made to teachers of night schools for cleaning, providing fuel, light, and such other articles as may be required, according to the following scale:—

- In schools where the average attendance is not less than 30 but under 40, £8 per annum.
- In schools where the average attendance is not less than 40 but under 50, £9 15s. per annum.
- In schools where the average attendance is not less than 50 but under 60, £11 5s. per annum.
- And an increase of £1 10s. for every additional 10 in average attendance.

8. In estimating the average attendance, only such scholars shall be reckoned as are above thirteen years of age, and are not in attendance at, or employed as teachers, pupil teachers, or monitors in a State school.

9. In determining the result payment, the age of the scholars will not be taken into account as in day schools, but no scholar may be twice presented for examination in the same class, and the classification of each scholar at his first examination must be approved by the Inspector.

10. The examination upon which the result payment is based may, at the option of the teacher, be restricted to the subjects specified in clause 3 *supra*.

11. All other regulations relative to payments by way of results will, so far as they are applicable, affect night schools.

12. Extra subjects may be taught in night schools, subject to the same regulations as apply to day schools.

VIII.—PART-TIME SCHOOLS.

1. In thinly-populated districts a teacher may be employed to give instruction in schools at two or more places.

2. In part-time schools instruction in the subjects of the free course will be given for at least two and a half hours on every school day, when school is held at each branch on the same day, and for at least five hours on every school day when school is held at each branch on different days, unless otherwise sanctioned by the Minister. When more than two schools are under the charge of one teacher, special arrangements will be made with regard to the time for instruction in each.

3. From 1st October, 1900, teachers in charge of part-time schools, where the distance between the branches is not less than 3 miles, will be granted an allowance for travelling on the following scale :—

3 miles to 8 miles, at the rate of 1s. 6d. per mile per week.

9 miles to 11 miles, at the rate of 12s. per week.

12 miles and over, at the rate of 14s. per week.

IX.—THE STANDARD OF EDUCATION AND MERIT CERTIFICATES.

1. The standard of education shall be determined by an examination, in which the candidates shall be required—

To read fluently from any ordinary book or newspaper a passage not containing any unusual scientific or technical words,

To write neatly in small hand from dictation, with correct spelling, a short passage containing no words of exceptional difficulty,

And to state and work sums in arithmetic as prescribed for Class IV. in Regulation I. The work prescribed for Classes V. and VI. in Regulation I. may be accepted in lieu of that for Class IV.

2. Merit certificates will be awarded on examination to candidates who pass fully in the subjects prescribed for Class VI. in the course of free instruction, exclusive of recitation, singing, drill, and gymnastics. (Regulation I.)

Candidates other than State school pupils will be afforded an opportunity at the annual examination for results at the nearest State school of being examined for the standard examination or the merit certificate on due notice being given to the District Inspector.

X.—SCHOLARSHIPS.

The Minister of Public Instruction may annually award 60 Scholarships, or any less number, to pupils of State schools, in the manner and on the conditions hereinafter mentioned :—

1. Scholars will be selected upon competitive examinations held during December of each year. No competitor will be permitted to attend any such examination unless he shall have been classified in the Sixth Class of his school from at least the first day of July immediately preceding, and each successful competitor will be required to produce a certificate of birth showing that he will not have completed his fourteenth year before the first day of January succeeding the examination; and no competitor will be selected unless he shall, during the two years immediately preceding the latter date, have been continuously on the rolls of, and in attendance at, a State school.

2. The subjects for examination will be :—

Composition,
Penmanship,
Arithmetic,
Grammar,
Geography,
History,
Elementary Science,

} As far as prescribed in Regulation I.

3. Each Scholarship will be of the annual value of £10, tenable for three years, upon the following conditions :—

(a) That the scholar shall, at the commencement of the session following the award of the Scholarship, become a student in one of the approved secondary schools or colleges, or in one of such other schools or colleges as may be approved of by the Minister.

(b) That he shall continue to attend one of the above secondary schools or colleges and shall obtain at the end of each year a report from the authorities of the same.

If no report or an unfavorable report be received, or if at any time the Minister be satisfied that the conduct of any scholar has been disorderly or immoral, the Scholarship and all the advantages connected therewith shall thereupon cease and determine.

(c) That the scholar show progress as required in clause 7.

4. Where a scholar does not reside within 3 miles of an approved secondary school or college, the Minister may, at his discretion, allow him such sum (not exceeding £5 per annum) as will cover the cost of transit to and fro, if the school or college is easily accessible by rail or coach; or may commute the Scholarship for one of £40 tenable upon the conditions mentioned in clause 3.

5. Payments will be made quarterly. All payments, however, by the Minister, will be conditional on moneys being placed at his disposal by the Legislature.

6. Examinations of State school pupils for Scholarships offered by secondary schools or colleges may be held annually, under the supervision of the Department, provided that the conditions under which such Scholarships are to be offered have been previously approved by the Minister of Public Instruction. Holders of these Scholarships will be eligible to compete for Exhibitions subject to the conditions of the Regulation relating thereto.

7. Holders of all Scholarships will be required to attend an annual examination, and those who fail to pass satisfactorily will have their Scholarships withdrawn.

NOTE.—The Council of Agricultural Education offers five scholarships triennially as provided for in section 19 of Act No. 1062, as quoted below :—

It shall be competent for the Agricultural College council to cause to be held in each of the five agricultural divisions of Victoria a competitive examination of boys attending State schools in the said divisions, and the boys who shall excel in such subjects as may be submitted to them shall be entitled to be admitted free of charge to the agricultural college or experimental farm for a course of training, such examinations to be held every three years.

The candidates must be over 14 years of age.

The examination will be competitive, and the subjects will be as specified under 2 *supra*. The first examination will be held in December, 1900.

Two additional Scholarships are being made available by the Minister of Agriculture for the Viticultural College, Rutherglen, and will be open to competition at the same time on similar conditions—except that the competitors must be over 15 years of age.

XI.—EXHIBITIONS.

The Minister of Public Instruction may annually award twenty exhibitions or any less number in the manner and on the conditions hereinafter mentioned :—

1. At the competitive examinations provided for under clause 2 *infra*, successful competitors for exhibitions will, up to and including the examination to be held in January, 1903, have the option of entering as students at the University or on a science course at technical schools. At subsequent examinations at least one-fourth of the number of exhibitions awarded shall be reserved for students desiring to enter on a science course at technical schools, but should any exhibitions so reserved be not awarded they shall lapse.

The option of entering at the University or on a science course at technical schools will be given to candidates in their order of merit as determined by the competitive examination.

2. Exhibitioners will be selected upon competitive examinations held in the month of January of each year. Candidates who will have completed their seventeenth year before the first day of January preceding the examination will not be permitted to compete. In addition to having passed the Matriculation Examination of the University of Melbourne, they must have been the holders of scholarships gained as State school pupils on examinations held under the Education Department, and have attended regularly at an approved secondary school or college as students for not less than two years immediately prior to the date of examination, and have annually obtained a good report from the authorities of the school or college they have been attending.

3. The subjects for examination will be--

English, }
Algebra, } As prescribed for the Matriculation Exami-
Geometry, } nation held in the previous October term,

and any two of the following languages:—

Latin, }
Greek, } As prescribed for the Matriculation Exami-
French, } nation held in the previous October term.
German, }

4. Each exhibition will be of the annual value of £40, tenable for three years at technical schools, or for four years at the Melbourne University, upon the following conditions:—

(a) That the exhibitioner shall, at the commencement of the term following the award of the exhibition, enter as a student at a technical school or the Melbourne University, and that he shall, during the whole term of his tenure, be enrolled as attending lectures, and in each year keep courses of lectures in as many subjects as he must pass in to complete his year.

Notwithstanding anything herein contained an exhibitioner desiring to enter as a student at the Melbourne University may, with the sanction of the Minister, be allowed to attend during the year immediately succeeding the award of the exhibition an approved secondary school or college, provided that at such school or college instruction is given in the honour subjects of the Matriculation Examination, and that there is evidence that they can be successfully taught thereat, or, on good cause being shown, any intending student, either at the Technical College or the Melbourne University, may have his exhibition suspended for one year, and, if necessary, for a further period.

