



# VICTORIA GOVERNMENT GAZETTE.

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No. 303]

FRIDAY, OCTOBER 31.

[1941

Factories and Shops Acts.

## DETERMINATION OF THE SAUSAGE CASINGS BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of preparing or cleaning casings for sausages or similar products" has made the following Determination, namely:—

(1) That on the 31st October, 1941, the adjusted Determination of this Board which came into operation as from the beginning of the first pay period to commence in May, 1941, shall be revoked and replaced by this Determination.

(2)

WAGES.

										Wages per Week of 44 Hours.		
<i>Juvenile Workers.</i>												
										<i>s.</i>	<i>d.</i>	
15 years of age and under 17 years of age	..	..	..	..	..	..	..	..	..	..	35	6
17 " " " 18 " "	..	..	..	..	..	..	..	..	..	..	45	3
18 " " " 19 " "	..	..	..	..	..	..	..	..	..	..	55	0
19 " " " 20 " "	..	..	..	..	..	..	..	..	..	..	64	6
20 " " " 21 " "	..	..	..	..	..	..	..	..	..	..	86	0

		Weekly Rate.		War Loading (Non-adjustable).	Total Weekly Wage.
		<i>s.</i>	<i>d.</i>	<i>s.</i>	<i>d.</i>
<i>Other Employees.</i>					
Persons employed at Casing Factories outside Freezing Works—					
Pullers-off and strippers	..	111	0	4	115
All others	..	111	0	4	115
Persons employed at Abattoirs or Freezing Works upon the produce of animals slaughtered for local trade—					
Pullers-off and strippers	..	105	0	3	108
All others	..	105	0	3	108

							Wages per Day.					
							Monday to Friday.			Saturday.		
							Daily Rate.	War Loading (Non-adjustable).	Total Daily Wage.	Daily Rate.	War Loading (Non-adjustable).	Total Daily Wage.
							<i>s.</i>	<i>d.</i>	<i>s.</i>	<i>s.</i>	<i>d.</i>	<i>s.</i>
Persons employed at Casing Factories in Freezing Works—												
Pullers-off and strippers	..	..	20	2	9	20	11	10	2	3	10	5
All others	..	..	20	2	9	20	11	10	2	3	10	5
Persons employed at Abattoirs or Freezing Works upon the produce of animals slaughtered for export trade—												
Pullers-off and strippers	..	..	20	2	9	20	11	10	2	3	10	5
All others	..	..	20	2	9	20	11	10	2	3	10	5

(3) PROHIBITION OF EMPLOYMENT.—The Board determines that—

(a) No person under the age of 21 years shall be employed except as a "juvenile worker" as defined by Clause 4.

(b) No "juvenile worker" under the age of 15 years shall be employed.

(4) DEFINITION.—A juvenile worker shall mean a person under 21 years of age employed only in performing one or more of the following tasks, viz.:—Dry gut work, turning middles and bungs, blowing and tying weasands and bladders, measuring, selecting, salting, working behind scraping machines, splitting beef runners.

(5) TIMES OF BEGINNING AND ENDING WORK :—

Men Receiving and Tanking—

	Time of Beginning.	Time of Ending.
From Monday to Friday inclusive .. .. .	8.30 a.m.	5.21 p.m.
Saturday .. .. .	8.30 a.m.	12 noon

Persons employed as pullers-off and strippers at Abattoirs or Freezing Works (export trade or local trade) :—

From Monday to Friday inclusive.. .. .	7.45 a.m.	4.55 p.m.
Saturday .. .. .	7.45 a.m.	10.55 a.m.

All other employees—

From Monday to Friday inclusive.. .. .	7.30 a.m.	4.21 p.m.
Saturday .. .. .	7.30 a.m.	11 a.m.

(6) MEAL TIME.—(a) Persons employed as pullers-off and strippers at Abattoirs or Freezing Works (export trade or local trade) shall be allowed a meal period of not less than one hour between 12 noon and 1.15 p.m.

(b) All other employees shall be allowed a meal period of not less than 45 minutes between 12 noon and 1 p.m. Such meal period shall not be calculated as time worked.

(7) OVERTIME.—All time worked outside the times of beginning and ending work shall be paid for at the rate of time and a half.

(8) SPECIAL RATES.—Double time shall be paid for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Cup Day and Butchers' Picnic Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

(9) HOLIDAYS.—(a) All employees shall be entitled to the ten holidays hereinafter mentioned without any deduction from the weekly or daily rate of pay (as the case may be), provided that any such employee has been employed during any portion of the working week, viz.:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Cup Day, and Butchers' Picnic Day.

(b) In the event of an employee being required to work on a public holiday, he shall do so at the rate prescribed or shall not be entitled to payment for such holiday.

(10) ANNUAL LEAVE.—Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted one week's holiday on full pay in each year, provided that for the purpose of this clause service prior to 31st October, 1941, shall not be taken into account.

If the employee leaves or is dismissed before the expiration of twelve months in any year, then such employee shall be given or paid for one-half day's holiday for each completed month's service.

(11) SICK LEAVE.—Any employee not attending for duty shall lose his pay for the actual time of such non-attendance, unless he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to his employer that his non-attendance was due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence.

Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both for more than four days in each year.

(12) APRONS AND LEGGINGS.—Aprons and materials for leggings for employees employed in cleaning sheds and abattoirs shall be provided free of charge by the employer.

(13) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for adult weekly paid employees, set out in clause 2, are based upon the following basic wage and pursuant to and in accordance with the provisions of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that adjustments to the rates for adult daily paid employees and juvenile workers shall be made at the same time as follows :—

(a) The wages per day payable to adult daily paid employees shall be increased or decreased by an amount of 2d. for every 1s. increase or decrease respectively in the basic wage.

(b) The wages of juvenile workers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d., to be disregarded, and to be made upon the rates prescribed in the Determination which came into force on the 1st December, 1939.

The basic wage shown hereunder shall be adjusted as prescribed in clause (14).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned
Within the area to which this Determination applies .. .. .	£ s. d. 4 1 0	Melbourne

(14) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in November, 1941, the amount of the basic wage shall be as prescribed in clause (13).

(b) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (1) The index number set to be applied is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	896-907	3 13 0
747-759	3 1 0	908-919	3 14 0
760-771	3 2 0	920-932	3 15 0
772-783	3 3 0	933-944	3 16 0
784-796	3 4 0	945-956	3 17 0
797-808	3 5 0	957-969	3 18 0
809-820	3 6 0	970-981	3 19 0
821-833	3 7 0	982-993	4 0 0
834-845	3 8 0	994-1006	4 1 0
846-858	3 9 0	1007-1018	4 2 0
859-870	3 10 0	1019-1030	4 3 0
871-882	3 11 0	1031-1043	4 4 0
883-895	3 12 0		

Any extension of the table must be of the same construction as the table.

RAY H. BEERS, P.M., Chairman.

J. R. MACPHERSON, Secretary.

Melbourne, 16th October, 1941.

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VICTORIA  
GOVERNMENT GAZETTE.

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*[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]*

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No. 304]

MONDAY, NOVEMBER 3.

[1941

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EDUCATION DEPARTMENT OF VICTORIA.

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REGULATIONS RESCINDED—  
REGULATIONS SUBSTITUTED.



## EDUCATION DEPARTMENT OF VICTORIA.

REGULATIONS RESCINDED—REGULATIONS  
SUBSTITUTED.

At the Executive Council Chamber, Melbourne, the  
twenty-eighth day of October, 1941.

## PRESENT:

His Excellency the Lieutenant-Governor of Victoria.  
Mr. Old | Mr. Tuckett.  
Mr. Mackrell |

**H**IS Excellency the Lieutenant-Governor of the State of Victoria, by and with the advice of the Executive Council thereof, in pursuance of the powers conferred by the Education, Public Service and University Acts and of all other powers thereto enabling, doth hereby direct that the whole of the Regulations of the Education Department be rescinded and that the following Regulations be substituted in lieu thereof:—

**REGULATION I.—GENERAL COURSE OF STUDY  
IN STATE PRIMARY SCHOOLS.**

1. The subjects in which secular instruction shall be given in State primary schools shall be those specified in the Second Schedule to the *Education Act 1928*.

2. Details of the general course of study for the various grades in State primary schools in the subjects specified shall, with the approval of the Minister, be from time to time determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

**REGULATION II.—THE STANDARD OF  
EDUCATION.**

1. The standard of education for exemption from compulsory attendance at school shall be that of the Merit Certificate, provided that the holder is at least thirteen years of age.

2. No child who is not in regular attendance at a State school shall be regarded as receiving efficient and regular instruction unless the following conditions are complied with:—

(a) Except as hereinafter provided, children of the ages shown in the following table shall be receiving instruction in the subjects of the general course of study in State primary schools for the respective Grades I., II., III., IV., V., VI., VII. (or Form I. in post-primary schools), and VIII. (or Form II. in post-primary schools) of State primary schools—

- (i) Children not exceeding 7 years of age, the work prescribed for Grade I.
- (ii) Children over 7 years of age and not exceeding 8 years of age, the work prescribed for Grade II.
- (iii) Children over 8 years of age and not exceeding 9 years of age, the work prescribed for Grade III.
- (iv) Children over 9 years of age and not exceeding 10 years of age, the work prescribed for Grade IV.

- (v) Children over 10 years of age and not exceeding 11 years of age, the work prescribed for Grade V.
- (vi) Children over 11 years of age and not exceeding 12 years of age, the work prescribed for Grade VI.
- (vii) Children over 12 years of age and not exceeding 13 years of age, the work prescribed for Grade VII. or for Form I. in post-primary schools.
- (viii) Children over 13 years of age, the work prescribed for Grade VIII. or for Form II. in post-primary schools.

For the purposes of this sub-clause the work of any grade above Grade I. shall be held to include that of any lower grade.

- (b) The head teacher of any registered school in which the general course of study in State primary schools is not adopted may be required to submit, for the approval of the Director, the full course of study in operation; provided that approval of such courses of study shall not be given unless the courses provide that children of the ages mentioned in the table in sub-clause (a) of this clause are receiving instruction of the standard of the corresponding grades as set out therein in English (including reading, writing, spelling, composition, and grammar), arithmetic, geography, history, science (or nature-study), music, art and handwork, and health education.

3. Notwithstanding anything contained in clause 2 above, a child of any age who is not attending a State school may, in consideration of his mental capacity and of other similar circumstances affecting his progress, be regarded as receiving efficient and regular instruction, provided that, on the report of an inspector of schools or of some other officer deputed to report on the matter, the Minister is satisfied that such child is receiving satisfactory instruction and is complying with the like conditions of attendance as are prescribed in sub-section (1) of section 25 of the *Education Act 1928* with regard to attendance at State schools.

4. The books to be used by children attending registered schools in connexion with their instruction in reading, spelling, writing, history, geography, and other subjects shall be either those books specified for the several grades named in the general course of study in State primary schools or other books of equivalent standard.

**REGULATION III.—INSPECTION AND  
EXAMINATION OF PRIMARY SCHOOLS.**

1. (a) The head teacher shall examine his school fully either at the end of each half-year or at the end of each school term, and shall record in the *Examination Register* the results in each subject in each grade, and shall write a report thereon in the space provided.

(b) The examination papers of the pupils, a copy of the questions, and the results and reports shall be kept in the school for reference for twelve months or

for such further period as the inspector may direct and shall be closely scrutinized by the district inspector at his next visit.

(c) As soon as the head teacher's examination has been completed the class-marks shall be entered in Table B of the G Form for the next half-year or the next school term.

2. (a) An inspector shall pay an annual visit and as many additional visits as may be necessary to each school in his district and shall as early as possible after each visit furnish an official report on the results of the inspection.

(b) During the course of these visits the inspector shall, among other things—

(i) inspect all official records and accounts connected with the school,

and

(ii) investigate thoroughly the organization of the school, the classification of the pupils, the work programs, the methods and character of the instruction, the discipline and tone of the school, the aptitude and working habits of the pupils, and the place which the school fills in the community.

3. (a) In gauging the progress of pupils, the inspector shall attach full importance to the examinations conducted by the head teacher and recorded in the *Examination Register*.

(b) At any visit during the year, the inspector may, at his discretion, examine the whole or any portion of the school for the purpose of obtaining sufficient data for his estimate of the progress of the pupils and the general efficiency of the instruction.

(c) The examination by the inspector shall be based upon the work as set out in the work programs.

(d) The work programs mentioned in sub-clause (c) of this clause—

(i) shall show in detail the amount, the order of development, and the nature of the work presented,

and

(ii) shall be retained in the school and made available for inspection.

4. As the result of his testing of any subject, the inspector shall assign in the *Examination Register* a numerical value or its equivalent and the mark shall be regarded as the measure of the efficiency of the instruction in that subject.

5. When assessing the value of the work of any teacher, the inspector shall take into account the length of time such teacher has been in charge of the school, or of the grade, or of the group of subjects, and shall make such allowance as he may consider necessary.

6. (a) In considering the organization of a school and particularly of the larger schools, the inspector shall take into account—

(i) the distribution of the staff,

(ii) the amount of actual teaching done by the head teacher,

(iii) the allotment of duties to assistant teachers,

(iv) the size of classes,

(v) the methods of grading pupils according to their attainments and mental development,

(vi) the measures adopted to prevent or remedy retardation of pupils,

(vii) the means for dealing with backward pupils,

(viii) the training and work of the student teachers,

(ix) the help and training given to weak teachers,

and

(x) generally, the arrangements of the head teacher for securing concerted and progressive effort throughout the school.

(b) The inspector shall in addition give consideration, with due regard to the circumstances of each school, to the class-room and school environment and to the acquisition by the pupils of habits of willing co-operation, and of self-activity, regularity, punctuality, neatness, and cleanliness.

7. At his annual visit of inspection the inspector shall furnish, on a prescribed form, a report upon the condition of the buildings and their suitability for the proper carrying out of the work of the school.

8. The inspector shall from time to time, when necessary, meet members of the school committee and parents and teachers in order to discuss with them matters of interest to the school and projects for increasing its usefulness and efficiency.

#### REGULATION IV. (A).—MERIT CERTIFICATE.

1. The Merit Certificate shall be awarded to qualified candidates from State schools and from registered schools in accordance with the conditions mentioned hereunder.

2. Except as provided in clause 3 below, no candidate from a State school or a registered school shall be eligible to present for the examination for the Merit Certificate under the provisions of clause 4 (b) or 5 below unless he has completed the course of study, extending over not less than two years, prescribed for Grades VII. and VIII. in State primary schools or for Forms I. and II. in State post-primary schools or an approved equivalent course.

3. Candidates whose age on the thirty-first day of December in the year of the examination will be not less than thirteen years and six months may, with the approval of the district inspector, be permitted to present for the examination for the Merit Certificate notwithstanding the fact that they have not completed the course of study mentioned in clause 2 above.

4. A candidate from a State school shall be awarded the Merit Certificate who either—

(a) is recommended by the head teacher of the school at which he is attending, provided that—

(i) he has completed a satisfactory course of study, extending over not less than two years, prescribed for Grades VII. and VIII. in



- primary schools or for Forms I. and II. in post-primary schools or an approved equivalent course,
- (ii) he has completed 80 per centum of the total number of school meetings during the two years mentioned in paragraph (i) above,
- and*
- (iii) the recommendation of the head teacher is confirmed by an inspector of schools;

*or*

- (b) passes, under such conditions as may be prescribed from time to time by the Director, a satisfactory examination in the course of study prescribed for Grade VIII. in primary schools or for Form II. in post-primary schools or in an approved equivalent course.

5. A candidate from a registered school shall be awarded the Merit Certificate who passes a satisfactory examination in the following subjects, namely:—English (including Speech Arts, Reading, Poetry, Spelling, Writing, Composition, Grammar), Elementary Mathematics, History, Civics, Geography, Health Education, Science, Music, and Art and Handwork, as prescribed for Grade VIII. in State primary schools or for Form II. in State post-primary schools or an approved equivalent.