(b) That at the end of the first year of his tenure a student at a technical school shall, on examination, have been recommended for admission to the second year's course, and shall at the end of the second year have been recommended for admission to the third year's course.

(c) That at the end of the second year of his tenure a student at the Melbourne University shall have passed the first ordinary examination for a degree or the first of the two examinations prescribed in sub-section (2) of section 11 of the *Legal Profession Practice Act 1891*, and at the end of the third year the second ordinary examination for a degree or the second examination prescribed in the sub-section, section, and Act aforesaid.

If at any time the Minister be satisfied that the conduct of any exhibitioner has been disorderly or immoral, the exhibition and all the advantages connected therewith shall thereupon cease and determine.

5. Exhibitioners who, at the end of the fourth year of their tenure, shall have passed the third ordinary examination for a degree in Medicine, may have their exhibitions continued for another year, and if successful in passing during that year the fourth ordinary examination for such degree, the exhibition may be continued during the succeeding year.

Exhibitioners who at the end of the fourth year of their tenure shall have passed the third ordinary examination for a degree in Laws or Civil Engineering may have their exhibitions continued for another year.

Exhibitioners who at the end of the fourth year of their tenure shall have passed the third ordinary examination for the degree of Bachelor of Arts, and who during the succeeding year enter on the course for the degree of Bachelor of Laws (section 12 of Regulation X., *University Calendar*, 1899) may have their exhibitions continued during such succeeding year.

The provisions of this Regulation (XI. 5) are to take effect from and after the 1st January, 1899.

6. Payments will be made quarterly. All payments will be conditional on moneys being placed by the Legislature at the disposal of the Minister.

XII.—SCHOOL HOURS AND TIME-TABLE.

1. Subject to the provisions of the *Education Act* 1890, the hours of work to be observed in each school shall be such as may from time to time be determined by the Minister; but in no case shall the whole time set apart for instruction be of less than four and a half hours' duration on each school day.

2. Between the morning and afternoon school meetings there shall be an interval of not less than one hour, *except on days of heavy rain*, when the interval may, at the discretion of the head teacher, be reduced to half-an-hour. Whenever this is done—and it should rarely be necessary—the times of opening and of closing the afternoon school meeting must be specially noted on the roll sheets in the column for "Remarks."

3. The time-table must be kept hung up in a conspicuous place in the school-room, and shall set forth the hours of opening and closing school, the employment of the several classes at any time, the teachers in charge thereof respectively, the time set apart for the instruction of the pupil teachers and monitors and for instruction in extra subjects, and the arrangements made for the supervision of children in the play-ground.

4. In every school with an average attendance exceeding 250, the head teacher shall devote not less than fifteen hours weekly to the work of actual class-teaching, independent of the general work of supervision and management. A weekly record of the time thus spent and of the lessons given is to be kept for the information of the District Inspector.

5. The time-table should be so arranged that female teachers and pupil teachers may not be required to stand continuously for a longer period than one hour and a half.

6. When any entertainment is given to a school, as such, or to two or more schools in combination, with the sanction of the Board of Advice or of the Department, all members of the teaching staffs of the schools interested will attend for the purpose of aiding in the maintenance of order, and will also give such other assistance as may be required of them.

XIII.—RELIGIOUS INSTRUCTION IN STATE SCHOOLS.

1. For the purpose of affording facilities for giving religious instruction in State Schools, the ordinary school business shall, on one or two days in each week, as the Board of Advice may determine, terminate at half-past Three o'clock p.m., provided that immediately prior to such closing two hours' secular instruction, which must be consecutive, shall have been given after roll call.

2. On these occasions the teacher shall, immediately after announcing the dismissal of the school for the day, give notice that all pupils whose parents do not object to their receiving religious instruction may remain for that purpose.

XIV.—DISCIPLINE.

1. Corporal punishment shall be administered only by the head teacher, and by such teachers holding the rank of assistant as he may authorize.

2. When more than one stroke is given, an entry, giving the date, the name, class, and age of the pupil, the nature of the offence, and the extent of the punishment, shall be made in a book kept for the purpose, entitled the "Register of Corporal Punishment."

3. The instrument employed should be a strap. Boxing ears or striking on the head is strictly prohibited.

4. Corporal punishment shall be inflicted upon boys only.

5. The names of the assistant teachers authorized by the head teacher to inflict corporal punishment shall be entered, from time to time, by the head teacher on the first page of the "Register of Corporal Punishment."

6. The head teacher will be held responsible for the nature and extent of the punishment inflicted in the State school under his charge.

7. No pupil shall be refused admission to and no pupil shall be expelled from a State school except with the express sanction of the Minister. In extreme cases, a head teacher may suspend the attendance of a pupil, at once reporting the matter to the Minister and the board of advice. If, after inquiry, the circumstances seem to call for expulsion, the Minister may so order. Otherwise the pupil shall be re-admitted.

XV.—RECORDS.

1. The rolls and registers are records of the school, and are to be kept in the school, together with all circulars and all invoices of free grants of furniture, apparatus, books, and other requisites. The circulars, in their proper order, should be filed or should be pasted in a book kept for the purpose.

2. School Rolls—

- (1) The roll, which must be original, and not copied from papers, slates, &c., will always commence on the 1st January and 1st July, and terminate on the 30th June and 31st December respectively.
- (2) The names of all children above four and a half years of age attending school are to be entered in the order of their classes, and the age of each child at the time of commencing the roll is to be given.
- (3) The roll is to be called and marked in ink, two hours previous to the time fixed for closing the school morning and afternoon, and only those children who are present at roll-call and answer to their names may be marked as present. The time for roll-call must be stated in the time-table. *The attendance of children under four and a half years of age must not be recorded. In night schools the roll must be called and marked not less than one hour and forty minutes before the time fixed for closing the school.*
- (4) If a child leaves before school is closed, and has not attended two hours, the mark denoting presence must be cancelled in the manner prescribed in the directions for filling up the rolls printed on the face of the roll sheet.
- (5) The number of attendances made by the school must be entered at the close of each school meeting.
- (6) When any day is observed as a holiday, the word "Holiday" should be written in the attendance column for that day.
- (7) The reasons assigned by parents for the absence of their children from school should be noted in the attendance columns.

3. Teachers' Rolls and Attendances.—

- (1) Each member of the staff is to enter the time of his arrival and of his departure in the roll sheets provided for the purpose. **If any teacher leaves the school premises during the day, the interval of his absence should be recorded in the same manner.** If the absence occurs during school hours, the cause of absence should be stated. Visiting teachers will also enter the time they arrive at and leave the school. When a member of the staff is frequently unpunctual, such unpunctuality should be reported. *Each member of the staff must be in attendance at least fifteen minutes before the time fixed for the commencement of the school work, to prepare work for the day or to keep order among the early scholars.* When any teacher is not so present the reason should be stated on time-sheet.

- (2) The absence of any member of the staff shall be promptly reported and explained; and whenever leave of absence on account of illness is required for a longer period than two days, a medical certificate showing the nature of the illness or injury and the probable extent of such absence must be forwarded.
- (3) In cases of transfer or exchange teachers must at once notify the respective District Inspectors of the last date of duty in their old school and of the first date of duty in the new.

4. *Registers.*—The registers are to be kept in accordance with the directions accompanying them, and they with the other records are at all times to be open to the inspection of officers of the Department and members of the Board of Advice when visiting the school.

XVI.—SCHOOL BOOKS AND REQUISITES.

1. It is expected that children, as a rule, will supply themselves with the books, slates, and other articles required to enable them to take part in the work of their class.
2. In places where these can be purchased from tradesmen at rates not exceeding those at which the teacher could supply them, the sale of such articles by teachers is prohibited. If, however, it is found that the scholars do not purchase suitable *copy-books*, a stock of these may be kept by the teacher for sale.
3. Wherever, owing to the absence of other adequate means of supply, it becomes necessary for teachers to keep a stock of school requisites for sale, the prices charged to the scholars must be not more than sufficient to cover the original cost with the expense of carriage added, and a list of such prices must be kept conspicuously exhibited on the wall of the school-room.
4. Free grants of school requisites will only be made in cases of indigence, or for use in the school; but these requisites must on no account be taken out of the school-room without the special permission of the teacher, who will be held responsible for any loss or damage beyond fair wear and tear.

XVII.—HOLIDAYS.

1. The holidays observed in State schools, exclusive of Saturdays, shall be as follow, except in cases in which a different arrangement may be specially sanctioned by the Minister:—
- (a) Four weeks at midsummer, commencing on the Monday preceding Christmas Day, unless Christmas Day fall on Monday, in which case the holidays shall commence on that day.
- (b) Good Friday and Easter week.
- (c) The public holidays not included in the above, viz.:—26th January, 21st April, 24th May, first Thursday in September, 9th November, and such other days as may be gazetted as public holidays, except those proclaimed in connexion with races. When these holidays fall upon a Sunday the next following Monday shall be a holiday in lieu of such day. In all other cases they must be kept on the date proclaimed or gazetted.
- (d) Such other holidays, not exceeding in each financial year four in each full-time school, and two in each branch of a part-time school, as may be approved by the Board of Advice. These holidays are not to be taken in conjunction with the Christmas or the Easter vacation, or with these vacations when altered to suit such local exigencies as hop-picking and vineyard or farming operations, or with those granted for the purpose of attending examinations. Such holidays are intended as a reserve for local festivities, emergencies, &c., and are to be granted for those purposes only.
2. No other holidays than those specified above shall be given without the express sanction of the Minister, except days on which the school building may be required for election purposes.
3. Whenever a school is to be closed on days other than those specified in clause 1, the head teacher shall notify the same with full particulars to the Board of Advice and the District Inspector.*

* Cases in which the head teacher is called out for military service form no exception to this rule.

4. Whenever a school is to be closed on a day proclaimed as a local public holiday or when a holiday is granted by the Board of Advice out of the four days placed at its disposal,* the head teacher shall previously send notice to the District Inspector, and shall make a special report to the Department in his monthly return, and forward with it the written consent of the Board of Advice.

5. In the absence of such special report and written consent, or in the event of any other days than those specified in clause 1 being observed as holidays, and no satisfactory explanation thereof being furnished in the monthly return, pay will be deducted, and no appeal against such deduction will be entertained.

XVIII.—BOARDS OF ADVICE.

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|---|---|
| School districts. | 1. School districts shall mean the districts which shall from time to time be constituted and defined by Order in Council. |
| Number of members of Boards of Advice for each district. | 2. The Board of Advice for each school district shall consist of such number of members, not less than five nor more than seven, as shall be specified in the order constituting the same. |
| Governor in Council to appoint returning officer for each district. | 3. For every school district the Governor in Council may from time to time, as occasion may require, appoint a person to be returning officer, and may remove every such person; and every such appointment and removal shall be notified in the <i>Government Gazette</i> . The returning officer may appoint a deputy or deputies to assist him, or to act in his room, at any such election, and any such deputy may do all or any of the acts or things which the returning officer is hereby authorized or required to do. |
| Triennial election of boards. | 4. "Ratepayer" shall mean any person whose name is on the roll of ratepaying electors for the whole or any part of a school district in force for the time being, and residing within such school district, or any person who shall prove to the satisfaction of the returning officer that he is a ratepayer residing within such school district although his name is not on such roll of ratepaying electors. |
| Date of first triennial election. | 5. There shall be an election of Boards of Advice once in every three years, to be held on the third Thursday in November. |
| | 6. The first triennial election under the preceding section shall be held on the third Thursday in November, 1899, and thereafter elections shall be held on the same day of the year at intervals of three years. |
| | Provided that if in any case, from any unforeseen cause, a poll shall not stand appointed for the third Thursday in November in a year in which a triennial election should be held, an election shall be held as soon thereafter as may be convenient, on a day to be fixed by the returning officer. |
| Time of holding first election of a board. | 7. The first general election of a Board of Advice in any school district shall be held as soon as convenient after the appointment of the returning officer of the district, and every such election shall take place on a day to be fixed by the returning officer, and notified by him by advertisement, as hereinafter mentioned. |
| Retirement of members of Boards of Advice. | 8. All members of Boards of Advice elected or appointed subsequently to the passing of these regulations shall retire at the conclusion of the next triennial election succeeding the date of their election or appointment. |

NOMINATION OF CANDIDATES.

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|---------------------|--|
| Notice of election. | 9. Twenty-one clear days before any election of members of any Board of Advice the returning officer shall give notice of such election, by advertisement in some newspaper circulating in the school district, notifying the same to the Department by letter, and by such notice shall require all candidates at such election to be nominated at some place to be named in such advertisement, in manner hereinafter mentioned, between the hours of Ten o'clock in the forenoon and Four o'clock in the afternoon on some day before the election, hereinafter called the day of nomination, being not less than four clear days from the time of giving such notice, and not less than fourteen clear days before the day of election; and any person desirous of nominating a candidate shall, before Four o'clock in the afternoon of the day next preceding the nomination |
| Mode of nomination. | |

* Relieving teachers are not at liberty to apply to Boards of Advice for any of the four holidays at their disposal when only in charge of a school for a short period, i.e., for less than a year; though, of course, if a Board of Advice desire to give one or more of these holidays within such period they are to be observed.

day, cause to be delivered to the returning officer or his deputy a nomination paper in the form in the First Schedule or to the like effect, stating therein the christian name and surname of such candidate, together with the other particulars required in and by the said schedule; and such nomination paper shall be signed by not less than ten persons duly qualified to vote at such election, and also by the person named therein as a candidate.

10. The returning officer shall, between the hours of Nine o'clock in the forenoon and Four o'clock in the afternoon, upon each day between the giving as hereinbefore provided for notice of any election and the day of nomination named therein, keep posted outside the place so as aforesaid named for the delivery of nomination papers the names of all persons who shall previously have become candidates for such election.

11. If at the expiration of the time limited as hereinbefore provided for the nomination of candidates the number of persons who shall have become candidates as aforesaid shall not exceed the number of members then to be elected, the returning officer shall then declare such candidates to be duly elected, and shall notify under his hand the same to the Minister of Public Instruction, and the names of the members so elected shall be published in the *Government Gazette*.

POLLING, ETC.

12. Any State school building in a school district, and any other place which may be fixed by the returning officer, shall be a polling place for such district.

13. If at the expiration of the time aforesaid the number of candidates shall exceed the number of members to be elected, then the returning officer shall forthwith transmit the names of such candidates to the Department, and the Department will cause ballot-papers to be printed with the Christian names and surnames of all the candidates in full in the form in the Second Schedule. The names of the persons so nominated, and notice that a poll will be taken for the election of such members on the day appointed for holding the election under the provisions thereof, and named in such notice, at the polling place or polling places, shall be published in the *Government Gazette*, and such poll shall take place accordingly, and shall commence at Eight o'clock in the forenoon and close at Five o'clock in the afternoon. Provided that in the case of school districts situated within the Metropolitan Area as comprised within the City of Melbourne and the several other municipal districts specified in the Second Schedule to the *Melbourne and Metropolitan Board of Works Act 1890*, except the Borough of Brighton and the Shires of Boroondara and Caulfield, and in the case of such other school districts outside of the Metropolitan Area or in the Borough of Brighton, the Shire of Boroondara, or the Shire of Caulfield as may obtain the sanction of the Minister for the extension of time, the hour of closing the poll shall be Seven o'clock in the afternoon.