#### REGULATION IV. (B).—PUPIL'S COOKERY CERTIFICATE.

1. The Pupil's Cookery Certificate shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall have attended an approved cookery centre for a period of not less than six months, and shall during this period have completed satisfactorily a course in cookery of not less than one hundred hours.

#### REGULATION IV. (C).—PUPILS' SWIMMING AND LIFE-SAVING CERTIFICATES.

1. Junior and Senior Certificates in Swimming and Life-saving shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for the junior certificate shall—

- (a) demonstrate their ability to—
- (i) swim fifty yards,
- (ii) float on the back for at least sixty seconds in salt water or thirty seconds in fresh water, arm-balancing movements being permissible,
- and*
- (iii) enter the water by a fairly neat dive;
- and*
- (b) show practical acquaintance with the *Schafer* method of resuscitation.

3. Candidates for the senior certificate shall—

(a) demonstrate their ability to—

- (i) swim 100 yards,
- (ii) swim 25 yards on the back without using the arms,
- (iii) swim 25 yards by the breast stroke,
- (iv) swim in clothes (boys thirty yards and girls twenty yards),
- (v) dive into deep water,
- (vi) jump, feet first with hands by sides, into deep water,
- (vii) perform satisfactorily a rescue diving test,

*and*

- (viii) perform satisfactorily in the water two methods of rescue and one method of release;

(b) show a practical knowledge of land drill in the methods of rescue and release, both separately and in combination;

*and*

(c) show a knowledge of the theory and practice of resuscitation.

4. Details of the requirements mentioned in clauses 2 and 3 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION IV. (D).—PROFICIENCY CERTIFICATE.

1. The Proficiency Certificate shall be granted to qualified candidates from schools approved for the purpose by the Director or from other schools in accordance with the conditions mentioned hereunder.

2. Candidates from schools approved for the purpose by the Director shall, except as otherwise provided in clause 6 below, satisfy the following conditions, namely:—

- (a) They shall have completed an approved course of study for two years from the standard of Grade VI. either—
- (i) in Forms I. and II. in a secondary school,
- or*
- (ii) in Grades VII. and VIII. in a primary school situated more than five miles from a secondary school.
- (b) They shall have been in attendance for a full school year in Form III. and shall—
- (i) have completed 80 per centum of the possible attendances,
- or*
- (ii) submit to the Director satisfactory medical evidence that they have been prevented by illness from completing 80 per centum of the possible attendances.
- (c) They shall have completed successfully the third year of the prescribed course, provided that any year of the course of study

prescribed for district high schools, higher elementary schools, girls' schools, central schools, central classes, junior technical schools, and primary schools may be deemed by the Director to be equivalent to a corresponding year's work, or portion thereof, in the prescribed course for such certificate and be accepted as part of that course.

(d) They shall have been recommended for the certificate by the head teacher of the school and such recommendation shall have been approved by the Director.

(e) They shall submit a certificate from the head teacher of the school that they—

(i) have pursued all the subjects of an approved course of study for three years from the standard of Grade VI. and have made satisfactory progress in such subjects;

and

(ii) have, on completion of the third year of the course, been recommended for a pass—

in English and in any five other subjects in Group A as set out in clause 5 below;

or

in English and in any four other subjects in Group A as set out in clause 5 below and have completed successfully an approved course of not less than four periods per week in one subject in Group B as set out in clause 5 below;

or

in English and in any three other subjects in Group A as set out in clause 5 below and have completed successfully an approved course of not less than four periods per week in each of any two subjects in Group B as set out in clause 5 below.

3. Candidates from schools other than those mentioned in clause 2 above shall, except as otherwise provided in clause 6 below, satisfy the following conditions, namely:—

(a) They shall have passed, under prescribed conditions, an examination based on the course of study for Form III. in district high schools or its approved equivalent.

(b) They shall have pursued all the subjects of an approved course of study for three years from the standard of Grade VI. and shall have made satisfactory progress in such subjects.

(c) They shall, on completion of the third year of the course, have passed—

in English and in any five other subjects in Group A as set out in clause 5 below;

or

in English and in any four other subjects in Group A as set out in clause 5 below and have completed successfully an approved course of not less than four periods per week in one subject in Group B as set out in clause 5 below;

or

in English and in any three other subjects in Group A as set out in clause 5 below and have completed successfully an approved course of not less than four periods per week in each of any two subjects in Group B as set out in clause 5 below.

4. The subjects of the course for the Proficiency Certificate shall include the following and/or such others as may from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*, namely:—

English, Languages other than English, History and Civics, Arithmetic and Mensuration, Algebra, Geometry, Geography, General Science (Physical and Biological), Agricultural Science, Commercial Principles and Practice (third year only), Drawing, Art, Crafts, Musical Perception, Woodwork, Sheetmetal Work, Carpentry (third year only), Cardboard Development, Blacksmithing (third year only), Home Management (including Cookery and Laundry Work), Needlework, Dressmaking, Millinery (third year only), Physical Education and Hygiene, provided that the course in each of the three years shall include the subjects of English, Arithmetic, and, except in special cases approved by the Director, Physical Education and Hygiene.

5. The groups of subjects for examination in the third year shall be the following and/or such others as may from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*, namely:—

*Group A.*—

English, any Language other than English, History and Civics, Arithmetic and Mensuration, Algebra, Geometry, Geography, General Science (Physical and Biological), Agricultural Science, Commercial Principles and Practice (third year only), Drawing, and Musical Perception.

*Group B.*—

Art Crafts, Woodwork, Sheetmetal Work, Carpentry (third year only), Cardboard Development, Blacksmithing (third year only), Home Management (including Cookery and Laundry Work), Needlework, Dressmaking, Millinery (third year only), Shorthand and Typewriting.

6. The Director shall determine the eligibility for the Proficiency Certificate of a candidate who during the three years immediately prior to the final examination—

(a) transferred from a school outside Victoria to a secondary school in Victoria,

*or*

(b) was in continuous attendance at schools in Victoria and transferred from one school to another,

*or*

(c) resided more than five miles from a secondary school and attended a primary school situated less than five miles from a secondary school.

7. In this regulation "secondary school" means a school providing a post-primary course of study.

**REGULATION IV. (E).—CERTIFICATE OF PROFICIENCY IN HOME ARTS AND CRAFTS.**

1. The Certificate of Proficiency in Home Arts and Crafts shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates shall satisfy the following conditions, namely:—

(a) They shall have completed successfully an approved course of study in home arts and crafts, including the prescribed practical work.

(b) They shall have completed an approved course of study for two years from the standard of Grade VI. either—

(i) in Forms I. and II. in a secondary school,

*or*

(ii) in Grades VII. and VIII. in a primary school situated more than five miles from a secondary school.

(c) They shall have been in attendance for a full school year in Form III. and shall—

(i) have completed 80 per centum of the possible attendances,

*or*

(ii) submit to the Director satisfactory medical evidence that they have been prevented by illness from completing 80 per centum of the possible attendances.

(d) (i) They shall have completed successfully the third year of the prescribed course.

(ii) For the purposes of paragraph (i) of this sub-clause, any year of the course of study prescribed for district high schools, higher elementary schools, girls' schools, central schools, central classes, junior technical schools, and primary schools may be deemed by the Director to be equivalent to a corresponding year's work, or portion

thereof, in the prescribed course for such certificate and be accepted as part of that course, provided that during such year they shall have completed an approved amount of practical work in domestic subjects.

(e) They shall have been recommended for the certificate by the head teacher of the school and such recommendation shall have been approved by the Director.

3. Candidates shall submit a certificate from the head teacher of the school that they have pursued all the subjects of an approved course of study for three years from the standard of Grade VI. and have made satisfactory progress in such subjects.

**REGULATION IV. (F).—JUNIOR TECHNICAL CERTIFICATE.**

1. The Junior Technical Certificate at the higher or the lower standard shall be granted to pupils who have satisfactorily completed, under such conditions as may from time to time be determined by the Director, the first and second years of the course of study prescribed for junior technical schools.

2. In estimating the efficiency of a pupil for the purpose of this certificate, consideration shall be given to his school record in addition to the results obtained by him at any special examination.

**REGULATION IV. (G).—INTERMEDIATE TECHNICAL CERTIFICATE.**

1. The Intermediate Technical Certificate at the higher or the lower standard shall be granted to pupils who have satisfactorily completed, under such conditions as may from time to time be determined by the Director, the full course of study prescribed for junior technical schools.

2. In estimating the efficiency of a pupil for the purpose of this certificate, consideration shall be given to his school record in addition to the results obtained by him at any special examination.

**REGULATION V. (A).—NIGHT SCHOOLS.**

1. The Minister, on the recommendation of the Director, may establish night schools in suitable localities.

2. All night schools shall be held in State school buildings, but shall not necessarily be conducted by a teacher of the day school held in the same building.

3. The periods and subjects of instruction shall from time to time be determined by the Director.

4. Head teachers of night schools shall be paid such allowance for maintenance expenses and school requisites as may be determined by the Minister.

5. The conditions governing inspection and examination of day schools shall so far as they are applicable apply to night schools.

**REGULATION V. (B).—PART-TIME SCHOOLS.**

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

2. The days on which instruction shall be given in each branch of part-time schools shall, with the approval of the Minister, be determined by the Director after report by the district inspector.

3. The head teacher of a part-time school shall assign home lessons to pupils for the days when the school is not in session.

4. Head teachers of part-time schools, where the distance between the branches is not less than 3 miles, shall be granted allowances for travelling in accordance with the provisions of the Public Service Regulations.

NOTE.—The present scale of allowances is as follows:—

Teachers travelling between half-time schools—

Minimum distance, 3 miles; maximum distance, 7 miles—1s. 6d. a mile (one way) a week.

Minimum distance, 8 miles; maximum distance, 11 miles—12s. a week.

Twelve miles and over—14s. a week.

**REGULATION V. (C).—SUBSIDIZED SCHOOLS.**

1. The Minister, on the recommendation of the Director, may establish a subsidized school in a thinly-populated district where there are not fewer than four children of five years of age and over who reside more than 6 miles from any existing school or who reside in a locality where the difficulties of transit to the nearest existing State school are exceptional, and where, in the opinion of the Director, the case cannot be met by the system of conveyance.

2. A subsidized school shall not be established for children of a single family unless such family is too remote from another family to combine for the employment of a teacher.

3. A room suitable for teaching purposes shall be provided by local arrangement without cost to the Education Department.

4. A teacher approved by the Minister and engaged by the parents may be paid, on the basis of the net monthly enrolment, a subsidy at a yearly rate not exceeding £10 per pupil.

5. The subsidy shall be paid only on account of children five years of age and over.

6. Such payment as may be mutually agreed upon by the parents and the teacher shall be paid by the said parents to the teacher in addition to the subsidy granted by the Minister.

7. All children five years of age and over in the locality unable to attend existing schools shall be entitled to attend a subsidized school.

8. (a) The instruction given in a subsidized school shall be of five hours' duration on each school day and shall be in accordance with a time-table based on the general course of study in primary schools and approved by the district inspector.

(b) Religious instruction may be given in a subsidized school only under the conditions prescribed for State schools.

9. (a) Subsidized schools shall observe the vacations and holidays prescribed for State primary schools.

(b) No payment of the subsidy shall be made in respect of the days on which the teacher is absent from duty without the sanction of the Director.

10. The teacher shall keep such records and furnish such returns as may be required by the Minister.

11. The school shall be subject to inspection by any officer authorized by the Minister.

12. The teacher shall not be required to render any service for parents other than that connected with his teaching duties, unless special and separate payment is made for such service.

13. Suitable accommodation shall be provided for the teacher on terms agreed upon between the parents and the teacher.

14. The subsidy may be withdrawn for breach of any of the provisions of this regulation or if the character of the instruction or the attendance of the pupils is considered by the Minister to be unsatisfactory.

15. Persons employed in subsidized schools shall not be regarded as teachers within the meaning of the Public Service Acts.

16. Candidates for employment as a teacher in a subsidized school—

(a) shall be at least 18 years of age; and

(b) shall—

(i) possess the Merit Certificate or an approved equivalent or higher qualification and shall have obtained satisfactory experience in practical teaching as attested by a head teacher of a State school,

or

(ii) be certified by an inspector of schools as competent to teach in a subsidized school.

17. A register of persons qualified to teach in subsidized schools shall be kept in the Education Department.

**REGULATION V. (D).—SCHOOLS FOR MENTALLY DEFICIENT AND PHYSICALLY HANDICAPPED CHILDREN.**

1. The Minister, on the recommendation of the Director, may establish schools for mentally deficient, deaf and dumb, blind, and for other physically handicapped children.

2. A school committee, consisting of not fewer than seven members, may be appointed by the Governor in Council for each of these schools.

3. The course of study in these schools shall include such subjects as the Director may from time to time determine.

4. (a) The Director, with the approval of the Minister, shall determine the number and the classification of the teachers and the number of student teachers to be allotted to these schools.

(b) Applicants for positions as teachers or as student teachers in these schools shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

5. Pupils presented for admission to these schools or in attendance thereat may at any time be required to undergo examination by a school medical officer, and the Minister shall have power to admit or exclude any pupil presented for admission or exclude from further attendance any child in attendance at such school.

6. Head teachers of State schools shall report to the Education Department any known cases of pupils who through mental or physical disability are unable to make satisfactory progress in ordinary school work.

#### REGULATION V. (E).—OPPORTUNITY CLASSES FOR BACKWARD PUPILS.

1. The Minister, on the recommendation of the Director, may establish Opportunity Classes in any State school in which there is a sufficient number of pupils who have been found unable to make reasonable progress in the ordinary grades.

2. The number of pupils required for the establishment or continuance of an Opportunity Class shall from time to time be determined by the Director.

3. The course of study to be undertaken shall be the general course of study in State primary schools, with such modifications as the Director may from time to time determine.

4. Pupils admitted to Opportunity Classes shall be tested from time to time to ascertain whether, in the light of the progress made, they shall remain in such classes or return to the ordinary grades.

5. A teacher appointed to an Opportunity Class shall possess such qualifications and satisfy such requirements as may be prescribed from time to time by the Director.

#### REGULATION V. (F).—CORRESPONDENCE TUITION IN PRIMARY SCHOOL SUBJECTS.

1. The Minister, on the recommendation of the Director, may establish a school for providing correspondence tuition in primary school subjects for children as shown hereunder:—

- (a) Those residing four or more miles from a school and for whom conveyance to school cannot be conveniently arranged.
- (b) Those suffering from any illness or physical defect which precludes their attendance at school.

2. The course of study to be undertaken shall be the general course of study in State primary schools with such modifications as the Director may from time to time determine.

3. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers to be allotted to a school established under this regulation.

4. Applicants for positions as teachers in a school established under this regulation shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

#### REGULATION V. (G).—CORRESPONDENCE TUITION IN SECONDARY SCHOOL SUBJECTS.

1. The Minister, on the recommendation of the Director, may establish a school for providing correspondence tuition in secondary school subjects for children who have completed the work of Grade VIII. or its approved equivalent and who are unable to attend a State secondary school.

2. Tuition shall be provided in such subjects of the courses for the Proficiency Certificate, the School Intermediate Certificate, and the School Leaving Certificate as the Director may from time to time determine.

3. Fees for tuition in secondary school subjects shall be charged in accordance with the provisions of the regulation relating to Tuition Fees for Secondary Education.

4. Each pupil receiving correspondence tuition in secondary school subjects shall, except in special cases approved by the Director, attend regularly the State primary school nearest to his place of residence.

5. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers to be allotted to a school established under this regulation.

6. Applicants for positions as teachers in a school established under this regulation shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

#### REGULATION V. (H).—SCHOOLS AT INSTITUTIONS AND ESTABLISHMENTS.

1. The Minister, on the recommendation of the Director, may establish special schools at institutions for orphans, or for physically defective or delinquent or truant or neglected or aboriginal children, or at penal establishments.