14. If after a poll shall stand appointed as aforesaid at any election, any person who shall duly have become a candidate for such election and five of the persons having signed the paper nominating him as aforesaid shall be desirous that he retire from such candidature, such candidate and the persons aforesaid, not later than four clear days before the day of polling, may sign and deliver to the returning officer between the hours of Nine o'clock in the forenoon and Four o'clock in the afternoon a notice in the form in the Third Schedule, stating that such candidate so retires; and the returning officer, on such receipt of such notice, if the number of candidates shall by such retirement be reduced to the number of members to be elected at such election, shall on the day appointed for the election declare the remaining candidates to be duly elected, and if the said number shall not be reduced shall omit the name of such persons so retiring from the ballot-papers to be used at the said election, and if such ballot-papers shall have been already printed shall erase such name therefrom, and such person shall not be capable of being elected at such election.

15. At every election the returning officer, if it shall appear to him expedient for taking the poll, may cause school buildings to be divided and allotted into compartments as to the returning officer shall seem most convenient, and the returning officer may also appoint poll clerks to attend at such election.

16. The returning officer or his deputy, or some one to be appointed by writing under the hand of the returning officer or his deputy, shall preside at each polling booth for taking the poll.

17. Each candidate shall be entitled to appoint in writing one scrutineer to be present at each polling booth; and such scrutineers and the returning officer or deputy or other person and the

First
Schedule

Returning
officer to
post
names of
candidates.

Declaration
of election
where un-
contested.

Polling
places.

Contested
election.

Second
Schedule.

Notice and
time and
place of poll.

Candidate
may retire
within
certain time

Third
Schedule.

Polling
booths, &c.

Returning
officer or
deputy, &c.,
to preside at
each booth.

Scrutineers.
What
persons may
be present in
booth.

poll clerks, and any voters not exceeding six in number actually engaged in voting and to be named if necessary by such returning officer or deputy or other person so appointed, shall alone be permitted at any one time to enter or remain in the polling booth.

Ballot-box,
&c.

18. The returning officer or his deputy or other person so appointed shall provide pencils in every polling booth for the use of the voters, and also a locked box, to be called the ballot-box, with a cleft or opening therein capable of receiving the ballot-papers; and such box shall be opened and exhibited to the poll clerks and scrutineers before the polling begins, and shall stand on a table opposite the returning officer or deputy or other persons so appointed, who shall keep the key of such box.

Mode of
voting.
Only one
ballot-paper
to be
delivered to
each voter.

19. The returning officer or his deputy or other person so appointed shall deliver to every voter who shall require the same one ballot-paper in the form aforesaid, and initialed by the returning officer; and every such voter shall, without leaving the booth, strike out from such paper the names of every candidate for whom he shall not desire to vote; and in case any voter shall be unable to read or write, the returning officer or his deputy or other person so appointed, if required, shall in view of such one of the scrutineers as such voter may desire, strike out the names of such candidates as such voter may designate, and after such names shall be so struck out the ballot-paper shall be forthwith deposited in the said box.

Ballot-
papers to
numbered.

20. Before delivering a ballot-paper to a voter the returning officer or his deputy or other person so appointed shall write upon the back of such ballot-paper, as near as practicable to the lower edge thereof, the number corresponding to the number set opposite to the voter's name in the roll of ratepaying electors, if any, and if necessary some mark to designate such roll, and shall thereupon upon a copy of such roll check off such voter's name as having voted, and if such voter's name is not on the roll of ratepaying electors he shall enter such name in a book to be kept for that purpose, and shall number such name and the ballot-paper with a corresponding number.

Votes for
excessive
number of
candidates
to be void.

21. If any voter shall suffer to remain upon his ballot-paper a greater number of names not struck out than the number of members to be elected, the vote given on and by such paper shall be void and of no effect.

Questions to
be put to
voter at
elections.

22. At all elections in any school district the returning officer, or his deputy or other person so appointed as aforesaid, may if he see fit, or if required so to do by any candidate or scrutineer, shall put to any person tendering his vote—

As being on a roll of ratepaying electors, the questions following :—

- (I.) Are you the person whose name appears as (A.B.) in the roll of ratepaying electors now in force for [naming the municipal division]?
- (II.) Are you still a ratepayer residing in the school district?
- (III.) Have you already voted at the present election?

And no person who shall refuse to answer any of such questions, or who shall not answer the first and second of such questions absolutely in the affirmative and the third of such questions absolutely in the negative, shall be permitted to vote.

Where the person claiming to vote as a ratepayer, and whose name is not on the roll of ratepaying electors, the questions following :—

- (I.) What is your name?
- (II.) Are you the owner or occupier of property within this school district for which you are liable to be rated?
- (III.) What is the property in respect of which you claim to vote, and the name and situation thereof, and to what corporation are you liable to pay rates in respect thereof?
- (IV.) Have you already voted at the present election?

And no person who shall refuse to answer any of such questions, or whose answer to the same shall not show his right to give such vote, shall receive a ballot-paper, or be permitted to vote.

Declaration
of poll and
casting vote.

23. Immediately upon the close of the poll the returning officer or his deputy, or such other person appointed at each polling booth, shall proceed, in the presence and subject to the inspection of the poll clerks and of so many of the scrutineers of the candidates as shall be pleased to be present, to ascertain the number of votes for each candidate; and such returning officer or deputy or other person respectively shall abstain from inspecting the number written as aforesaid on any ballot-paper, and take care

that the same is not seen by any person before being sealed up as herein provided; and the deputy or such other person shall immediately forward the ballot-papers sealed up, together with a list made up under the inspection of the said scrutineers of the total number of votes for each candidate, to the returning officer; and the returning officer shall in like manner seal up the ballot-papers deposited in the booth in which he shall have presided; and such returning officer shall as soon as conveniently may be on or after the day of the poll give public notice of the number of votes given to each candidate, and shall declare the candidates not exceeding the number of vacancies to be filled up who have received at all the polling booths taken together the greatest number of votes to be duly elected as members of the Board of Advice, and shall notify under his hand, to the Minister of Public Instruction, the names of the members so elected, and such names shall be published in the *Government Gazette*, and if two or more candidates shall have received an equal number of votes, the returning officer shall in such case have the casting vote.

24. The returning officer shall forthwith after the declaration of the poll cause all the sealed parcels of ballot-papers to be sealed up in a packet indorsed with the description of the contents thereof signed by the returning officer, and shall safely and secretly keep the same for six months; and shall after the expiration of such period of six months cause such ballot-papers to be destroyed in presence of three of the members of the Board of Advice so elected.

25. When the proceedings at any election of any Board of Advice shall be interrupted or obstructed at any polling place by any riot or open violence, the returning officer or deputy or person appointed as aforesaid, as the case may be, shall not finally close the poll, but shall adjourn the taking of the poll at the polling place at which such interruption or obstruction shall have happened to the following day; and, if necessary, such returning officer, deputy, or person aforesaid, shall further adjourn such poll until such interruption or obstruction shall have ceased, when such returning officer, deputy, or person aforesaid, shall again proceed with the taking of the poll at the place at which the same may have been so interrupted or obstructed.

26. If from any cause, not being such as in the last preceding section mentioned, after a poll shall stand appointed for any election no such election shall take place on the day appointed for the same, the election shall stand adjourned until the same day of the following week, and the returning officer shall give not less than three days' previous notice thereof, by advertisement or by placards affixed in public places in the school district.

27. If at any election no members or a less number of members than is necessary to fill the vacancies to fill which such election was held shall be elected, the returning officer shall notify the same forthwith to the Minister of Public Instruction.

28. Whenever, during the period which elapses between two triennial elections, a vacancy occurs in any Board of Advice, and it may not be advisable or practicable to hold an election to fill up such vacancy, the Governor in Council may appoint some suitable person to fill up such vacancy, and the person so appointed shall hold office till the conclusion of the next triennial election.

29. When any vacancy takes place in any Board of Advice, and it is deemed advisable to fill up such vacancy by an election, the Minister of Public Instruction shall cause the same to be notified to the returning officer, who shall thereupon proceed to fill up the vacancy by an election in the manner hereinbefore provided.

30. No person who acts as returning officer, or as deputy returning officer, at any election shall be or become a candidate for the office of member of the Board of Advice at such election.

31. The death or resignation of any member of a Board of Advice shall be at once notified by such Board to the Minister of Public Instruction.