2. The course of study in such schools shall be the general course of study in State primary schools with such modifications as the Director may from time to time determine.

3. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers and the number of student teachers to be allotted to such schools.

4. Applicants for positions as teachers or as student teachers in such schools shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

**REGULATION V. (I).—SCHOOL FOR RECRUITS OF THE POLICE FORCE.**

1. The Minister, on the recommendation of the Director, may establish a special school for recruits of the Victorian Police Force.

2. The course of study to be undertaken at such school shall be prescribed from time to time by the Director.

3. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers to be allotted to such school.

4. Applicants for positions as teachers in such school shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

**REGULATION V. (J).—SCHOOL OF AGRICULTURE AND HORTICULTURE.**

1. The Minister, on the recommendation of the Director, may establish a special school for the purpose of instructing teachers in agriculture, horticulture, and forestry, and in the conduct of Young Farmers' Clubs.

2. The course of study to be undertaken at such school shall be prescribed from time to time by the Director.

3. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers to be allotted to such school.

4. Applicants for positions as teachers in such school shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

**REGULATION V. (K).—KINDERGARTEN CLASSES.**

1. The Minister, on the recommendation of the Director, may establish kindergarten classes in any primary school.

2. The Director shall prescribe from time to time the course of study to be undertaken at such kindergarten classes.

3. A teacher appointed to a kindergarten class shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

**REGULATION V. (L).—STAFFS OF TEACHERS OF SPECIAL SUBJECTS.**

1. The Minister, on the recommendation of the Director, may establish staffs of teachers of special subjects such as Physical Education and Singing.

2. The Director, with the approval of the Minister, shall determine the number and the classification of the teachers to be allotted to such staffs.

3. Applicants for positions as teachers of such special subjects shall possess such qualifications and shall satisfy such requirements as may be prescribed from time to time by the Director.

**REGULATION VI. (A).—STUDENT TEACHERS.**

1. Candidates for appointment as student teachers—

(a) shall make application on a prescribed form which shall be forwarded through the head teacher of the school last attended;

(b) shall be not less than sixteen years of age;

(c) shall, except as hereinafter provided, hold the School Leaving Certificate of the University of Melbourne or an approved equivalent or higher qualification;

(d) shall furnish satisfactory evidence of good moral character;

(e) shall pass the prescribed medical examination by a school medical officer; and

(f) shall satisfy a district inspector or a board of inspectors of their aptitude and general suitability for the work of teaching.

2. Appointments of student teachers shall, subject to the provisions of clause 3 below, be made in order of merit as determined by—

(a) the assessment, given by the district inspector or a board of inspectors, for aptitude and general suitability for the work of teaching after consideration of the report of the head teacher of the school last attended and as a result of a personal interview and of any further tests deemed necessary; and

(b) the assessment given according to the number and value of the subjects passed at examinations.

3. (a) The Director may from time to time determine—

(i) the proportionate number of males and females to be appointed as student teachers; and

(ii) the number of male and female student teachers on the staff of any school.

(b) Holders of Teaching scholarships who possess the qualifications as prescribed in clause 1 above shall have a preferential right of appointment over other qualified candidates.

(c) Where a vacancy for a student teacher occurs in a school outside a radius of twenty miles of the Melbourne General Post Office, special consideration shall be given to candidates whose parents reside in the district.

4. In a case where there is a vacancy for a student teacher and there is no candidate possessing the qualifications prescribed in clause 1 above, the vacancy may be filled by the appointment of the candidate who has the highest qualifications and who, in the opinion of the Director, is suitable for appointment.

5. In the filling of vacancies for student teachers in district high schools preference shall be given to candidates who have had at least one year's experience as student teachers in primary schools and have passed in the Theory and Practice of Teaching, Part I.

6. (a) A student teacher shall be required to complete the prescribed course for the Primary Teacher's Certificate, Second Class, within three years from the date of appointment.

(b) On the completion of such course, a student teacher may be required to enter the Teachers' College or to accept relieving work as a temporary head teacher or temporary assistant whenever and wherever required by the Director.

7. (a) Head teachers shall furnish reports on student teachers as often as may be required.

(b) The reports mentioned in sub-clause (a) of this clause shall be furnished on a prescribed form and shall be forwarded through the district inspector.

8. Every person appointed as a student teacher shall be on probation during his full term of service as a student teacher.

9. The services of any student teacher may be dispensed with upon any one of the following grounds:—

- (a) misconduct,
- (b) failure to pass the prescribed examinations,
- (c) failure to obtain satisfactory reports from the head teacher and the district inspector,
- (d) failure to obtain satisfactory medical reports when examined by a school medical officer,
- (e) failure to comply with the provisions of clause 6 (b) above,
- (f) failure to take up a position as assistant teacher or head teacher as may be required under the provisions of clause 16 (b) below.

10. Except in special circumstances approved by the Director, a student teacher shall not be transferred unless he has completed at least twelve months' service in the school to which he has been appointed.

11. During the course of training a student teacher may be required to attend such classes of instruction as the Director may from time to time determine.

12. A student teacher shall be required to present in any year for examination in such subjects as the Director may from time to time determine.

13. Student teachers shall be divided into three grades as follows:—

- (a) Candidates who are qualified as in clause 14 below shall be classified as student teachers of the First Grade;
- (b) Candidates who have passed the examination for the School Leaving Certificate of the University of Melbourne or an approved equivalent or higher examination in at least five subjects, including English, shall be classified as student teachers of the Second Grade;
- (c) Candidates who are qualified as in clause 4 above shall, upon appointment, be classified as student teachers of the Third Grade.

14. A student teacher shall be qualified for promotion to the First Grade provided that he—

- (a) has completed a year as a student teacher of the Second Grade and has received satisfactory annual reports from a district inspector and satisfactory half-yearly

reports from the head teacher of the school in which he is employed;

(b) has passed in the following subjects in the annual examinations prescribed for the Primary Teacher's Certificate, Second Class, or holds an approved equivalent or higher qualification:—

- (i) Arithmetic, Part A and Part B,
- (ii) Science,
- (iii) Drawing, Part I. and Part II.,
- (iv) Penmanship,
- (v) Music,
- (vi) Speech Training,
- (vii) Nature-study,
- (viii) Grammar,
- (ix) Needlework (female student teachers only),
- (x) Handwork (male student teachers only),
- (xi) Theory of Teaching, Part I. and Part II.,

provided that a candidate who, before the first day of May, 1942, passes in all the other subjects mentioned in this sub-clause shall not be required to pass in Speech Training and in Handwork; and

(c) has, after passing the examinations specified in sub-clause (b) of this clause, passed an approved test in Practice of Teaching.

15. (a) The course of training prescribed for student teachers shall be completed by serving one year as a student teacher of the First Grade.

(b) During such year student teachers shall receive instruction in Theory of Teaching, Part III., as prescribed for the Primary Teacher's Certificate, First Class, and at the end of the year shall present for examination in this subject.

16. (a) On completion of the course of training each student teacher shall, on the recommendation of the Director and with the approval of the Minister, be entitled to have his name recorded in the Employment Register of candidates for employment as a head teacher or an assistant teacher for primary school work.

(b) Any student teacher recorded in such Employment Register may be required to take up a position as assistant teacher or head teacher.

(c) The services of any student teacher who refuses to take up such a position shall be dispensed with except in the cases provided in section 145 (2) of the *Public Service Act 1928*.

17. (a) For the purposes of enabling student teachers to pass their examinations for promotion and for the Primary Teacher's Certificate, First Class, head teachers and assistant teachers shall give to the student teachers in their schools instruction outside the ordinary school hours as follows:—

- (i) schools with one student teacher—at least two hours per week;
- (ii) schools with more than one student teacher—at least three hours per week.

(b) The time for such instruction and the names of the teachers giving it shall be recorded in the timetable.

(c) The actual time of commencing and ceasing such instruction shall be entered by the teacher concerned in the *Teachers' Time Book*.

18. The head teacher shall—

- (a) make provision for instruction in all subjects in which student teachers are required to pass,
  - (b) give a satisfactory proportion of this instruction,
  - (c) train student teachers in the theory and practice of teaching,
- and*
- (d) supervise the work done by student teachers in the special classes mentioned in clause 11 above and supplement such instruction.

19. The exercise books kept by student teachers, showing the work done under the direction of the head teacher or the assistants, shall be dated from day to day and shall be produced for inspection by the district inspector.

20. At each visit the district inspector shall report on the character of the instruction of the student teachers and on the arrangements made for their practical training in the art of teaching.

21. Head teachers shall bring under the notice of the district inspector any marked irregularity, unpunctuality of attendance, or unsatisfactory work on the part of student teachers.

22. Before student teachers of the First Grade are appointed as head teachers they shall complete a satisfactory course of at least two weeks' training in rural school management and instruction at an approved school.

23. A person who was formerly a student teacher and left the service may, provided that his teaching record was satisfactory, be reappointed as a student teacher and, if reappointed, shall be placed in such grade as the Director may determine.

#### REGULATION VI. (B).—SEWING MISTRESSES.

1. Candidates for appointment as sewing mistresses in State primary schools shall—

- (a) be at least seventeen years of age,
- (b) hold the Merit Certificate or an approved equivalent or higher qualification,
- (c) furnish satisfactory evidence of—
  - (i) good moral character,
  - (ii) suitability for the work,

*and*
- (d) furnish, prior to appointment, satisfactory medical evidence that they are in good general health and of sound constitution

and that they are free from any physical defect likely to impair their efficiency in the work of a sewing mistress.

2. In the filling of a vacancy for a sewing mistress special consideration shall be given to a candidate who was previously a sewing mistress and whose services had been discontinued through an increase or decrease in the average attendance or to a candidate recorded for transfer in accordance with the provisions of clause 5 below.

3. When a vacancy for a sewing mistress is not filled in accordance with the provisions of clause 2 above and there is only one qualified candidate for appointment thereto, the Director shall, if he is satisfied that the candidate is competent to perform the duties of the position, notify the Committee of Classifiers for the Primary Schools Division to that effect and such Committee shall thereupon enter the name of the candidate in the Employment Register for that vacancy.

4. (a) When a vacancy for a sewing mistress is not filled in accordance with the provisions of clause 2 above and there are more qualified candidates than one for appointment thereto, a competitive examination of the candidates shall be held by an inspector of schools.

(b) The subjects of the competitive examination shall consist of—

- (i) a written examination in reading, writing, composition, dictation, grammar, arithmetic, geography, and history and civics as prescribed for Grade VI. in the General Course of Study in primary schools,
  - (ii) a practical test in all kinds of needlework required for girls in primary schools,
- and*
- (iii) a class lesson in needlework required for girls in primary schools and in any other subjects prescribed for Grades I., II., and III. in primary schools.

(c) The inspector shall report to the Director the names of the candidates arranged in order of merit as determined by the competitive examination and the Director shall, if he is satisfied that the first candidate is competent to perform the duties of the position, notify the Committee of Classifiers for the Primary Schools Division to that effect and such Committee shall thereupon enter the name of such candidate on the Employment Register for that vacancy.

5. Sewing mistresses may be recorded by the Director for transfer—

- (a) in the public interest,
- or*
- (b) on the ground of ill-health, attested by satisfactory medical evidence,
- or*
- (c) for some other satisfactory reason.



6. Sewing mistresses shall be on duty either—

(a) on five afternoon meetings each week,

or

(b) on three specified full days each week.

Provided that in special cases the Director may approve of the substitution of the morning meeting for the afternoon meeting or of a full day for two afternoon meetings.

#### REGULATION VII.—TEACHERS' CERTIFICATES.

1. (a) The Minister shall issue to candidates who fulfil the prescribed conditions the following certificates and such other certificates as shall from time to time be authorized:—

- (i) Primary Teacher's Certificate, Second Class.
- (ii) Primary Teacher's Certificate, First Class.
- (iii) Infant Teacher's Certificate, Second Class.
- (iv) Infant Teacher's Certificate, First Class.
- (v) Second Class Honours.
- (vi) First Class Honours.
- (vii) Drawing Teacher's Primary Certificate.
- (viii) Drawing Teacher's Secondary Certificate.
- (ix) Art Teacher's Certificate.
- (x) Art Teacher's Diploma.
- (xi) Singing Teacher's Primary Certificate.
- (xii) Singing Teacher's Secondary Certificate.
- (xiii) Certificate of Competency in Forestry.
- (xiv) Certificate of Competency in Young Farmers' Club Work.
- (xv) Certificate of Competency in Horticulture, Grade I.
- (xvi) Certificate of Competency in Horticulture, Grade II.
- (xvii) Certificate of Competency in Physical Education.
- (xviii) Certificate of Competency in Swimming and Life-saving.
- (xix) Certificate of Competency in Special-school Work.
- (xx) Certificate of Competency in Speech Training.
- (xxi) Teacher's Certificate in Woodwork.
- (xxii) Science Certificates.
- (xxiii) Trained Primary Teacher's Certificate.
- (xxiv) Trained Infant Teacher's Certificate.
- (xxv) Trained Secondary Teacher's Certificate.
- (xxvi) Trained Domestic Arts Teacher's Certificate.
- (xxvii) Trained Manual Arts Teacher's Certificate.
- (xxviii) Trained Technical Instructor's Certificate.
- (xxix) Trained Trade Instructor's Certificate.

(b) The details of the subjects of examinations prescribed for the certificates mentioned in sub-clause (a) of this clause shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

2. Due notice of all examinations prescribed for the certificates mentioned in paragraphs (i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (xi), (xii), (xiii),

(xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx), (xxi), and (xxii), of clause 1 (a) above shall be published in the *Education Gazette and Teachers' Aid*.

3. Candidates attending examinations, tests, or schools of instruction prescribed for any of the certificates mentioned in clause 1 (a) above shall defray their own travelling expenses.

4. Candidates who are not teachers or student teachers employed by the Education Department shall be charged a fee of Ten shillings for entrance to each annual (including supplementary) examination prescribed for any certificate mentioned in clause 1 (a) above, provided that the following candidates shall be admitted without payment of any fee:—

- (a) Candidates who purpose becoming teachers in State schools and who present for the examination in Arithmetic, Part A, for the Primary Teacher's Certificate, Second Class.
- (b) Candidates who are students at technical schools and who present for an examination prescribed for any of the certificates mentioned in paragraphs (vii), (viii), (ix), and (x) of clause 1 (a) aforesaid.

5. (a) Applications for permission to attend the examination for the certificates mentioned in paragraphs (i), (ii), (iii), (iv), (v), (vi), (xi), (xii), (xiii), (xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx), (xxi), and (xxii) of clause 1 (a) above shall be made on a prescribed form and shall be forwarded in time to be received at the office of the Education Department not later than the first day of October in the year in which the examinations are held, provided that, in any special case, an application received not later than fourteen days after the first day of October may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings.

(b) Applications for permission to attend the examinations for the certificates mentioned in paragraphs (vii), (viii), (ix), and (x) of clause 1 (a) above shall be made on a prescribed form and shall be forwarded in time to be received at the office of the Education Department not later than the twenty-third day of September in the year in which the examinations are held, provided that, in any special case, an application received not later than fourteen days after the twenty-third day of September may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings.

(c) The late fee mentioned in sub-clauses (a) and (b) of this clause shall, in the case of candidates who are not teachers or student teachers employed by the Education Department, be in addition to the fee mentioned in clause 4 above.

(d) If a candidate submits satisfactory evidence that circumstances beyond his control prevented him from lodging an entry by the due date, the Director may order that the entry shall be accepted with or without payment of the late fee.

6. (a) A candidate who fails in any subject of an examination prescribed for any of the certificates mentioned in paragraphs (i), (ii), (iii), (iv), (v), (vi), (xi), (xii), (xiii), (xiv), (xv), (xvi), (xvii), (xviii),

(xix), (xx), (xxi), and (xxii) of clause 1 (a) above may, on the payment of a fee of 2s. 6d., be supplied with a statement showing the marks gained in each question of such subject, provided that application is made within two weeks of the date of publication of the *Education Gazette and Teachers' Aid* containing the results of the examination.