32. Any member of a Board of Advice who shall absent himself from the meetings of the Board for three months consecutively, having been duly summoned to attend, shall be liable to be removed, and may thereupon be removed accordingly.

33. The removal by the Governor in Council of any member of a Board of Advice for misconduct shall render every such person ineligible for re-election, and incapable of holding the position of a member of a Board of Advice for any school district for a period of three years from the date of such removal, or for such further period as may be determined on by the Governor in Council.

SCHEDULES.

FIRST SCHEDULE.

The _____ day of _____ 18

We, the undersigned voters of the school district of _____ do hereby nominate [stating christian and surname] of _____ as a candidate for the office of a member of the Board of Advice of the said school district, at the election to be held on the _____ day of _____ A.D. 18

[Here are to follow the signatures.]

And I, the above-named _____ do hereby consent to such nomination.

(Signed)

Section 10.

SECOND SCHEDULE.

School District of _____

Candidates' Names [arrange in alphabetical order of surnames]:—

- A.B.
- C.D.
- E.F.
- G.H.

DIRECTIONS.

The voter is to strike out the name of the candidate or candidates for whom he does not intend to vote, by drawing a line through the same with a pencil.

He must be careful not to leave uncancelled the names of more than candidates, otherwise this ballot-paper will be invalid.

The ballot-paper so marked by or for the voter is to be dropped by him into the ballot-box.

The voter is not permitted to take his ballot-paper out of the ballot-room or polling booth.

Section 11.

THIRD SCHEDULE.

We, the undersigned nominators of A.B. as a candidate at the election of members of the Board of Advice, to be held on the _____ day of _____ in and for the school district of _____ do hereby withdraw the said A.B. as such candidate.

[Here follow signatures of nominators.]

And I, the said A.B., do hereby retire from being such candidate.

(Signed) A.B.

SCHOOL DISTRICTS AND THE NUMBER OF MEMBERS WHICH THE BOARD OF ADVICE FOR EACH DISTRICT IS TO CONSIST OF.

No. of School District.	No. of Members.
1 Gipps, La Trobe, and Albert Wards, in the City of Melbourne ...	7
2 Bourke and Lonsdale Wards, in the City of Melbourne ...	7
3 Smith and Victoria Wards, in the City of Melbourne ...	7
4 City of Ballarat ...	7
5 " Bendigo ...	7
6 Town of Ballarat East ...	7
7 " Geelong ...	7
8 City of South Melbourne ...	7
9 " Fitzroy ...	7
10 " Prahran ...	7
11 " Richmond ...	7
12 Borough of Talbot ...	5
13 " Ararat ...	5
14 " Port Fairy ...	5
15 Town of Brighton ...	5
16 Borough of Browns and Scarsdale ...	5
17 Town of Brunswick ...	5
18 Borough of Buninyong ...	7
19 " Carisbrook ...	5
20 " Castlemaine ...	5
21 " Chewton ...	7
22 " Clunes ...	5
23 " Majorca ...	7
24 " Creswick ...	5
25 " Daylesford ...	5
26 " Dunnolly ...	7
27 " Eaglehawk ...	5
28 City of Collingwood ...	7
29 Borough of Echuca ...	7
30 Town of Essendon ...	5
31 City of Footscray ...	5
33 Borough of Hamilton ...	7

No. of School District.		No. of Members.
34	City of Hawthorn	7
35	Shire of McIvor—Central Riding	5
36	Town of North Melbourne	7
37	Borough of Inglewood	5
38	" Kew	5
39	Shire of Kilmore—Kilmore Riding	5
40	Borough of Koroit	5
41	" Malmesbury	5
42	" Maryborough	5
43	" Newtown and Chilwell	7
44	" Portland	5
45	" Queenscliff	5
46	" Raywood	5
47	" Rutherglen	5
48	" Sale	5
49	Town of Port Melbourne	7
50	Borough of Sebastopol	7
51	" Smythesdale	5
52	Shire of South Barwon—Barwon and Kardinia Ridings	5
53	Borough of St. Arnaud	5
54	City of St. Kilda	7
55	Borough of Stawell	7
56	Shire of Castle Donnington	5
57	Borough of Tarnagulla	5
58	Shire of Mornington	5
59	Borough of Wangaratta	5
60	Town of Warrnambool	7
61	" Williamstown	7
62	Shire of Howqua—Wood's Point Riding	5
63	" Alberton	7
64	" Alexandra—Darlingford Riding	5
65	" " Alexandra Riding	5
66	" " Merton Riding	5
67	" Ararat—North Riding	5
68	" " West Riding	5
69	" " East Riding	5
70	" Avoca—North Riding	5
71	" " South Riding	5
72	" " West Riding	5
73	" Avon—East Riding	5
74	" Maffra	5
75	" Avon—South Riding	5
76	" Bacchus Marsh	5
77	" Deakin	5
78	" Bairnsdale—West Riding	5
79	" " East and Central Ridings	5
80	" Ballan—East Riding	5
81	" Kyneton—Trentham Riding	5
82	" Ballan—Central Riding	5
83	" Ballarat—South Riding	5
84	" " East Riding	5
85	" " West Riding	5
86	" Bannockburn—West Riding	5
87	" " East Riding	5
88	" " North Riding	5
89	" Barrabool—Ceres Riding	5
90	" " Coast Riding	5
91	" " Moriac Riding	5
92	" Beechworth—Borough Riding	5
93	" " Shire Riding	5
94	" Belfast	5
95	" Bellarine—Bellarine Riding	5
96	" " Paywit Riding	5
97	" " Moolap Riding	5
98	" Benalla—Central, Devenish, and Mokoan Ridings	5
99	" Euroa—Central and South Ridings	7
100	" Benalla—Warrenbayne and Tatong Ridings	5
101	" Ferntree Gully	5
102	" Berwick—Berwick Riding	5
103	" " Pakenham Riding	5
104	" Bet Bet—Tarnagulla Riding	5
105	" " Bealiba Riding	5
106	" " Dunolly Riding	5
107	" Boroondara	5
108	" Braybrook	5
109	" Bright—North Riding	5
110	" " South Riding	5
111	" " West Riding	5
112	" Broadmeadows—Broadmeadows and Mickleham Ridings	5
113	" Bulla	5
114	" Bungaree	5
115	" Buninyong—North and Middle Ridings	5
116	" " South Riding	5
117	" " West Riding	5
118	" Caulfield	7
119	" Colac—Beacac Riding	5
120	" " Corangamite Riding	5
121	" " Weering Riding	5
122	" Corio—Lara Riding	5
123	" " Peak Riding	5
124	" " Moorpanyal Riding	5
125	" Cranbourne—Cranbourne Riding	5
126	" " Lyndhurst Riding	5
127	" " Yallock Riding	5
128	" Creswick—North Riding	5
129	" " South Riding	5