(b) A candidate who desires to appeal against the result of an examination in any subject shall lodge his appeal within one week of the date of receipt by him of the statement mentioned in sub-clause (a) of this clause together with an additional fee of Five shillings for each subject in respect of which an appeal is lodged.

(c) The fee mentioned in sub-clause (b) of this clause shall be refunded to any candidate whose appeal is successful.

(d) A candidate whose appeal is unsuccessful shall be furnished with a report on his examination paper in the subject concerned.

7. Any candidate who successfully completes a prescribed course for any certificate mentioned in clause 1 (a) above shall, upon payment of a fee of Five shillings, be issued with the appropriate certificate.

#### REGULATION VIII. (A).—PRIMARY TEACHER'S CERTIFICATE, SECOND CLASS.

1. The Primary Teacher's Certificate, Second Class, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate—

(a) shall be at least eighteen years of age;

(b) shall furnish satisfactory evidence—

(i) that they are of good moral character, and

(ii) that they are free from any physical defect likely to impair their efficiency in the work of teaching;

(c) shall have successfully completed a course of training approved by the Director;

(d) shall have passed in English and in four other subjects of the examination for the School Leaving Certificate of the University of Melbourne or hold an approved equivalent or higher qualification;

(e) shall pass the Education Department's examinations for this certificate or approved equivalent or higher examinations in the following subjects, namely:—

(i) Arithmetic, Part A and Part B,

(ii) Science,

(iii) Drawing, Part I. and Part II.,

(iv) Penmanship,

(v) Music,

(vi) Speech Training,

(vii) Nature-study,

(viii) Grammar,

(ix) Needlework (female candidates only),

(x) Handwork (male candidates only),

(xi) Theory of Teaching, Part I. and Part II.

provided that a candidate who before the first day of May, 1942, passes in all the other subjects mentioned in this sub-clause shall not be required to pass in Speech Training and in Handwork;

and

(f) shall, after passing the examinations specified in sub-clauses (d) and (e) of this clause, pass an approved test in Practice of Teaching.

3. This certificate shall not be issued until the candidate has satisfactorily performed the duties of a head teacher or assistant teacher for not less than one year.

4. The details of the subjects mentioned in clause 2 (e) and (f) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION VIII. (B).—PRIMARY TEACHER'S CERTIFICATE, FIRST CLASS.

1. The Primary Teacher's Certificate, First Class, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate—

(a) shall possess the Primary Teacher's Certificate, Second Class, or hold an approved equivalent or higher qualification, provided that candidates who have qualified for the Primary Teacher's Certificate, Second Class, under the provisions of any regulation in force prior to the sixth day of May, 1940, shall in addition possess the School Leaving Certificate or an approved equivalent or higher qualification;

(b) shall pass the Education Department's examinations for this certificate or approved equivalent or higher examinations in the following subjects, namely:—

(i) Drawing, Part III.,

(ii) Needlework (female candidates only),

(iii) Handwork (male candidates only),

(iv) Theory of Teaching, Part III.,

provided that a candidate who before the first day of May, 1942, passes in all the other subjects mentioned in this sub-clause shall not be required to pass in Drawing, Part III., and in Handwork;

and

(c) shall, after passing the examination specified in sub-clause (b) of this clause, pass an approved test in Practice of Teaching.

3. The details of the subjects mentioned in clause 2 (b) and (c) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. Candidates shall not, without the approval of the Director, be permitted to present themselves for examination in the subjects mentioned in clause 2 (b)

above until they have passed in all the subjects (except Practice of Teaching) prescribed for the Primary Teacher's Certificate, Second Class.

5. This certificate shall not be issued until the candidate has successfully performed the duties of a head teacher or assistant teacher for not less than two years.

**REGULATION IX. (A).—INFANT TEACHER'S CERTIFICATE, SECOND CLASS.**

1. The Infant Teacher's Certificate, Second Class, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate—

(a) shall be at least eighteen years of age;

(b) shall—

(i) possess the School Intermediate Certificate of the University of Melbourne,

or

(ii) have passed the examinations in the literary work for the Primary Teacher's Certificate, Second Class,

or

(iii) possess such other qualification as the Director may determine as being of an equivalent or higher standard;

(c) shall pass the Education Department's examination for this certificate or approved equivalent or higher examinations in the following subjects, namely:—

- (i) Psychology,
- (ii) Education,
- (iii) Infant School Method,
- (iv) Educational Handwork (Theoretical and Practical),
- (v) Nature Study,
- (vi) Drawing and Pastelwork,
- (vii) Speech Training,
- (viii) English Literature;

and

(d) shall, after passing the examinations specified in sub-clause (c) of this clause, pass an approved test in Practice of Teaching in the infant department.

3. The details of the subjects mentioned in clause 2 (c) and (d) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. (a) This qualification may be withheld if the Director, on the report of the Chairman of the Board of Examiners, is of opinion that the candidate does not possess sufficient experience in, and practical acquaintance with, infant school work.

(b) This certificate shall not be issued until the candidate has successfully conducted or taught in an infant department for one year subsequent to passing the examinations named in clause 2 (c) above.

**REGULATION IX. (B).—INFANT TEACHER'S CERTIFICATE, FIRST CLASS.**

1. The Infant Teacher's Certificate, First Class, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate—

(a) shall possess the Infant Teacher's Certificate, Second Class, or hold an approved equivalent or higher qualification;

(b) shall pass the Education Department's examinations for this certificate or approved equivalent or higher examinations in the following subjects, namely:—

- (i) Psychology,
- (ii) Education,
- (iii) Infant School Method,
- (iv) Educational Handwork (practical),
- (v) Nature Study,
- (vi) Drawing and Pastelwork,
- (vii) Hygiene,
- (viii) Literature and Art;

and

(c) shall, after passing the examinations specified in sub-clause (b) of this clause, pass an approved test in Practice of Teaching in the infant department.

3. The details of the subjects mentioned in clause 2 (b) and (c) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. Candidates shall not, without the approval of the Director, be permitted to present themselves for examination in the subjects mentioned in clause 2 (b) above until they have passed in all the subjects (except practice of teaching) prescribed for the Infant Teacher's Certificate, Second Class.

5. (a) This qualification may be withheld if the Director, on the report of the Chairman of the Board of Examiners, is of opinion that the candidate does not possess sufficient experience in, and practical acquaintance with, infant school work.

(b) This certificate shall not be issued until the candidate has successfully conducted or taught in an infant department for two years subsequent to passing the examinations mentioned in clause 2 (b) above.

**REGULATION X. (A).—SECOND CLASS HONOURS.**

1. Teachers may be granted classification in Second Class Honours provided that they—

(a) hold a First Class Certificate or its approved equivalent,

(b) have satisfactorily discharged the duties of a classified teacher for at least four years;

(c) are recommended for the purpose by one of the Chief Inspectors;

(d) (i) have passed a satisfactory examination in the history, theory, and practice of education, embracing the leading principles of education, psychology of education, school organization and management, and methods of teaching,

or

- (ii) have satisfactorily carried out a course of experimental education or an investigation into some important phase of modern education, and have embodied the result in an approved thesis;  
*and*
- (c) have successfully completed one of the under mentioned courses, namely:—
- (i) At least three subjects (including English A) at pass or honours standard of the course for a degree in Arts or Commerce or Science at the University of Melbourne,  
*or*
- (ii) An approved day course for a diploma in a technical school,  
*or*
- (iii) English A and groups of such subjects in technical schools as may from time to time be prescribed by the Director,  
*or*
- (iv) English A and such Departmental certificates or subjects as may from time to time be prescribed by the Director,  
*or*
- (v) English A and Drawing Teacher's Primary Certificate,  
*or*
- (vi) The Singing Teacher's Primary Certificate,  
*and*  
 Theory of Music, Grade III.,  
*and*  
 Practical Music, Grade II., in piano or organ or violin or solo singing as conducted by the Australian Music Examinations Board,  
*and*  
 English A;  
*or*
- (vii) English A and an Agriculture Group embracing such subjects as may from time to time be prescribed by the Director,  
*or*
- (viii) English A and a Horticulture Group embracing such subjects as may from time to time be prescribed by the Director,  
*or*
- (ix) English A and the first year of the course in Physical Education at the University of Melbourne,  
*or*
- (x) A course of study or research regarded by the Director as equivalent to any one of the courses mentioned in this sub-clause.

2. For the purposes of sub-clause (e) of clause 1 above, the Education Department's examination in English shall be accepted in lieu of English A.

3. Details of the examinations and courses mentioned in sub-clauses (d) and (e) of clause 1 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. In the case of teachers who are discharged soldiers within the meaning of the Public Service Acts there may be a limitation of the prescribed examinations under clause 1 above to such subjects, standards, and service as may be deemed to be essential to the efficient performance of the duties involved in classification in Honours.

5. (a) Candidates who, prior to the first day of August, 1938, had completed portion of the course under the provisions of Regulation XI. (K) in force on the thirty-first day of July, 1938, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1941.

(b) Candidates who, prior to the first day of July, 1941, had completed portion of the course under the provisions of Regulation XI. (K) in force on the thirtieth day of June, 1941, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1943.

#### REGULATION X. (B).—FIRST CLASS HONOURS.

1. Teachers may be granted classification in First Class Honours provided that they—

- (a) have obtained Second Class Honours;  
 (b) have been recommended for the purpose by one of the Chief Inspectors;  
 (c) have successfully completed one of the under-mentioned courses, namely:—

- (i) At least three subjects at pass or honours standard (in addition to those taken for Second Class Honours) of the course for a degree in Arts or Commerce or Science at the University of Melbourne,  
*or*
- (ii) An approved day course for a diploma at a technical school,  
*or*
- (iii) Such groups of subjects in technical schools as may from time to time be prescribed by the Director,  
*or*
- (iv) The Drawing Teacher's Secondary Certificate,  
*or*
- (v) The Singing Teacher's Secondary Certificate,  
*or*

- (vi) Theory of Music, Grade I., and Musical Perception, Grade I., as conducted by the Australian Music Examinations Board,  
and  
Practical Music, Grade I., in piano or organ or violin or violoncello or flute, as conducted by the Australian Music Examinations Board,  
or
- (vii) An Agriculture Group embracing such subjects as may from time to time be prescribed by the Director,  
or
- (viii) A Horticulture Group embracing such subjects as may from time to time be prescribed by the Director,  
or
- (ix) A course of study or research regarded by the Director as equivalent to any one of the courses mentioned in this sub-clause;
- (d) (i) have passed in the theory, principles, history, and practice of education as prescribed for the first year of the course for the Bachelor of Education at the University of Melbourne,  
or
- (ii) have passed an examination conducted by the Education Department in history of education and in principles of education and in comparative education,  
and  
have submitted a satisfactory essay of about 1,500 words on some topic of educational interest selected from one of the recommended text books, such essay to be written prior to the examination and to contain proof of original thought and criticism and to be attached to the examination paper of the candidate,  
or
- (iii) have satisfactorily carried out a course of experimental education or an investigation into some important phase of modern education and have embodied the result in an approved thesis.

2. Details of the courses and examinations mentioned in sub-clauses (c) and (d) of clause 1 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

3. No candidate shall be awarded First Class Honours on the same portion of any examination as that on which he was awarded Second Class Honours.

4. No candidate may present for examination in Education for First Class Honours unless he has had three years' experience as a Classified teacher.

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5. In the case of teachers who are discharged soldiers within the meaning of the Public Service Acts, and who have served at the Front, there may be a limitation of the prescribed examinations under clause 1 above to such subjects, standards, and service as may be deemed to be essential to the efficient performance of the duties involved in classification in Honours.

6. (a) Candidates who, prior to the first day of August, 1938, had completed portion of the course under the provisions of Regulation XI. (K) in force on the thirty-first day of July, 1938, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1941.

(b) Candidates who, prior to the first day of July, 1941, had completed portion of the course under the provisions of Regulation XI. (O) in force on the thirtieth day of June, 1941, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1943.

#### REGULATION XI. (A).—DRAWING TEACHER'S PRIMARY CERTIFICATE.

1. The Drawing Teacher's Primary Certificate shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

(a) possess—

(i) the School Intermediate Certificate of the University of Melbourne, and shall in addition have obtained a pass in English for the School Leaving Certificate of the University of Melbourne or at an approved equivalent or higher standard,  
or

(ii) the Intermediate Technical Certificate and shall in addition have obtained a pass in English for the School Leaving Certificate of the University of Melbourne or at an approved equivalent or higher standard,  
or

(iii) the Primary Teacher's Certificate, Second Class,  
or

(iv) such other qualifications as the Director may determine as being of an equivalent or higher standard;

(b) pass the Education Department's examinations in the following subjects, namely:—

Geometrical Drawing—Art,  
Perspective, Grade I.,  
Lettering, Grade I.,

Drawing from Models or Objects, Grade II,  
 Drawing Plant Forms from Nature, Grade II,  
 General Design, Grade I,  
 Drawing from Memory,  
*and*

- (c) give, before the Inspector of Art or before some other officer nominated by the Inspector of Art and approved by the Director, a satisfactory class lesson in one of the subjects mentioned in sub-clause (b) of this clause.

3. Candidates who, prior to the twenty-fourth day of July, 1939, had completed portion of the course under the provisions of Regulation XI. (E) in force on the twenty-third day of July, 1939, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1942.

#### REGULATION XI. (B).—DRAWING TEACHER'S SECONDARY CERTIFICATE.

1. The Drawing Teacher's Secondary Certificate shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

(a) possess the Drawing Teacher's Primary Certificate;

(b) pass the Education Department's examinations in the following subjects, namely:—

- (i) Perspective, Grade II,
- (ii) Modelling Ornament from a Cast,
- (iii) Drawing in Light and Shade from a Cast, Grade II.,
- (iv) General Design, Grade II., or Modelled Design, Grade II.;

(c) submit satisfactory specimens of their work as outlined hereunder:—

- (i) A drawing in light and shade from a cast of ornament or of lower nature,
- (ii) A drawing from nature of any freely growing plant to be executed in outline with a pen or a brush on a half imperial sheet,
- (iii) A study from nature of a flowering plant, in water colour, with two designs from it to fill decoratively such simple shapes as a square, a lozenge, a circle, or a lunette; one design to be in monochrome and one in two or more colours and the three studies to be mounted on an imperial sheet,
- (iv) A drawing to scale from measurements taken by the candidate from an actual piece of architecture, such as a window, a doorway, or a

porch to an ecclesiastical or other public building in an approved style,

(v) A sheet of lettering, to consist of a sentence or motto, in Roman characters executed in one colour on a coloured ground on a quarter imperial sheet and displayed on a mount 15 inches by 22 inches in size,

(vi) An example of craftwork designed and wrought by the candidate in the form of any applied art process in wood, metal, leather, needlework, hand-weaving, or the like, such work to be accompanied by a design or working drawing;

*and*

(d) give, before the Inspector of Art or before some other officer nominated by the Inspector of Art and approved by the Director, a satisfactory class lesson in one of the subjects mentioned in sub-clause (b) of this clause.

3. (a) Each of the specimens of work mentioned in clause 2 (c) above—

(i) shall be executed at a technical school (in which case each specimen shall be certified to by the senior art teacher as the unaided work of the candidate) or at some other school approved for the purpose (in which case each specimen shall be certified to by the headmaster as the unaided work of the candidate),

*and*

(ii) shall be retained by the Education Department until the candidate has qualified for the certificate.

(b) Each specimen of the work mentioned in paragraphs (i), (ii), (iii), and (iv) of clause 2 (c) above shall be displayed on a grey or black mount, 30 inches by 22 inches in size.

4. Candidates who, prior to the twenty-fourth day of July, 1939, had completed portion of the course under the provisions of the Regulation XI. (E) in force on the twenty-third day of July, 1939, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty first day of December, 1942.

#### REGULATION XI. (C).—ART TEACHER'S CERTIFICATE.

1. The Art Teacher's Certificate shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

(a) possess the Drawing Teacher's Secondary Certificate or hold an approved equivalent or higher qualification;

(b) pass the Education Department's examinations in the following subjects, namely:—

(i) First Year—

General Design, Grade III., or  
Modelled Design, Grade III.  
Composition of Form and Colour.  
Historic Ornament, Grade I.  
Modelling Plant Forms from  
Nature.

(ii) Second Year—

History of Architecture, Grade I.  
Building Construction, Grade I.  
Historic Ornament, Grade II.  
Principles of Decorative Design.

(iii) Third Year—

History of Architecture, Grade II.  
Human Anatomy;

*and either*

Drawing the Human Figure from  
a Cast, Grade II., and  
Drawing the Human Figure  
from Life,

*or*

Modelling the Human Figure from  
a Cast, Grade II., and  
Modelling the Head from Life:

(c) submit satisfactory specimens of their work as outlined hereunder:—

(i) First Year—

A study in colour of a flowering plant from nature with two designs based on the plant, each design being intended for one of two different industrial processes, such as repoussé metal, decorative needlework, inlay, carving, painting, and the like; the process and material for which it is intended to be named on each design and the three studies to be mounted on one imperial sheet;

*or*

A modelled study of a flowering plant from nature with two designs based on the plant, each design being intended for one of two different industrial processes such as repoussé metal, plaster work, carving, and the like.

(ii) Second Year—

A design in the form of a panel or other decorative feature, of some historic style of ornament, in the flat or in the round, the style and period to be stated clearly on the work.

(iii) Third Year—

*For candidates taking Drawing under sub-clause (b) (iii) of this clause—*A shaded drawing of a full-length nude figure from life, to be executed on an imperial sheet in coloured pencil, carbon pencil, charcoal, or coloured chalk, without background.

*For candidates taking Modelling under sub-clause (b) (iii) of this clause—*A modelled study of a head from life;

(d) submit, after having complied with the conditions specified in sub-clauses (b) and (c) of this clause, a satisfactory thesis on a subject approved by the Inspector of Art;

*and*

(c) pass, after having complied with the conditions specified in sub-clauses (b), (c), and (d) of this clause, an examination in the principles of teaching and in school management as applied to art subjects.

3. Each of the specimens of work mentioned in clause 2 (c) above—

(a) shall be executed at a technical school (in which case each specimen shall be certified to by the senior art teacher as the unaided work of the candidate) or at some other school approved for the purpose (in which case each specimen shall be certified to by the head master as the unaided work of the candidate),

*and*

(b) shall be retained by the Education Department until the candidate has qualified for the certificate.

4. Candidates who, prior to the twenty-fourth day of July, 1939, had completed portion of the course under the provisions of the Regulation XII. (B) in force on the twenty-third day of July, 1939, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1942.

#### REGULATION XI. (D).—ART TEACHER'S DIPLOMA.

1. The Art Teacher's Diploma shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this Diploma shall—

(a) possess the Art Teacher's Certificate;

(b) pass the Education Department's examinations in one of the following groups of subjects, namely:—

(i) Painting—

General Design—Honours,  
Painting the Human Figure from  
Life;

- (ii) Modelling—  
 Modelled Design—Honours,  
 Modelling the Human Figure from  
 Life, in the Round;
- (iii) Design and Craft—  
 General Design—Honours,  
 A practical test in the craft  
 selected by the candidate;
- (c) submit satisfactory specimens of their work,  
 as outlined hereunder, in the group of  
 subjects corresponding to the group taken  
 under sub-clause (b) of this clause—
- (i) Painting—  
 A full-length study of a nude  
 figure from life, in oil-colour or  
 water-colour,  
 An original design for a painted  
 decoration, such as a decorative  
 panel or a portion of a wall  
 decoration in an ecclesiastical  
 or public building in which the  
 human figure is an important  
 feature; the work to be painted  
 in oil-colour, water-colour, or  
 tempera as the candidate may  
 select, and, when the design is  
 part of a large decoration, to be  
 accompanied by a sketch show-  
 ing its place in the scheme;
- (ii) Modelling—  
 A full-length study of a nude  
 figure from life, modelled in the  
 round,  
 An original design, modelled full-  
 size or to a fair scale, for a  
 fountain, a mural tablet, or a  
 decorative feature in an ecclesi-  
 astical or public building; the  
 design to include a decorative  
 application of the human figure,  
 and, when it is part of a large  
 decoration, to be accompanied  
 by a sketch showing its place in  
 the scheme;
- (iii) Design and Craft—  
 A complete object or article de-  
 signed and executed by the  
 candidate, and showing an ade-  
 quate mastery of a craft.
3. Each of the specimens of work mentioned in  
 clause 2 (c) above—
- (a) shall be executed at a technical school (in  
 which case each specimen shall be certified  
 to by the senior art teacher as the unaided  
 work of the candidate) or at some other  
 school approved for the purpose (in which  
 case each specimen shall be certified to by  
 the head master as the unaided work of the  
 candidate),

and

- (b) shall be retained by the Education Depart-  
 ment until the candidate has qualified for  
 the diploma.

**REGULATION XII. (A).—SINGING TEACHER'S  
 PRIMARY CERTIFICATE.**

1. The Singing Teacher's Primary Certificate shall  
 be granted to qualified candidates in accordance with  
 the conditions mentioned hereunder.

2. Candidates for this certificate shall—

- (a) pass the following examinations conducted by  
 the Education Department:—

- (i) Practical sol-fa and staff notation  
 tests in—

Singing from Memory,

and

Singing from Sight,

and

Modulator Voluntaries;

- (ii) Practical ear tests in time and tune;

- (iii) A theoretical examination in—

Voice Cultivation,

and

Musical Notation,

and

Methods of Teaching,

and

Translation from sol-fa notation  
 to staff notation and vice  
 versa;

- (b) give, before the Supervisor of Music or before  
 some other officer approved by the Director,  
 a satisfactory class lesson in singing.

3. Details of the syllabus for the examinations men-  
 tioned in clause 2 (a) above shall from time to time  
 be determined by the Director and announced in the  
*Education Gazette and Teachers' Aid.*

**REGULATION XII. (B).—SINGING TEACHER'S  
 SECONDARY CERTIFICATE.**

1. The Singing Teacher's Secondary Certificate shall  
 be granted to qualified candidates in accordance with  
 the conditions mentioned hereunder.

2. Candidates for this certificate shall—

- (a) possess the Singing Teacher's Primary Cer-  
 tificate;

- (b) pass the following examinations conducted by  
 the Education Department:—

- (i) A practical test in time, tune, and  
 pitch,

- (ii) A practical test in sight-singing from  
 sol-fa and staff notations,

- (iii) A practical test in voice cultivation,

and

- (iv) A theoretical examination in transla-  
 tion from sol-fa notation to staff  
 notation and vice versa;



- (c) pass the following examinations conducted by the Australian Music Examinations Board:—

- (i) Musical Perception, Grade I.,
- (ii) Singing, Grade I.,
- (iii) Pianoforte, Grade IV.,

and

- (iv) Theory of Music, Grade II.;

- (d) give, before the Supervisor of Music or before some other officer approved by the Director, a satisfactory class lesson in singing;
- (e) show satisfactory ability to play a pianoforte accompaniment to a school song;
- and
- (f) present a senior class showing satisfactory attainments in music and produce satisfactory evidence that the class presented has been taught by the candidate for a period of not less than six months.

3. Details of the syllabus for the examinations mentioned in clause 2 (b) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. Candidates who, prior to the first day of April, 1940, had completed portion of the course for the Singing Teacher's Secondary Certificate under the provisions of Regulation XI. (F) in force on the thirty-first day of March, 1940, may be granted permission to qualify for such certificate under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the first day of May, 1942.

#### REGULATION XIII. (A).—CERTIFICATE OF COMPETENCY IN FORESTRY.

1. The Certificate of Competency in Forestry shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Each candidate for this certificate shall—

- (a) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in forestry,
- (b) submit, after the Director has approved of the topic, a satisfactory thesis on some phase of forestry work,
- (c) submit a satisfactory report, covering a continuous period of two years, of the activities connected with the school endowment plantation under his control,
- (d) submit a certificate from an inspector of schools that he has controlled satisfactorily a school endowment plantation for a continuous period of two years,
- (e) submit to the district inspector a course of lessons covering one year in forestry and obtain the approval of the district inspector thereto,

and

- (f) submit a certificate from the district inspector that he has taught, in a satisfactory manner for a period of one year, the lessons mentioned in sub-clause (e) of this clause.

3. The syllabus for the lectures and demonstrations mentioned in clause 2 (a) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XIII. (B).—CERTIFICATE OF COMPETENCY IN YOUNG FARMERS' CLUB WORK.

1. The Certificate of Competency in Young Farmers' Club Work shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Each candidate for this certificate shall—

- (a) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in Young Farmers' Club work;
  - (b) submit, after the Director has approved of the topic, a satisfactory thesis on some phase of Young Farmers' Club work;
  - (c) submit a satisfactory report, covering a continuous period of two years, of the activities connected with the Young Farmers' Club under his control;
  - (d) submit a certificate from an inspector of schools that he has controlled satisfactorily a Young Farmers' Club for a continuous period of two years;
  - (e) submit to the district inspector a course of lessons covering one year in branches of rural science connected with the major project and obtain the approval of the district inspector thereto;
- and
- (f) submit a certificate from the district inspector that he has taught, in a satisfactory manner for a period of one year, the lessons mentioned in sub-clause (e) of this clause.

3. The syllabus for the lectures and demonstrations mentioned in clause 2 (a) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XIII. (C).—CERTIFICATE OF COMPETENCY IN HORTICULTURE, GRADE I.

1. The Certificate of Competency in Horticulture, Grade I., shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Each candidate for this certificate shall—

- (a) pass a theoretical examination in Horticulture, Grade I.;
- (b) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in Horticulture, Grade I.;
- (c) pass a practical test in Horticulture, Grade I.;
- (d) prepare a course of lessons extending over a period of twelve months and submit such course to, and obtain the approval of, the Committee of Examiners;
- (e) submit a certificate from the district inspector that he has, after having complied with the conditions specified in sub-clause (d) of this

clause, taught in a satisfactory manner for a period of one year the lessons mentioned in the aforesaid sub-clause;

- (f) submit a plan, certified to by the district inspector, of the school ground showing the improvements effected during the period of one year;

and

- (g) submit a satisfactory report from the district inspector, or other officer approved by the Director, on the condition of the school ground, the school garden, and the horticultural plots.

3. The requirements of clause 2 (b) and (c) above shall be completed before the work prescribed in clause 2 (d), (e), (f), and (g) above is commenced.

4. Details of the examination, course, and test mentioned in sub-clauses (a), (b), and (c) respectively of clause 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XIII. (D).—CERTIFICATE OF COMPETENCY IN HORTICULTURE, GRADE II.

1. The Certificate of Competency in Horticulture, Grade II, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Each candidate for this certificate shall—

- (a) possess a Certificate of Competency in Horticulture, Grade I.;
- (b) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in Horticulture, Grade II.;
- (c) prepare a course of lessons in advanced horticulture (theoretical and practical) and submit such course to, and obtain the approval of, the Committee of Examiners;
- (d) submit a certificate from the district inspector that he has, after complying with the conditions specified in sub-clause (c) of this clause, taught in a satisfactory manner for a period of one year the lessons mentioned in the aforesaid sub-clause;

and

- (e) submit, after the Director has approved of the topic, a satisfactory original thesis on some phase of advanced horticulture.

3. The requirements of clause 2 (b) above shall be completed before the work prescribed in clause 2 (c), (d), and (e) above is commenced.

4. Details of the syllabus for the lectures and demonstrations mentioned in clause 2 (b) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XIII. (E).—CERTIFICATE OF COMPETENCY IN PHYSICAL EDUCATION.

1. The Certificate of Competency in Physical Education shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

- (a) pass a theoretical examination in—

(i) Anatomy, Physiology, and Hygiene,  
and

(ii) Body Mechanics (General Principles and Methods of Teaching Physical Exercises);

- (b) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in physical education;

- (c) pass a satisfactory practical test in—

(i) Physical exercises and Body Mechanics,

(ii) Marching Drill,

(iii) Swimming and Life Saving,

(iv) First Aid,

and

(viii) Such other tests as may from time to time be determined by the Director, and announced in the *Education Gazette and Teachers' Aid*;

- (d) give, before some officer approved by the Director, a satisfactory class lesson in physical education;

and

- (e) submit a certificate from an inspector of schools that he has carried out satisfactorily an approved program of physical education for a period of one year.

3. A candidate shall not be permitted to present himself for the tests or the lesson mentioned in sub-clauses (c) and (d) respectively of clause 2 above until he has completed satisfactorily the course mentioned in sub-clause (b) of that clause.

4. Details of the examinations, courses, and tests mentioned in sub-clauses (a), (b), and (c) respectively of clause 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

5. Candidates who, prior to the first day of May, 1940, had completed portion of the course for the Certificate of Competency in Physical Training under the provisions of Regulation XI. (H) in force on the thirtieth day of April, 1940, may be granted permission to qualify for such certificate under the conditions prescribed in that regulation, provided they complete the remaining portion of the course not later than the first day of May, 1942.

#### REGULATION XIII. (F).—CERTIFICATE OF COMPETENCY IN SWIMMING AND LIFE-SAVING.

1. The Certificate of Competency in Swimming and Life-saving shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

- (a) pass a theoretical examination in Physiology and Hygiene;

(b) pass a satisfactory practical test in—

- (i) Swimming,
- (ii) Diving,
- (iii) Rescue Work,
- (iv) Resuscitation;

and

(c) give, before some officer approved by the Director, a satisfactory class lesson in swimming, floating, diving, or life-saving.

3. Details of the examinations and tests mentioned in clause 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XIII. (G).—CERTIFICATE OF COMPETENCY IN SPECIAL-SCHOOL WORK.

1. The Certificate of Competency in Special-school Work, which shall be endorsed according to the type of special education for which it stands as a qualification, shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate—

- (a) shall possess a Trained Teacher's Certificate;
- (b) shall have had at least two years' experience as a classified teacher;
- (c) shall obtain from an inspector of schools a recommendation to the effect that they display marked aptitude and suitability for special-school work;
- (d) shall complete a prescribed course of training of two periods each consisting of five weeks' continuous instruction;
- (e) shall, during the course of training specified in sub-clause (d) of this clause, attain a satisfactory standard of proficiency in supervised teaching practice in approved special grades or schools;

and

- (f) shall pass the examinations for this certificate in the following subjects, namely, all the subjects in Group A, together with all the subjects in one of the Groups B, C, D, and E. as shown hereunder:—

##### Group A.—General Subjects:

Handwork,  
Tests and Measurements,  
Case Studies,  
Psychology of Individual Differences,  
Education of Atypical Children.

##### Group B.—Additional Subjects for Teachers of Backward Children:

Psychology of the Backward Child,  
Education of the Backward Child,  
Problems of Guidance and of Mental and Physical Health.

##### Group C.—Additional Subjects for Teachers of Educable Mentally Deficient Children:

Psychology of the Mentally Deficient Child,  
Education of the Mentally Deficient Child,  
Problems of Guidance and of Mental and Physical Health.

##### Group D.—Additional Subjects for Teachers of Socially Maladjusted Children:

Nature and Treatment of Behaviour Disorders in Children,  
Juvenile Delinquency,  
Education of the Socially Maladjusted Child,  
Problems of Guidance and of Mental and Physical Health.

##### Group E.—Additional Subjects for Teachers of Physically Handicapped Children:

Comparative Studies in Organization,  
General and Special Method in Teaching Physically Handicapped Children,  
Special Problems including Occupational Therapy,  
Educational and Vocational Guidance,  
Orthopaedics including Lectures and Hospital Demonstrations,  
Characteristics and Care of Crippled Children,  
Education of the Physically Handicapped Child.