No of School District.		No of Members.
130	Shire of Creswick—East Riding	5
131	" Dandenong	5
132	" Epping—Epping Riding	5
133	" Woodstock Riding	5
134	" Whittlesea—Morang and Yan Yean Ridings	5
135	" Dundas—South Riding	5
136	" Dundas—East Riding	5
137	" West Riding	5
138	" East Loddon—North and South Ridings	5
139	" Mirboo	5
140	" Dimboola—North Riding	5
141	" Eltham—North Riding	5
142	" East Riding	5
143	" South Riding	5
144	" Malvern	5
145	" Gisborne	5
146	" Glenelg—South Riding	5
147	" Central Riding	5
148	" North Riding	5
149	" Glenlyon—West Riding	5
150	" North Riding	5
151	" Goulburn	7
152	" Grenville—North Riding	5
153	" West Riding	5
154	" East Riding	5
155	" Hampden—North Riding	5
156	" East Riding	5
157	" West Riding	5
158	" Heidelberg—Heidelberg and Ivanhoe Ridings	5
159	" Huntly—West Riding	5
160	" Preston	5
161	" Kellor	5
162	" Charlton	5
163	" Birchip	5
164	" Violet Town	5
165	" Heytesbury	5
166	" Kyneton—Tylden Riding	5
167	" Carlsruhe Riding	5
168	" Lauriston and Edgecombe Riding	5
169	" Kyneton Riding	5
170	" Leigh—West Riding	5
171	" Middle Riding	5
172	" East Riding	5
173	" Lexton—North Riding	5
174	" South Riding	5
175	" West Riding	5
176	" Lillydale—Eastern Riding	5
177	" North-Western and South-Western Ridings	7
178	" Karkarook	5
179	" South Gippsland	5
180	" Mansfield	5
181	" Marong—North-West Riding	5
182	" North-East Riding	5
183	" South Riding	5
184	" Melton	5
185	" Meredith—East Riding	5
186	" North and South Ridings	5
187	" Merriang—Beveridge Riding	5
188	" Donnybrook Riding	5
189	" Wallan Wallan Ridings	5
190	" Metcalfe—North and West Ridings	5
191	" South and Taradale Ridings	5
192	" Minhamite—North-East Riding	5
193	" South-East Riding	5
194	" West Riding	5
195	" Moorabbin	6
196	" Frankston and Hastings	5
197	" Mortlake—Woorndoo Riding	5
198	" Mortlake Riding	5
199	" Darlington Riding	5
200	" Melvor—South-Western Riding	5
201	" Eastern Riding	5
202	" North-Western Riding	5
203	" Mount Alexander—Campbell's Creek Riding	5
204	" Fryers' Riding	5
205	" Guildford Riding	5
206	" Mount Franklin—Northern Riding	5
207	" Central Riding	5
208	" Southern Riding	5
209	" Mount Rouse—Penshurst Riding	5
210	" Chatsworth Riding	5
211	" Dunkeld Riding	5
212	" Newham	5
213	" Newstead—South Riding	5
214	" North and East Ridings	5
215	" North Ovens—Tarrawingee Riding	5
216	" Central Riding	5
217	" Estcourt Riding	5
218	" Nunawading	5
219	Borough of Oakleigh and Shire of Mulgrave	5
220	Shire of Omeo	5
221	" Oxley—Western Riding	5
222	" Central Riding	5
223	" Eastern Riding	5
224	" Towong—Tallangatta Riding	5
225	" Pyalong	5

No. of School District.		No. of Members.
226	Shire of Ripon—North Riding	5
227	" " East Riding	5
228	" " West Riding	5
229	Romsey—Monegeeta Riding	5
230	" " Romsey Riding	5
231	" Lancefield	5
232	" Rosedale	7
233	" Rutherglen	5
234	" Seymour	5
235	" Springfield—North and Central Ridings	5
236	" " South Riding	5
237	" Donald—South Riding	5
238	" " Central Riding	5
239	" Kara Kara	7
240	" Stawell—North Riding	5
241	" " East Riding	5
242	" " West Riding	5
243	" Strathfieldsaye—Axedale Riding	5
244	" " Strathfieldsaye Riding	5
245	" " Mandurang Riding	5
246	" Dunmunkle—West Riding	5
247	" Wycheproof—Tyrrell Riding	5
248	" Kerang—North-West and South-West Ridings	5
249	" Talbot—East Riding	5
250	" " West Riding	5
251	" " South Riding	5
252	" Tullaroop—West Riding	5
253	" " East Riding	5
254	" " North Riding	5
255	" Waranga—Central and Eastern Ridings	5
257	" Waranga—Western Riding	5
258	" Rodney	5
259	" Warrnambool—East Riding	7
260	" " North Riding	5
263	" Winchelsea—East and West Ridings	5
264	" " Middle and Coast Ridings	5
265	" Wyndham—North and East Ridings	5
266	" " South Riding	5
267	" Yackandandah—Barnawatha Riding	5
268	" Wodonga	5
269	" Yackandandah—Kiewa and Yackandandah Ridings	5
270	" Broadford	5
272	" Coburg	5
273	" South Barwon—Connewarre Riding	5
275	" Heidelberg—Greensborough Riding	5
276	" Howqua—Howqua and Jamieson Ridings	5
277	" " Lauraville Riding	5
278	" Chiltern	5
280	" Phillip Island—Phillip Island Riding	5
281	" Templestowe	5
283	" Whittlesea—Whittlesea Riding	5
284	" Yea	5
285	" Orbost—North and East Ridings	5
287	" Phillip Island—Corinella and Woolamai Ridings	5
291	" Portland—East Riding	5
292	" " South Riding	7
293	" " West Riding	5
294	" Mortlake—Ballengeich Riding	5
295	" Poowong and Jeetho—Poowong Riding	5
296	" " " Jeetho Riding	5
297	" " " Korumburra Riding	5
298	" " " Jumbunna Riding	5
300	" Wannon—Coleraine Riding	5
301	" " Balmoral Riding	5
302	" " Nareen Riding	5
304	" Maldon—Maldon Riding	5
305	" " Baringhup Riding	5
306	" " Walmer Riding	5
307	" Towong—Mitta Mitta Riding	5
308	" " Corryong Riding	5
309	" " Murray Riding	5
310	" Echuca—Central Riding	5
312	" Numurkah—Moirra Riding	5
313	" Echuca—North-West Riding	5
314	" Ballan—West Riding	5
315	" " South Riding	5
317	" Echuca—South-West Riding	5
319	" Stawell—North-East Riding	5
321	" Mount Alexander—Vaughan Riding	5
322	" Dunmunkle—East and West Ridings	7
324	" Narracan	5
325	" East Loddon—East Riding	5
329	Borough of Geelong West	5
330	Shire of Warragul	5
331	" " Buln Buln	6
333	" " Tambo—Bruthen Riding	5
334	" " Bumberrah Riding	5
335	" " Buchan Riding	5
336	" " Bairnsdale—South Riding	5
339	Town of Northcote	5
342	Shire of Huntly—North Riding	5
343	Borough of Flemington and Kensington	5
344	" " Horsham	5
345	Shire of Korong—North Riding	5
346	" " Central Riding	5
347	" " South Riding	5

No. of School District.		No. of Members.
348	Shire of Romsey—Riddell's Creek Riding	5
349	" " Rochford Riding	5
350	" " Kilmore—Bylands and Glenburnie Riding	5
351	" " Willowmavin and Moranding Riding	5
352	" " Flinders and Kangerong—East Riding	5
353	" " " Centre Riding	5
354	" " " West Riding	5
355	" " Warrnambool—South Riding	5
356	" " Wimmera—North Riding	5
357	" " Arapiles	5
358	" " Wimmera—South Riding	5
359	" " Numurkah—Central and Eastern Ridings	5
360	" " Shepparton	5
362	" " Lowan—East Riding	7
363	" " Lawloit	5
364	" " Huntly—South Riding	5
365	" " Broadmeadows—Campbellfield Riding	5
366	" " Avon—North Riding	7
368	" " Kerang—North-East and South-East Ridings	5
369	" " Wycheproof	5
370	" " Traralgon—East and Central Ridings	5
371	" " Morwell	5
372	" " Walhalla	7
373	" " Glenlyon—East Riding	5
374	" " Euroa—North Riding	7
375	" " Kowree—North riding	7
376	" " Borung—West Riding	5
377	" " Dimboola—South Riding	5
378	" " " West Riding	5
379	" " Yarrawonga	5
380	" " Tungamah—Central Riding	5
381	" " " North-West and South-West Ridings	5
382	" " Dunmunkle—North Riding	5
383	" " Gordon—East Riding	5
384	" " " Central Riding	5
385	" " " West Riding	5
386	" " Numurkah—Western Riding	5
387	" " Kowree—Eastern Riding	5
388	" " " Central Riding	5
389	" " " Western Riding	5
390	" " Borung—North, East, and South Ridings	5
391	" " Orbost—Central, South, and West Ridings	5
392	" " Woorayl	5
393	" " Mildura	5
394	" " Upper Yarra	5
395	" " Tungamah—Southern Riding	5
396	" " Healesville	5
397	" " Berwick—Beaconsfield Riding	5
398	" " Doncaster	5

XIX.—WORKS THAT MAY BE DONE UNDER THE DIRECTION OF BOARDS OF ADVICE IN CONNEXION WITH BUILDINGS, ETC., WHICH ARE THE PROPERTY OF THE STATE.