3. Details of the subjects mentioned in clause 2 (f) above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

4. This certificate shall not be issued until the candidate has proved efficient in the work of an approved special grade or school for a minimum period of six months.

5. Candidates who, prior to the first day of July, 1941, had completed portion of the course under the provisions of Regulation XI. (M) in force on the thirtieth day of June, 1941, may be granted permission to qualify under the conditions prescribed in that regulation, provided that they complete the remaining portion of the course not later than the thirty-first day of December, 1943.

**REGULATION XIII. (H).—CERTIFICATE OF COMPETENCY IN SPEECH TRAINING.**

1. The Certificate of Competency in Speech Training shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall pass the Education Department's examinations in the following subjects, namely:—

(a) *Theoretical*—

- (i) Vocal Physiology,
- (ii) The Sounds of English and Phonetics,
- (iii) The Art of Reading Prose,
- (iv) The Speaking of Verse,
- (v) Speech Defects;

(b) *Practical*—

- (i) Preparing notes of, and giving lessons in, speech training,
- (ii) Reading and speaking of prepared and unprepared passages of prose and verse.

3. (a) The practical tests for this certificate shall be taken in connexion with a school of instruction or a vacation school, and shall be conducted by examiners nominated by the Chairman of the Board of Examiners.

(b) No candidate shall be admitted to the practical tests unless he has completed satisfactorily a course of instruction at one of the schools mentioned in sub-clause (a) of this clause.

4. Details of the syllabus for the examinations mentioned in clause 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

**REGULATION XIV. (A).—TEACHER'S CERTIFICATE IN WOODWORK.**

1. The Teacher's Certificate in Woodwork shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

(a) pass the Education Department's examinations for this certificate in the following subjects, namely:—

- (i) Theory of Education as applied to Manual Training,
- (ii) Organization and conduct of a Woodwork Centre,
- (iii) Drawing (Practical Geometry);

(b) pass a practical test in Benchwork;

and

(c) complete a satisfactory course of lectures and demonstrations at an approved school of instruction in woodwork.

3. (a) The practical test for this certificate shall be taken in connexion with an approved school of instruction in woodwork and shall be conducted by examiners appointed for the purpose by the Director.

(b) No candidate shall be admitted to the practical test unless he has completed satisfactorily a course of instruction mentioned in clause 2 (c) above.

4. Details of the examinations, test, and course mentioned in sub-clauses (a), (b), and (c) respectively of clause 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

**REGULATION XIV. (B).—SCIENCE CERTIFICATES.**

1. Science Certificates in the subjects of Physiology and Psychology shall be granted to candidates who pass the prescribed examinations in those subjects.

2. The examinations in the subjects mentioned in clause 1 above shall be conducted by the Education Department.

3. Details of the syllabus for the examinations mentioned in clauses 1 and 2 above shall from time to time be determined by the Director and announced in the *Education Gazette and Teachers' Aid*.

**REGULATION XV. (A).—STUDENTSHIPS AND COURSES AT THE TEACHERS' COLLEGE.**

1. (a) Training shall be conducted at the Teachers' College, at the University of Melbourne, and at such other institutions as the Minister may from time to time determine.

(b) Training schools for the training of students in teaching shall be associated with the College, and training therein shall be conducted under the supervision of the Principal and other officers of the College.

2. The Teachers' College shall provide training for students taking the courses mentioned in clause 4 (a), (b), (c), (d), (e), and (f) below.

3. (a) The members of the staff of the Teachers' College shall be a principal and such other officers as may be from time to time determined.

(b) The students in attendance at the Teachers' College shall be—

- (i) Holders of studentships—those to whom the course of training is free.
- (ii) Students who pay the fees hereinafter prescribed.

4. The periods of training to be spent at the Teacher's College shall be—

- (a) Trained Secondary Teacher's Certificate—four years;
- (b) Trained Primary Teacher's Certificate—one year;
- (c) Trained Infant Teacher's Certificate—two years;
- (d) Trained Domestic Arts Teacher's Certificate—three years;
- (e) Trained Manual Arts Teacher's Certificate—three years;

and

(f) Such other courses as may from time to time be recommended by the Director and approved by the Minister.

5. The Director shall from time to time prescribe the details of the subjects of the courses for the certificates mentioned in clause 4 above.

6. Awards of studentships shall be made annually by the Minister in accordance with the conditions hereinafter prescribed.

7. (a) The number of studentships to be awarded in each of the courses mentioned in clause 4 above shall be determined annually by the Minister on the recommendation of the Director.

(b) Studentships in the course for the Trained Secondary Teacher's Certificate shall be distributed among applicants specially qualified in the following groups:—(i) English and History, (ii) Modern Languages, (iii) Classics, (iv) Mathematics, (v) Science, (vi) Geography and Geology, (vii) Commercial Subjects, and (viii) such other groups as may from time to time be determined by the Director.

(c) When the number of qualified applicants for studentships in the course for the Trained Secondary Teacher's Certificate or for the Trained Primary Teacher's Certificate or for the Trained Infant Teacher's Certificate or for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate exceeds the number of studentships available, studentships shall be awarded in order of merit as determined by the following considerations:—

- (i) The number and standard of the subjects passed at examinations by the applicants.
- (ii) The records of the applicants as teachers.
- (iii) Length of service and age of the applicants.
- (iv) The personal qualities of the applicants.

8. Holders of studentships admitted to the courses for the Trained Secondary Teacher's Certificate, the Trained Domestic Arts Teacher's Certificate, and the Trained Manual Arts Teacher's Certificate shall have their names placed provisionally on the Classified Roll for the Secondary Schools Division, whilst those admitted to the courses for the Trained Primary Teacher's Certificate and the Trained Infant Teacher's Certificate shall have their names placed provisionally on the Classified Roll for the Primary Schools Division; provided that the retention of their names on the respective Classified Rolls shall be subject to the conditions hereinafter mentioned.

9. In special cases, any holder may have his studentship suspended by the Minister for a period up to one year, and, if necessary, for a further period.

10. (a) No applicant shall be awarded a studentship in any of the courses of training mentioned above until he has submitted a certificate from a school medical officer, or from a qualified medical practitioner approved for this purpose by the Director, that he is of sound constitution and is free from any physical defect likely to impair his usefulness as a teacher.

(b) When the medical examination discloses minor defects of a remediable character, such as unsound teeth, post-nasal growths, or defects in eyesight or hearing, the applicant may, at the discretion of the Director, be allowed to enter upon his studentship for

a period of three months and, at the end of this period, the studentship may be withdrawn if satisfactory treatment of the defects referred to has not been carried out.

11. No holder of a studentship shall receive an appointment to a classified position unless during the last year of his course he has submitted a certificate from a school medical officer, or from a medical practitioner approved for this purpose by the Director, that he is free from any defect or disease likely to impair his efficiency as a teacher and that he is suitable for permanent appointment to the Public Service.

*Trained Secondary Teacher's Certificate.*

12. The qualifications for studentships in the course for the Trained Secondary Teacher's Certificate shall be—

- (a) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.
- (b) They shall have qualified for matriculation at the University of Melbourne and shall have obtained honours at the School Leaving examination or hold an approved equivalent or higher qualification.
- (c) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (d) They shall, except in the case of University graduates, have had at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

13. A University graduate without one year's experience as a teacher in an approved school may be awarded a studentship in the course for the Trained Secondary Teacher's Certificate and shall, on completion of such course, be appointed to a classified position on probation for a period of twelve months.

14. (a) The course of training for the Trained Secondary Teacher's Certificate shall be the course for the Degree of Bachelor of Arts or of Commerce or of Science at the University of Melbourne, together with the first year of the course for the Bachelor of Education.

(b) In each or any year of the course of training as set out in sub-clause (a) of this clause there may be included, if the Director so determines, a course in drawing, in music, in applied art, in physical education, in speech training, and in teaching.

(c) During the whole of the period of his studentship, the holder shall be under the general direction of the Principal of the Teachers' College.

(d) An applicant holding the qualifications prescribed for admission to the second or the third or the fourth year of the course for the Trained Secondary Teacher's Certificate may, if awarded a studentship, be admitted by the Director to the year for which he is qualified.

(e) An applicant with one year's approved teaching experience who is eligible for admission to the second year of the course for the Bachelor of Education shall, if awarded a studentship, be regarded as taking the fourth year of the course of training for the Trained Secondary Teacher's Certificate.

*Trained Primary Teacher's Certificate.*

15. The qualifications for studentships in the course for the Trained Primary Teacher's Certificate shall be as follows:—

- (a) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.
- (b) They shall have passed the School Leaving examination of the University of Melbourne or hold an approved equivalent or higher qualification.
- (c) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (d) They shall have had at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

16. The course of training for the Trained Primary Teacher's Certificate shall include—

- (a) Regular and continuous practice in teaching and observation extending over at least 150 hours, of which at least 30 hours shall be devoted to a study of rural school organization and methods;
- (b) Attendance at, and participation in, discussion and demonstration lessons;
- (c) The preparation, throughout the course, of observation books, teaching aids, and lesson notes;
- (d) Psychology and Experimental Education;
- (e) Education—History, Principles, and Modern Developments;
- (f) Methods of teaching the subjects prescribed in the course of instruction in primary schools;
- (g) Blackboard Work—Writing and Illustration;
- (h) Health Education (including Health Knowledge and Physical Education);
- (i) Speech Training;
- (j) English;
- (k) Social Studies;
- (l) Choral Singing and Music;
- (m) Drawing;
- (n) Handwork (males only);
- (o) Needlework (females only);
- (p) Craft Work;
- (q) Nature Study and Rural Science;
- (r) Arithmetic.

*Trained Infant Teacher's Certificate.*

17. The applicants for studentships in the course for the Trained Infant Teacher's Certificate shall have successfully completed the course of training for the Trained Primary Teacher's Certificate and shall have been specially recommended by the Principal.

18. The course of training for the Trained Infant Teacher's Certificate shall include—

- (a) Infant School Method;
- (b) Modern Developments in Education;
- (c) Speech Training and Dramatic Work;
- (d) Literature and Art;
- (e) Nature-Study and Horticulture;
- (f) Drawing;
- (g) Music;
- (h) Handwork;
- (i) Health Education;
- (j) Practice and Observation in kindergarten and infant school work extending over at least 200 hours.

The subjects named in (e), (f), (g), (h), and (i) above shall have special application to the work of the infant department.

*Trained Domestic Arts Teacher's Certificate.*

19. (a) The qualifications for studentships in the course for the Trained Domestic Arts Teacher's Certificate shall be—

- (i) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.
- (ii) They shall have passed the School Leaving examination of the University of Melbourne or hold an approved equivalent or higher qualification.
- (iii) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (iv) They shall, except as provided in sub-clause (b) of this clause, have had at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

(b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.

(c) An applicant who holds the qualifications set out in sub-clause (a) of this clause and who has completed a three years' technical school diploma course in domestic arts or an approved equivalent or higher course may be awarded a studentship in the course for the Trained Domestic Arts Teacher's Certificate and, on completion of such course, shall be appointed to a classified position on probation for a period of twelve months.

20. (a) Unless otherwise approved by the Director, the subjects of the course of training for the Trained Domestic Arts Teacher's Certificate shall be—

*First Year—*

Domestic Science; Cookery, Grade I.; Plain Needlework, Grade I.; Dressmaking, Grade I.; Housewifery; Laundry Work; Hygiene; Physical Education; an approved craft.

*Second Year—*

Food Analysis; Cookery, Grade II.; Plain Needlework, Grade II.; Dressmaking, Grade II.; Home Economics; Physiology; First Aid, Home Nursing, and Mothercraft; Physical Education; an approved craft.

*Third Year—*

English; Speech Training; Principles of Education; Special Methods; Psychology; Practice of Teaching; Physical Education; Millinery, Grade I.

(b) Applicants holding the qualifications prescribed for admission to the second or third year of the course for the Trained Domestic Arts Teacher's Certificate may, on being awarded a studentship, be admitted by the Director to the year for which they are qualified.

21. The Director from time to time may—

(a) determine that any subject prescribed for any one year of the course for the Trained Domestic Arts Teacher's Certificate may be taken in any other year of such course,

and

(b) include or substitute other subjects in any year of the course.

*Trained Manual Arts Teacher's Certificate.*

22. (a) The qualifications for studentships in the course for the Trained Manual Arts Teacher's Certificate shall be—

(i) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.

(ii) They shall have passed the School Leaving examination of the University of Melbourne or hold an approved equivalent or higher qualification.

(iii) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.

(iv) They shall produce satisfactory evidence of ability in Art.

(v) They shall, except as provided in sub-clause (b) of this clause, have at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

(b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.

(c) Applicants who hold the qualifications set out in paragraphs (i), (ii), and (iii) of sub-clause (a) of this clause and who have completed a three years' technical school course in Art and Applied Art, or an approved equivalent or higher course, may be awarded a studentship in the course for the Trained Manual Arts Teacher's Certificate and, on completion of such course, shall be appointed to classified positions on probation for a period of twelve months.

23. (a) Unless otherwise approved by the Director, the subjects of the course of training for the Trained Manual Arts Teacher's Certificate shall be—

*First Year—*

For Men and Women Students—Geometrical Drawing (Art); Perspective, Grade I.; Lettering, Grade I.; Drawing from Models or Objects, Grade I.; Drawing Plant Forms from Nature, Grade I.; General Design, Grade I.; Modelling, Grade I.

For Men Students—Cabinetmaking, Grade I.

For Women Students—Plain Needlework, Grade I.; Decorative Needlework, Grade I.; Dressmaking, Grade I.

*Second Year—*

For Men and Women Students—Drawing from Models and Objects, Grade II.; Modelling Ornament from a Cast; Drawing Plant Forms from Nature, Grade II.; General Design, Grade II.; or Modelled Design, Grade II.; Drawing from Memory.

For Men Students—Sheet Metalwork, Grade I.

For Women Students—Dressmaking, Grade II.; Plain Needlework, Grade II.; Decorative Needlework, Grade II.

*Third Year—*

For Men and Women Students—English; Speech Training; Principles of Education; Special Methods; Psychology; Practice of Teaching; First Aid; Physical Education.

For Men Students—Blacksmithing, Grade I.

For Women Students—Millinery, Grade I.

(b) Applicants holding the qualifications prescribed for admission to the second or third year of the course for the Trained Manual Arts Teacher's Certificate may, on being awarded studentships, be admitted by the Director to the year for which they are qualified.

24. The Director from time to time may—

(a) determine that any subject prescribed for any one year of the course for the Trained Manual Arts Teacher's Certificate may be taken in any other year of such course,

and

(b) include or substitute other subjects in any year of the course.

*Allowances and Initial Salaries.*

25. From and inclusive of the first day of August, 1941, holders of studentships other than those mentioned in clause 26 below shall be paid allowances (which shall include expenses for travelling, games, etc.) during their course of training at the rate of £30 per annum with an additional allowance at the rate of £40 per annum in the cases of those who, in the opinion of the Director, are required to live away from home in order to attend the college.

26. Holders of studentships who are admitted to the second year of the course for the degree of Bachelor of Education and who during their course of training teach as temporary assistants in metropolitan State secondary schools, shall be paid allowances at the following rates:—

Men	..	..	£240 per annum.
Women	..	..	£192 per annum.

27. (a) (i) Upon successfully completing a course of training at the Teachers' College, the holder of a studentship shall, except in the cases mentioned in sub-clause (b), (c), (d), (e) and (f) of this clause, be placed in a subdivision and paid an initial salary in accordance with the rates prescribed for teachers in the under-mentioned subdivisions of the Fifth Class in the Primary Schools Division or the Secondary Schools Division as the case requires:—

Length of Course.	Subdivision.			
	Men.		Women.	
	Primary.	Secondary.	Primary.	Secondary.
One year ..	4	2	4	1
Two years ..	5	3	5	2
Three years ..	6	4	6	3
Four years ..	..	5	..	4
Five years ..	..	6	..	5

(ii) The holder of a studentship who fails to complete the final year of his course of training successfully shall be placed one subdivision lower than the subdivision in which he would have been placed if he had successfully completed the course and shall be paid the corresponding initial salary.