- 1. (a) Small repairs to floors, door-steps, galleries, and furniture, especially where prompt action might prevent accidents to the teachers or children.
- (b) Repairs to tank-stands, tanks, and taps, well and pump, or other means of supplying the school with water.
- (c) Repairs to roofs, spouting, and down-pipes, so as to secure—(1) the building from damage, and (2) the proper storage of the rainfall. Repairs to drains.
- (d) Repairs to hobs, hearths, and backs of fire-places; resetting ovens when necessary.
- (e) New door hinges, locks, or other fastenings when the old ones are missing or past repair.
- (f) New fastenings and cords to windows when necessary.
- Refrosting of windows.
- (g) Repairs to out-offices and guard fences, also to urinals.
- (h) Small repairs to fences and gates.
- (i) Removing dangerous trees, stumps, or logs, and filling up holes in paths or near school building and out-offices.

GENERALLY—

Small repairs or works that become necessary :—

- (1) To prevent further damage or dilapidation to the school property.
- (2) To prevent accidents to the teachers or children.

2. Boards of Advice are authorized to incur expenditure on the vested school buildings in the several districts according to the following scale :—

For First, Second, and Third Class schools within its district, £6 each per annum, from 1st July to 30th June.

For Fourth, Fifth, Sixth, and Seventh Class schools within its district, £4 each per annum, from 1st July to 30th June.

3. The whole amount available for expenditure at the direction of any one Board of Advice in any year may be expended on all or any one or more of the State school buildings within the school district of such Board of Advice.

4. Payments will be made by the Education Department upon the presentation of claims setting forth clearly the character of the work done, and certified by the chairman or the correspondent of the board.

5. The accounts for each board will be made up to the 30th June in each year, when all unexpended balances will lapse. The amount available for each school will be determined by its classification on the 1st July.

No expenditure should be incurred in connexion with the works for which head teachers are responsible in return for the allowance for maintenance expenses. See Regulation II., 10.

N.B.—Fencing and other permanent improvements are not to be undertaken unless the express permission of the Department, in writing, has previously been obtained.

XX.—TERMS UPON WHICH SCHOOL BUILDINGS MAY BE USED UNDER THE DIRECTION OF BOARDS OF ADVICE.

1. A guarantee must be given to repair any damage to the premises or school property.

2. If it is necessary to displace the furniture or school apparatus, this must be done at the expense and risk of the persons using the room, and everything must be replaced at least one hour before the commencement of the next school meeting.

3. For the use of each room, when used for general purposes, Five shillings must be paid to the head teacher, who will retain Two shillings and sixpence towards the expenses of cleaning the room, and pay the balance to the Board of Advice towards a fund for prizes for the scholars.

4. When school-rooms are used periodically for local purposes, the fee may, with the consent of the Board of Advice, be reduced to One shilling, to be paid to the teacher.

5. When school-rooms are used for religious instruction on school days, and immediately after the ordinary school hours, no charge will be made. When so used on other than schooldays, a fee of One shilling will be charged for each room, subject to the condition that the total charge shall not exceed Two shillings and sixpence, whatever the number of rooms used. This fee will be retained by the head teacher towards the expense of cleaning the rooms.

6. No charge will be made for the use of school-rooms for meetings or elections of Boards of Advice.

NOTE.—The Minister will not approve of State school buildings being used for other than school purposes—

- (a) If such use is likely to interfere with the work of the school;
- (b) If the school property is likely to be injured; or
- (c) In general, if such use be objected to in writing by one-third of the parents of children attending such school.

XXI.—RESIDENCES.

1. When schools are provided with residences, rent will be charged to the head teacher. The amount in each case will be from time to time determined by the Minister on the report of an officer of the Department.

2. The head teacher will be required to occupy the residence, or to place in it a person approved by the Minister, and will be held responsible for the due protection of the property of the Minister upon the school site.

3. All repairs to residences, ordinarily called tenant's repairs, shall be effected by the head teacher, who, on leaving the school, will be required to furnish a report signed by his successor and himself as to the condition in which everything is left.

XXII.—CONVEYANCE OF CHILDREN TO SCHOOL.

1. Allowances for conveyance will be granted under the following conditions :—

- (a) For each day's attendance of children over six and under twelve years of age, and whose residences are beyond $2\frac{1}{2}$ miles and under 3 miles from nearest existing school by shortest practicable road } 3d.
- (b) For each day's attendance of all children between the ages of six and fifteen years of age whose residences are 3 miles from nearest existing school by shortest practicable road } 4d.

2. Payments will be restricted to—

- (a) Cases where schools are closed through low average attendance ;
- (b) Applications where the number of children would warrant the Department in establishing a school.

3. Payments will be granted from the day on which children reach the age of six years, and will cease on the last day of the month in which they reach the age of twelve or fifteen years, as the case may be.

4. Such payments will be made monthly through the Head Teacher, who will certify that such children are duly conveyed in accordance with clauses (a) or (b) in paragraph 1 above.

5. Parents must make all arrangements for the conveyance of their children, and must accept all responsibility in connexion therewith.

6. Permission of the Department must be obtained before any names are added to the monthly claim.

7. Subject to the conditions of sections 1 and 2 *supra*, Special State School Tickets will be issued by the Railway Department to and from certain stations, and these tickets must be paid for by the children at the time of issue. The return half will not be available unless initialed by the Head Teacher as a guarantee that the child has been in attendance.

- (a) Head Teachers will be required to keep a record of the number of tickets issued to each child, and to furnish a return monthly to the Education Department, upon receipt of which the parents will be reimbursed.
- (b) The fares by rail are as follows :—Up to 6 miles, 2d. daily ; from 6 miles and upwards, 4d. daily.

XXIII.—TRAINING.

1. The members of the Training College will be a Principal, two or more Lecturers and students.

2. Training will be conducted in the Training College by the Principal and the other officers of the college.

3. The course of instruction in the Training College will be free, and will be for one year, except as hereinafter provided.

4. (a) Studentships not exceeding 50 will be awarded, on competitive examination, to classified teachers having a first-class certificate or a certificate of competency, or a licence to teach pending certificate, or who have passed the pupil teacher's course, and to pupil teachers who have completed their course. Provided that no candidate who for the two years immediately preceding the date of the examination has not obtained from the District Inspector satisfactory reports as to his conduct and efficiency as a teacher will be eligible to compete, and that no studentship will be awarded to any candidate who fails to pass a meritorious examination.

(b) In determining the order of precedence of the candidates who pass a meritorious examination, consideration will be given to practical skill and length of experience. In the case of pupil teachers, length of experience will be limited to period of service as 1st class pupil teachers.

(c) Students who passed a satisfactory examination at the end of their first year, but who, owing to the closing of the Training College, were not admitted to the second year's course, will be granted permission, without competitive examination, to complete such course at the Training College during the year 1900, on terms as regards board, residence, and tuition similar to those they would have enjoyed had the Training College been kept open, provided that they give due notice to the Department of their wish to avail themselves of such privilege.

5. Studentships will be either senior studentships, of which not more than 25 will be awarded, or junior studentships, and in either case they will be awarded to candidates in their order of merit.

6. (a) Holders of a senior studentship will be entitled to board, residence, and tuition at the Training College free of expense for one year, or, if they reside at home, to an allowance of £26 towards board and residence, with free tuition at the Training College for one year. Holders of a junior studentship will be entitled to board and residence and free tuition on payment of £20 for one year, or, if they reside at home, to an allowance of £13 towards board and residence, with free tuition. In the event of the holder of a junior studentship not being in a position to pay the amount above stipulated, viz., £20, during the currency of his studentship, the Minister may allow the holder of such studentship, on his entering into a bond by himself and an approved surety, to pay such amount at such times and in such instalments as the Minister may determine.

(b) The Minister may admit candidates who pass a meritorious examination, but who are unsuccessful in gaining either a senior or a junior studentship, as unpaid students to free tuition at the College, but without any allowance for board and residence. Such unpaid studentships will be awarded to such candidates in their order of merit.

7. A sum of £10 will be paid to the head teacher or assistant in a State school who, after not less than twelve months' instruction (such period being the twelve months immediately preceding the examination) qualifies a pupil teacher in his school for admission to the Training College under 5 *supra*. In the event of the instruction being given by more than one such teacher, the sum of £10 thus payable shall be distributed amongst such teachers in such proportions as the Minister may determine.

8. Every student will be required to enter into an agreement, by himself and an approved surety, not to relinquish his course of training without the permission of the Minister, and for four years after the termination of his studentship to teach in any school to which he may be appointed.

9. The subjects of competitive examinations for senior and junior studentships will be those prescribed for a first-class certificate, excepting that prescribed in clause (b) under Theory and Practice of Teaching. (Section 2A, Regulation V.)

10. The Course of Instruction in the Training College will include—

(1) *History, Theory, and Practice of Teaching.*—

(a) The history of education. (b) The leading principles of education and their application. (c) School organization and management. (d) Infant school teaching and management; Kindergarten.

(2) *English Language and Literature.*—

The history and structure of the English language; the history of English literature, period to be prescribed; selections from authors to be prescribed.

(3) *History of the British Empire.*—

The history in detail of periods to be prescribed.

(4) *Mathematics.*—

Algebra—So much as is comprised under Chapters I. to XXI., Chas. Smith's *Elementary Algebra*. Geometry—Euclid Books I., II., III.: deductions.

(5) *Latin.*—

(a) Accidence and the leading rules of syntax. (b) Translation of Latin from book to be prescribed. (c) Translation of easy passages at sight.

(6) *Science.*—

(a) Elementary General Science; or (b) Physics; or (c) Chemistry.

(7) *Music.*—

Theory.—To understand the elements of the Staff and the Tonic Sol-fa Notations, the Great Stave, Key Signatures up to five sharps and five flats, Time Signatures C, $\frac{2}{2}$, $\frac{3}{4}$, $\frac{4}{4}$, $\frac{3}{8}$, $\frac{6}{8}$, $\frac{9}{8}$, ordinary marks of expression and musical terms in general use, Modulation to Dominant, Sub-dominant and Relative Minor; also the terms *Major, Minor, Relative Major, and Relative Minor*.

Practice.—To pitch and conduct an easy school song. To sing at sight, in correct time and tune, a short, simple exercise, consisting of diatonic intervals which may be written in minims, crotchets, and quavers, with one easy modulation. To name or write four or five notes in any order, the key-note being first sounded; or

At the discretion of the Inspector-General, or his deputy, to give a satisfactory singing lesson to a class.

(8) *Drawing.*—

Practical plane and solid geometry, including drawing to scale and isometric projection; elementary perspective; freehand drawing from the flat and from the round; drawing plant forms from nature; black-board drawing; brush drawing; drawing from memory; elementary decorative design and colour composition.

Practice.—To give a satisfactory lesson in any subject specified under Drawing in Regulation I.

(9) *Gymnastics.*

(10) *Military Drill or Needlework.*

(11) *Domestic Economy.*

(12) *Manual Training.*

(13) *Elocution.*

Such other subjects as the Minister may from time to time direct will be included in the course of instruction.

N.B.—With the approval of the Minister a student showing special proficiency in any subject or subjects may be permitted to attend one or more courses of lectures at the University in lieu of lectures at the college, the fees charged to be paid by the Department.

11 (a) During their course in the Training College students will be required to attend lectures at the college regularly and punctually, or, as prescribed in the preceding section, at the University, in the subjects prescribed for a trained teacher's certificate, and in such other subjects as the Principal may direct.

(b) Schools will be selected as practising schools, at which students will attend and teach classes under the direction of the Principal. A special practising school similar to a small country school will also be provided to give students the necessary practice in the work of such schools.

12. At the end of the year, students will be examined in the subjects prescribed for the course of instruction, and each student who passes a satisfactory examination in the subjects numbered 1, 2, 3, 4, 5, 6, and 8, and shows such proficiency as may be required in the subjects numbered 7 (Music), 9 (Gymnastics), 10 (Military Drill or Needlework), 11 (Domestic Economy), and 12 (Manual Training), and who obtains in the aggregate a satisfactory number of marks, shall be entitled to a trained teacher's certificate; provided that such certificate shall not be issued until such student has satisfactorily performed the duties of a teacher for the period of two years *after the termination of his studentship*. (In estimating the total number of marks, no credit will be given for less than 25 per cent. of marks in any subject.)

13. Students who exhibit special merit, as determined by examination and report from the Principal, may be awarded a senior studentship for a second year, subject to the same conditions as to board and residence or the allowance therefor as in their first year. The number of such students shall not exceed five in any one year. During their second year such students shall receive such further instruction in the subjects of the first year's course as may be prescribed, and shall attend such courses of lectures and present themselves for such examination at the Training College and the University as the Minister may in each case determine.

14. Students who fail to pass for a trained teacher's certificate after one year in training may, at the discretion of the Minister, have their studentships continued for a further period not exceeding twelve months, but without any allowance for board and residence.

15. (a) Students will be liable to dismissal from the Training College for idleness or misconduct.

(b) Students who at the progress examinations, which shall be held periodically by the Principal, fail to show satisfactory progress either in the literary work or in the Art of Teaching, may, on the recommendation of the Principal, have their studentships withdrawn.

16. The Principal will furnish an annual report to the Minister on the students in training, and he will also at the close of each year furnish a report on the conduct of each student. The Inspector-General or his deputy will furnish a report each year on the Training College generally.

17. All examinations of students will be conducted under the direction of the Inspector-General.

18. The Minister may, on the recommendation of District Inspectors, grant teachers leave of absence without pay for such period as may be determined in order that they may attend a course of instruction at the Training College in the Theory and Practice of Teaching. Such instruction will be free, but all other expenses must be borne by such teachers.

19. Persons other than students may, on payment of a fee of £10 10s., be admitted to the course of instruction at the Training College, or, on payment of a fee of £4 4s., to the course of instruction in Theory and Practice of Teaching only. Students admitted to a course of instruction in Theory and Practice of Teaching may, on the payment of an additional fee of £1 1s., be admitted to a course of instruction in Singing and Drawing.

20. Such persons must be at least eighteen years of age, of good character, must satisfy the Principal of the college that they are qualified to profit by the lectures, and must undertake to comply, while in attendance, with the rules of the college.

21. Such persons may be suspended from attendance at the lectures, or may be required to discontinue the course for repeated unpunctuality, absence from lectures, or breach of the rules of the college.

22. Persons who have paid the fee of £10 10s., and complied during two consecutive half-years with the conditions prescribed by clauses 11 (a) and (b) for students, will be admitted to the final examination for the trained teacher's certificate without further payment.

23. Persons who have paid the fee of £4 4s. will be admitted without further payment to the final examination in Theory and Practice of Teaching, on production of a certificate signed by the Principal stating that they have complied during two consecutive half-years with the rules of the college as to attendance at the lectures in Theory and Practice of Teaching, and at the practising schools.

24. Persons other than students, who either pass the final examination for the trained teacher's certificate, or that in Theory and Practice of Teaching, will be awarded special certificates, specifying the subjects in which they have passed and the extent to which they have been trained; but such special certificates shall not render the holders eligible for employment in State schools.

25. Persons who have obtained such special certificates may be awarded the Department's trained teacher's certificate on producing satisfactory evidence that they have passed at some examination or examinations of the Department, or of the Melbourne University, in all the subjects in which students in training are required to pass (including those for admission to training) in order to obtain the same certificate, and that such examinations were of at least equal difficulty with those passed by students; but such special certificates shall not render the holders eligible for employment in State schools.

And the Honorable Charles Carty Salmon, Her Majesty's Minister of Public Instruction for Victoria, shall give the necessary directions herein accordingly.

THOS. BRISBANE,
Acting Clerk of the Executive Council.