(b) The holder of a studentship who, prior to the award of his studentship, was a University graduate without one year's experience as a teacher in an approved school shall, upon successfully completing the course of training for the Trained Secondary Teacher's Certificate, be placed in the subdivision and paid the initial salary allotted to a holder who has completed a three years' course of training.

(c) The holder of a studentship who, prior to the award of his studentship, had completed one year or had completed two or more years of any University course approved by the Director, shall, upon successfully completing the course of training for the Trained Primary Teacher's Certificate, be placed in the subdivision and paid the initial salary allotted to holders who have completed a two years' course or a three years' course of training respectively.

(d) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate who, prior to the award of his studentship did not satisfy the requirement of having had one year's experience as a teacher in an approved school, shall be placed one subdivision lower than the subdivision he would have been placed in if he had satisfied this requirement and shall be paid the corresponding initial salary.

(e) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate who, prior to the award of his studentship, did not satisfy the requirement of having passed the School Leaving examination of the University of Melbourne or of having successfully completed an approved technical school diploma course or of holding an approved equivalent or higher qualification, shall be placed one subdivision lower than the subdivision in which he would have been placed if he had satisfied this requirement and shall be paid the corresponding initial salary.

(f) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate who, prior to the award of his studentship, did not satisfy both the requirement mentioned in sub-clause (d) and the requirement mentioned in sub-clause (e) of this clause shall be placed two subdivisions lower than the subdivision he would have been placed in if he had satisfied both of such requirements and shall be paid the corresponding initial salary.

*Agreements.*

28. Each applicant awarded a studentship shall as a condition of such studentship enter into the agreement referred to in the clause 29 below.

29. The Minister is authorized to enter into an agreement in the form of the Schedule hereto and upon the conditions therein contained with holders of studentships and sureties approved by him in respect of every studentship awarded pursuant to and in accordance with this regulation.

*Examinations.*

30. Examinations in the subjects of the courses for the Trained Primary Teacher's Certificate, the Trained Infant Teacher's Certificate, the Trained Domestic Arts Teacher's Certificate, the Trained Manual Arts Teacher's Certificate, and in such subjects of the Trained Secondary Teacher's Certificate as are not provided for in the first year of the course for the Bachelor of Education, shall be conducted by the Board



of Examiners for the College appointed for the purpose by the Director and composed of representatives of the staff of the College and of external examiners.

31. Holders of studentships who complete successfully any of the courses under clause 4 above shall be awarded the Trained Teacher's Certificate for that course on the completion of two years' satisfactory service after the termination of their studentships.

32. (a) Any holder of a studentship in the course for the Trained Secondary Teacher's Certificate who fails to pass a satisfactory examination in the first year of his course may be allowed by the Director to enter upon the course of training for the Trained Primary Teacher's Certificate or for the Trained Infant Teacher's Certificate (in either of which cases he shall be transferred to the Classified Roll for the Primary Schools Division), and, upon passing a satisfactory examination in the subjects of the course to which he has been transferred, shall be regarded as having completed such course; or such holder may have his studentship suspended by the Minister for one or more years in order that he may complete such year of the course for the Trained Secondary Teacher's Certificate at his own expense.

(b) Any holder of a studentship in the course for the Trained Secondary Teacher's Certificate who fails to pass a satisfactory examination in the second or third year of his course shall have his studentship suspended by the Minister for one or more years in order that he may complete such year at his own expense.

(c) Holders of studentships who at the end of their course of training have failed to pass in any subject or subjects prescribed for a Trained Teacher's Certificate may, within a period of two years, be allowed to present themselves in such subject or subjects at any subsequent examination for such Trained Teacher's Certificate.

(d) On the recommendation of the Principal, special consideration may be given by the Director in the case of students where failure to pass the prescribed examinations was due to illness or other exceptional circumstances.

#### *Extension of Studentships.*

33. Each year holders of studentships recommended by the Principal and approved by the Director may have their studentships extended by the Minister in the various courses and under the conditions as set out hereunder:—

- (a) In all cases the course of study to be undertaken during the period of extension shall be as determined by the Director upon the recommendation of the Principal.
- (b) Extensions shall be granted only to holders of studentships who have successfully completed the course of training for each course set out in sub-clause (c) of this clause and who are recommended by the Principal as exhibiting special merit and possessing the personality and aptitude to profit by further training.

- (c) The maximum number of holders who may be granted extensions of their studentships in any one year shall be as follows:—

<i>Maximum Number.</i>	<i>Course to be undertaken during the period of extension.</i>
30 for a first year's extension	Approved University Course.
20 for a second year's extension	Approved University Course.
10 for a third year's extension	Approved University Course.
30 for a first year's extension	Trained Infant Teacher's Certificate.
10 for a first year's extension	Other approved courses.

- (d) Such of the holders of studentships as have qualified for the Trained Primary Teacher's Certificate and have been granted a second or third year's extension of their studentships shall be transferred to the Classified Roll for the Secondary Schools Division.
- (e) (i) Each year two holders of studentships may, with the approval of the Minister, be selected by reason of special merit and aptitude to undertake at the University of Melbourne the course for the degree of Bachelor of Agricultural Science.
- (ii) During the currency of this course they shall be granted all the rights and privileges of holders of studentships in the matter of status and allowances.
- (iii) Such holders of studentships shall spend one year of this course at the Dookie Agricultural College or other institution recommended by the Professor of Agriculture, and the cost of their maintenance during this year shall be defrayed by the Council of Agricultural Education.
- (f) Notwithstanding anything contained in this regulation, each year ten male holders of studentships who, during the preceding year, have successfully completed the course for the Trained Primary Teacher's Certificate, and who are qualified for matriculation, may be awarded scholarships tenable for three years in approved courses at the University of Melbourne, provided—
- (i) that, if any of these scholarships are relinquished or cancelled before the end of three years, the unexpired portion of such scholarships may be transferred to such male or female holders of studentships as are recommended by the Director,
- and*
- (ii) that there shall not be more than thirty such scholarships current at any one time.

- (g) Notwithstanding anything contained in this regulation, each year ten female holders of studentships who, during the preceding year, have successfully completed the course for the Trained Primary Teacher's Certificate, may be awarded scholarships tenable for one year in the course for the Trained Infant Teacher's Certificate.
- (h) Scholarships under sub-clauses (f) and (g) of this clause shall be awarded on the recommendation of the Director, who shall be guided in his recommendation by candidates' results at the examination for the Trained Primary Teacher's Certificate.
- (i) The continuance of a scholarship under sub-clause (f) or (g) of this clause shall be conditional on the holder's satisfactory attendance, conduct, and progress.
- (j) Holders of scholarships under sub-clauses (f) and (g) of this clause shall receive free tuition and shall be paid scholarship allowance at the rate of £40 per annum, and in addition the allowance to which they may be entitled under the provisions of clause 25 above.
- (b) Students other than holders of studentships may be admitted to the course of training for the Trained Primary Teacher's Certificate or for the Trained Infant Teacher's Certificate at the Teachers' College provided that they—
- (i) are at least eighteen years of age,
  - (ii) have passed the School Leaving examination of the University of Melbourne or hold an approved equivalent or higher qualification,
  - (iii) are of good moral character and of good physique,
- and
- (iv) pay to the Accountant of the Education Department the prescribed fee of £10 10s. per annum.
- (c) Students other than holders of studentships may be admitted to the Teachers' College for portions of any of the courses mentioned in clause 4 above provided that they pay to the Accountant of the Education Department, for subjects not taken at the University, fees as prescribed hereunder:—
- (i) For Education (Theory and Practice), £6 6s. per annum.
  - (ii) For Education (Theory only), £3 3s. per annum.
  - (iii) For Education (Practice only), £3 3s. per annum.
  - (iv) For any portion of Theory of Education or other subjects, £1 1s. per annum.

*Discipline.*

34. All students of the Teachers' College shall attend such lectures and courses of instruction, give such discussion lessons, and carry out such teaching practice as may be required.

35. The Minister may at any time cancel any studentship if he is satisfied—

- (a) that the prescribed conditions of tenure have not been complied with; or
- (b) that the aptitude, attendance, conduct, or progress of any student has been unsatisfactory; or
- (c) that any student is not of sound constitution or is suffering from any physical defect likely to impair his usefulness as a teacher; and thereupon all advantages and allowances connected with such studentship shall cease and determine.

*General.*

36. The Principal shall furnish an annual report to the Minister, and he shall also once each year furnish to the Director a report on the conduct, efficiency, and aptitude of each student and shall assign to each an assessment mark.

37. (a) Students other than holders of studentships may be admitted to the course of training at the Teachers' College for the Trained Secondary Teacher's Certificate provided that they—

- (i) are at least eighteen years of age,
- (ii) are qualified for matriculation at the University of Melbourne,
- (iii) are of good moral character and of good physique,

and

- (iv) pay to the Accountant of the Education Department one-half of the fee prescribed by the University of Melbourne and pay the other half of such fee to the University.

(d) Receipts for the above-mentioned fees shall on or before the first day of each term be shown to the Principal of the Teachers' College.

38. Special students, such as graduates of the University or holders of the Infant Teacher's Certificate, First Class, or persons holding Trained Teacher's Certificates entitling them to registration as primary or secondary teachers, may, on payment of the fee prescribed in clause 37 (b) above, be allowed to enter upon the course for the Trained Infant Teacher's Certificate.

39. Students who have paid the prescribed fees and have attended a course of training specified above and have complied with the prescribed conditions shall be admitted to the final examination for the Trained Secondary Teacher's Certificate or Trained Primary Teacher's Certificate, or Trained Infant Teacher's Certificate, as the case may be, without further payment.

40. (a) Students who have paid the prescribed fees, and have qualified for the Trained Secondary Teacher's Certificate or for the Trained Primary Teacher's Certificate, or for the Trained Infant Teacher's Certificate, and have complied with the conditions prescribed in clause 31 above, shall be awarded certificates in the courses for which they have qualified.

(b) Such certificates shall not necessarily entitle the holders to employment as teachers in State schools.

(c) Such students may apply to be recorded on the Employment Register for appointment to positions as classified teachers in State schools.

## SCHEDULE.

MEMORANDUM OF AGREEMENT made the day of One thousand nine hundred and between now a student at the Teachers' College at in the State of Victoria (hereinafter called "the Student") of the first part of in the said State (hereinafter called "the Surety") of the second part and the Honorable in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under and subject to the provisions of Regulation XV.(A) of Regulations made under the Public Service Acts and dated the day of 19 the student has been awarded a studentship in a course of training at the Teachers' College at in the said State: And whereas it is provided by clause 33 of the said Regulation that the holder of such a studentship may in certain circumstances have his studentship extended: And whereas it is provided by the said Regulation that every student awarded a studentship shall be required as a condition of such studentship to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid: And whereas the student and the surety have requested the Minister to pay on behalf of the student the tuition fees (if any) that may become payable during the currency of the said studentship or of any extension thereof as aforesaid and to make to the student the allowances and advances (if any) to which he may be or may become entitled under the provisions of the aforesaid Regulation or any amendment thereof in connexion with his studentship or any extension thereof: And whereas the Minister has agreed to pay such fees and to make such allowances and advances as aforesaid: Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his studentship or any extension thereof as provided by the Regulation relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue his course of training and study under or in connexion with the said studentship or any extension thereof without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of three and one-half years next after the termination of his said course of training and study teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers: Provided that the beginning of such period of three and one-half years may be deferred by the Minister for such reason and for such time as he may think fit: And provided also that in computing the said period of three and one-half years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That all moneys advanced to the student shall be repaid to the Minister by the student and the surety or either of them within two years next after the completion of the said studentship or any extension thereof by such instalments and at such times as the Minister may in his discretion determine.

5. That if the student shall die during the tenure of his studentship or any extension thereof or during the period of two years mentioned in clause 4 hereof the executors or administrators of the student and the surety or his executors or administrators or one of them shall forthwith repay to the Minister all outstanding advances which the student received during and by virtue of his tenure of his studentship or any extension thereof.

6. That in the event of—

- (a) the cancellation by the Minister of the said studentship or any extension thereof;
  - (b) the termination of the services of the student as a teacher after the expiration of the studentship and any extension thereof but before the expiration of the period of three and one-half years aforesaid by any cause whatever other than death; or
  - (c) any breach or non-observance by the student of any term other than clause 4 of this agreement—
- the student and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of his studentship or any extension thereof, and will in addition pay or cause to be paid to the Minister an amount equal to the total amount of all outstanding advances which the student has received, and of all allowances other than allowances made under clause 26 of the said Regulation which the student has received, and of all tuition fees the benefit of which the student has received during and by virtue of his tenure of his studentship and any extension thereof.

Provided, however, that if the matters referred to in paragraph (b) or (c) arise the total amount payable by the student to the Minister under this clause other than the amount of any advances may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and if the student is a female and resigns or retires in order to marry she shall, if the Minister so directs, be deemed for the purpose of this proviso to have completed an additional period of six months' service as a teacher.

7. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clauses 4, 5, and 6 of this agreement may be extended or altered.

8. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written—

Signed sealed and delivered by the said \_\_\_\_\_  
in the presence of  
(SEAL)

Signed sealed and delivered by the said \_\_\_\_\_  
in the presence of  
(SEAL)

Signed sealed and delivered by the said \_\_\_\_\_  
in the presence of  
(SEAL)

#### REGULATION XV. (B).—NOMINATION OF TEACHERS FOR UNIVERSITY COURSES.

1. The Minister may, on the recommendation of the Director, nominate annually qualified teachers in the service of the Education Department to undertake courses in Arts, Commerce, Science, or Education at the University of Melbourne.

2. Such teachers shall, for the purposes of this regulation, be known as students, and shall be required to teach as assistants in schools to which they may be attached while undergoing such courses at the University, and the time spent in such courses shall be regarded as service in the Education Department.

3. Students so nominated shall be granted full salary during their courses.

4. Each student nominated as aforesaid shall, as a condition of such nomination, enter into the agreement referred to in clause 5 below.

5. The Minister is authorized to enter into an agreement, in the form of the Schedule hereto and upon the conditions therein contained, with students and sureties approved by him in respect of every nomination made pursuant to and in accordance with this regulation.

6. Each nomination shall be for one year only, but may be continued for a further period under such conditions as may from time to time be determined by the Director and approved by the Minister.

7. Students nominated by the Minister for courses at the University of Melbourne shall be granted such remission of fees as may be provided in the Regulations of the University.

#### SCHEDULE.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ now a student in the service of the Education Department in the State of Victoria (hereinafter called "the Student") of the first part of \_\_\_\_\_ in the said State (hereinafter called "the Surety") of the second part and the Honorable \_\_\_\_\_ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under and subject to the provisions of Regulation XV.(B) of the Regulations made under the Public Service Acts and dated the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ the Minister has on the recommendation of the Director of Education of the said State nominated the student for a course at the University of Melbourne in the said State: And whereas it is provided by the said Regulation that every student so nominated shall be required as a condition of such nomination to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety aforesaid: And whereas the student and the surety have requested the Minister to pay to the student during the period of such nominated course the salary to which he is entitled under the provisions of the aforesaid Regulation: And whereas the Minister has agreed to pay such salary as aforesaid: Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his nominated course as provided by the Regulation relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue the course for which he has been nominated as aforesaid without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of one year more than the term of years of his nominated course and commencing immediately upon the completion of such nominated course teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers. Provided that in computing such period of service

as a teacher any leave of absence granted to the student at any time or times after the commencement of such service shall not be reckoned as part thereof.

4. That in the event (a) of the cancellation by the Minister of the said nominated course or (b) of the termination of the services of the student during the period mentioned in clause 3 hereof by any cause except the death of the student or (c) of any breach or non-observance by the student of any one or more of the terms of this agreement the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of his nominated course and will in addition pay or cause to be paid to the Minister the amount of all tuition fees the benefit of which the student has received during and by virtue of such tenure: Provided however that in the event of the termination of the services of the student during the period mentioned in clause 3 hereof by any cause except the death of the student the total amount payable by the student to the Minister under this clause may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and for the purpose of this proviso—

- (i) if the student is a female and resigns or retires in order to marry, and
- (ii) if the period mentioned in clause 3 hereof is a period of three and one-half years or more,—

she shall, if the Minister so directs, be deemed to have completed an additional period of six months' service as a teacher.

5. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 4 of this agreement may be extended or altered.

6. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written:—

Signed sealed and delivered by the said \_\_\_\_\_ in the presence of \_\_\_\_\_ (SEAL)

Signed sealed and delivered by the said \_\_\_\_\_ in the presence of \_\_\_\_\_ (SEAL)

Signed sealed and delivered by the said \_\_\_\_\_ in the presence of \_\_\_\_\_ (SEAL)

#### REGULATION XV. (C).—STUDENT INSTRUCTORS IN TECHNICAL SCHOOLS.

1. The Minister may, on the recommendation of the Director, grant studentships to persons desirous of undergoing a course of training as instructors in technical schools.

2. Persons granted such studentships shall be known as student instructors in technical schools.

3. The number of studentships to be awarded under this regulation shall be determined each year by the Minister on the recommendation of the Director.

4. The courses undertaken by student instructors shall be under the supervision of the Chief Inspector of Technical Schools, the Inspector of Art, the Inspectors of Technical Schools, and such other officers as may be approved by the Director.

5. (a) The qualifications of applicants for studentships in these courses shall be as follows:—

- (i) Applicants shall be at least nineteen years and not more than forty years of age on the first day of January in the year in which the studentships are awarded.
- (ii) Applicants for studentships in trade and craft courses shall have completed an approved trade or craft course in a technical school or other approved institution, and shall have had at least five years of approved trade experience.
- (iii) Applicants for studentships in courses other than trade and craft courses shall have completed an approved University degree course or an approved technical school diploma course or shall hold an approved equivalent or higher qualification, and they shall preferably have had approved industrial experience.

(b) If there is not a sufficient number of qualified applicants, studentships may be awarded to applicants who have entered upon the final years of the courses mentioned in paragraphs (ii) and (iii) of sub-clause (a) of this clause.

6. (a) When the number of qualified applicants for any course exceeds the number of available studentships for such course, the awards shall be made in order of merit determined by the following considerations:—

- (i) The educational qualifications of the applicants as shown in their school records.
- (ii) The special qualifications of the applicants in respect of approved industrial or commercial experience in the branch of technical work undertaken.
- (iii) The aptitude of the applicants for the work of teaching.
- (iv) The personal qualities of the applicants.
- (v) The age of the applicants.

(b) The selection of the applicants for studentships shall be made on the recommendation of a committee consisting of the Chief Inspector of Technical Schools as chairman, the Inspector of Art, the President of the Apprenticeship Commission of Victoria, the Principal of the Melbourne Technical College, and a representative or representatives of industry approved for the purpose by the Director.

7. (a) No applicant shall be awarded a studentship in any of the courses of training mentioned above until he has submitted a certificate from a school medical officer or from a qualified medical practitioner approved for this purpose by the Director that he is of sound constitution, and is free from any physical defect likely to impair his usefulness as a teacher.

(b) When the medical examination discloses minor defects of a remediable character, such as unsound teeth, post-nasal growths, or defects in eyesight or hearing, the applicant may, at the discretion of the Director, be allowed to enter upon his studentship for a period of three months and, at the end of this period,

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the studentship may be withdrawn if satisfactory treatment of the defects referred to has not been carried out.

(c) No student instructor shall receive an appointment to a classified position unless during the last year of his course he has obtained from a school medical officer or from a medical practitioner approved for this purpose by the Director a certificate that he is free from any defect or disease likely to impair his efficiency as a teacher and that he is suitable for permanent appointment to the Public Service.

8. (a) Except in cases provided for in clause 9 below, the course of training for student instructors shall be for a period of two years, and shall include—

- (i) The principles and practice of teaching—(general method).
- (ii) The history, principles, and general problems of vocational education.
- (iii) Special methods of teaching and class management (including the analysis and organisation of instructional material) for both full-time and part-time classes.
- (iv) Approved teaching practice in technical schools in the special branch or branches of work (and co-related subjects) for which the student instructor is being trained.
- (v) A short, intensive course of teaching under supervision, as determined by the Director.

(b) Student instructors shall be required to attend such classes of instruction, pass such examinations, give such criticism lessons, and perform such duties as may from time to time be determined by the Director.

9. The Minister, on the recommendation of the Director, may, in special circumstances, reduce the period of training to one year.

10. A student instructor may, on the recommendation of the Director, have his studentship extended by the Minister for the purpose of undertaking a further course of training to be prescribed by the Chief Inspector of Technical Schools.

11. The Minister may at any time cancel any studentship if he is satisfied—

- (a) that the prescribed conditions of tenure have not been complied with; or
- (b) that the aptitude, attendance, conduct, or progress of any student instructor has been unsatisfactory; or
- (c) that any student instructor is not of sound constitution, or is suffering from any physical defect likely to impair his usefulness as a teacher;

and thereupon all advantages connected with such studentship shall cease and determine.

12. On the recommendation of the Director, the Minister may grant the suspension of a studentship if he considers the circumstances warrant it.

13. Each applicant awarded a studentship shall as a condition of such studentship enter into the agreement referred to in clause 14 below.

14. The Minister is authorized to enter into an agreement in the form of the Schedule hereto and upon the conditions therein contained with student instructors and sureties approved by him in respect of every studentship awarded pursuant to and in accordance with this regulation.

15. A student instructor who is certified by the Chief Inspector of Technical Schools as having completed satisfactorily the course prescribed in clause 8 above and has completed one of the approved courses mentioned in paragraphs (ii) and (iii) of clause 5 (a) above shall be awarded the Trained Technical Instructor's Certificate or the Trained Trade Instructor's Certificate (as the case may be) on the completion of at least two years' satisfactory service as a full-time teacher in a technical school.

16. (a) Student instructors shall, as a condition of their studentship, be required to show diligence and skill in their work and shall assist in teaching approved trade or other technical school subjects on not less than one evening of two hours each week.

(b) Payment for the additional teaching services so rendered may be made at the rates for part-time teachers as determined from time to time by the Minister.

17. Student instructors shall have their names placed provisionally on the Classified Roll for the Secondary Schools Division.

18. (a) (i) Upon successfully completing the course as prescribed in clause 8 above, student instructors shall be placed in the subdivision of the Fifth Class in the Secondary Schools Division as shown hereunder, and paid the corresponding initial salary:—

	<i>Subdivision.</i>
Assistant (male) .. .. .	4th.
Assistant (female) .. .. .	3rd.
Trade Instructor (male) .. .. .	6th.

(ii) A student instructor who fails to complete the final year of his course of training successfully shall be placed one subdivision lower than the subdivision he would have been placed in if he had successfully completed the course and shall be paid the corresponding initial salary.

(b) A student instructor who, prior to the award of his studentship, did not possess all the required qualifications mentioned in paragraphs (ii) and (iii) of clause 5 (a) above shall be placed one subdivision lower than that in which he would have been placed if he had possessed all such required qualifications.

#### SCHEDULE.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ now a student who has been awarded a studentship at the technical school at \_\_\_\_\_ in the State of Victoria (hereinafter called "the Student Instructor")

of the first part \_\_\_\_\_ of the said State (hereinafter called "the Surety") of the second part and the Honorable \_\_\_\_\_ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under and subject to the provisions of Regulation XV.(C) of the Regulations made under the Public Service Acts and dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ the student instructor has been granted a studentship in a course prescribed for instructors in technical schools: And whereas it is provided by the said Regulation that every person awarded a studentship shall be required as a condition of such studentship to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid: Now these presents witness that in consideration of the premises the student instructor and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student instructor will observe the conditions of tenure of his studentship as provided by the Regulation relating thereto or any amendment thereof for the time being in force.

2. That the student instructor will not relinquish or discontinue his course of training and study under or in connexion with the said studentship without the permission in writing of the Minister first had and obtained.

3. That the student instructor will for and throughout the period of three years next after the termination of his said course of training and study teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of teachers or instructors in technical schools. Provided that in computing the said period of three years any leave of absence granted to the student instructor at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That in the event of the extension by the Minister of the said studentship for the purpose of a further course of training prescribed by the Chief Inspector of Technical Schools the period of three years mentioned in the last preceding clause hereof shall begin from the date of the completion or discontinuance by the student instructor of such further course of training.

5. That in the event (a) of the cancellation by the Minister of the said studentship or (b) of the termination of the services of the student instructor as a teacher during the period of three years aforesaid by any cause except the death of the student or (c) of any breach or non-observance by the student instructor of any one or more of the terms of this agreement the student instructor and the surety of one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student instructor's tenure of his studentship and will in addition pay or cause to be paid to the Minister the amount of all tuition fees the benefit of which the student instructor has received during and by virtue of such tenure: Provided however that in the event of the termination of the services of the student instructor as a teacher by any cause except the death of the student or of a breach or non-observance by the student of this agreement at any time subsequent to the completion of the course of training and study aforesaid but during the period of three years aforesaid the total amount payable by the student to the Minister under this clause may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher.

6. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student instructor whereby the time or mode of payment

by the student of the whole or any portion of the moneys referred to in clause 5 of this agreement may be extended or altered.

7. That the liability of the student instructor and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student instructor from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher or an instructor.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year first above written—

Signed sealed and delivered by the said  
in the presence of  
(SEAL)

Signed sealed and delivered by the said  
in the presence of  
(SEAL)

Signed sealed and delivered by the said  
in the presence of  
(SEAL)

#### REGULATION XVI.—TUITION FEES FOR SECONDARY EDUCATION.

1. The fees to be paid by pupils or their parents for the instruction of pupils in secondary school subjects shall be—

- (a) for pupils in Forms VI., V., and IV. of district high schools and girls' schools, and for pupils in Form V. of higher elementary schools—  
Six pounds (£6) per annum;
- (b) for correspondence tuition—
  - (i) for the School Intermediate Certificate (a three-years' course)—Two pounds (£2) per annum;
  - (ii) for the School Leaving Certificate—  
Three pounds (£3) per annum.

Provided that no fees shall be required from or on behalf of any pupil whose age is less than fourteen years.

2. Where the Minister is satisfied that the parent of any pupil with the assistance (if any) of members of his family is not in a position to pay the fees of such pupil and that the pupil has attained a standard of education which in the opinion of the Director will enable him to profit by the course of instruction, the Minister may exempt such pupil and the parent of such pupil from the payment of fees.

3. Where the Minister is satisfied that the average weekly income from all sources of the family of the parent of any pupil does not exceed the aggregate of the sum of Four pounds, together with Ten shillings for the second and each successive living child under the age of fourteen years or attending any school within the meaning of the Education Acts, such pupil and the parent of such pupil shall be exempt from the payment of fees, provided that, if the Minister is of the opinion that the parent of any pupil is in such financial circumstances as enable him to pay the prescribed fees, such pupil and the parent of such pupil shall not be entitled to the exemption.

4. When two or more children of the same family are attending a State secondary school or a course of full instruction in the day time at a school for technical education under Part IV. of the *Education Act 1928*, or are respectively attending a State secondary school and a course of full instruction in the day time at such a school for technical education, and fees are chargeable in respect of each of them, the fees chargeable in respect of each of such children shall be reduced by 25 per centum, unless the Minister is satisfied that the full payment of fees chargeable is justified.

5. The fees for single subjects shall be as follows:—

- (a) For single subjects taken at the school with ordinary classes during school hours—
  - (i) For each School Intermediate Certificate subject—15s. per term.
  - (ii) For each School Leaving Certificate subject—£1 per term.
  - (iii) For cookery (one session per week or the equivalent)—£1 1s. per term.
  - (iv) For needlework (one half-day per week or the equivalent)—15s. per term.
  - (v) For woodwork (one half-day per week or the equivalent)—15s. per term.
  - (vi) For sheetmetal work (one half-day per week or the equivalent)—15s. per term.
- (b) For single subjects taken by pupils who return to the school for the sole purpose of completing at the supplementary examinations the course for the School Leaving Certificate—  
For each School Leaving Certificate subject—10s.
- (c) For single subjects for the School Intermediate Certificate or for the School Leaving Certificate taken by correspondence tuition—
  - (i) For each School Intermediate Certificate subject—15s. per annum.
  - (ii) For each School Leaving Certificate subject—£1 per annum.
- (d) For special classes established by the Minister in any higher elementary school or district high school—
  - (i) Fifteen shillings per term if fourteen or more students are enrolled.
  - (ii) One pound per term if fewer than fourteen students are enrolled.

6. For the purposes of clause 5 above the following subjects and/or such others as may from time to time be determined by the Minister shall be deemed to be secondary school subjects, namely:—French, German, Greek, Hebrew, Italian, Japanese, Latin, Theoretical Geometry, Trigonometry, Physics, Chemistry, Physical Science, Animal Biology, Botany, Agricultural Science, Commercial Principles and Practice, Shorthand, Typewriting, and the third or higher years of the course

laid down in the Handbook of Public Examinations of the University of Melbourne in English, Geography, British History and Civics, Arithmetic, Algebra, Musical Perception, and Drawing.

7. No fee shall be charged—

(a) for the domestic arts course in any district high school or girls' school up to the standard of the Certificate of Proficiency in Home Arts and Crafts;

or

(b) for the industrial course in any district high school for instruction up to the standard of the Intermediate Technical Certificate.

8. Application for exemption from payment of fees or for reduction of fees under the provisions of clauses 2, 3 and 4 above shall be made on a prescribed form.

9. The fees payable under the provisions of this regulation shall be paid in such instalments and at such times as may from time to time be determined by the Minister and announced in the *Education Gazette and Teachers' Aid*.

#### REGULATION XVII.—ALLOWANCE FOR CONVEYANCE OF PUPILS TO PRIMARY SCHOOLS.

1. The Minister may, if he considers the circumstances warrant it, grant allowances for the conveyance of pupils to State or registered primary schools under the conditions mentioned hereunder.

2. For each pupil between the ages of six and fourteen years who resides 4 or more miles from the nearest existing State school by the shortest practicable route the allowance, if granted, shall be fourpence for each day's attendance.

3. Where a State primary school is closed in consequence of low attendance or where the number of children in a locality would in ordinary circumstances warrant the establishment of a school, an allowance for conveyance may be granted as under:—

(a) Threepence for each day's attendance in respect of a pupil between the ages of six and eleven years who resides more than 2½ miles and under 3 miles from the nearest existing State school by the shortest practicable route.

(b) Fourpence for each day's attendance in respect of a pupil between the ages of six and fourteen years who resides not less than 3 miles from the nearest existing State school by the shortest practicable route.

4. Notwithstanding anything contained in clauses 2 and 3 above the Minister may grant an allowance for conveyance to any pupil in attendance at a State or registered school.

5. (a) Pupils who are eligible to receive an allowance under clause 2 or 3 or 4 above may be issued special tickets\* by the Railways Department for transit by train to and from certain stations.

\*NOTE.—The fares at present are as follows:—Up to 6 miles, 2d. daily; from 6 to 12 miles, 4d. daily.

(b) These tickets shall be paid for by the pupils at the time of issue.

(c) The return half of the ticket shall not be available unless it is initialed by the head teacher as evidence that the pupil has been in attendance.

(d) Head teachers shall—

(i) keep a record of the number of tickets issued to each pupil,

and

(ii) furnish, at the end of each quarter, a return to the Education Department showing the number of tickets issued to each pupil.

(e) Subject to compliance with the prescribed conditions, the amount of the fares shall be re-imbursed to the parents or guardians at the end of each quarter.

6. Application for an allowance under clause 2 or 3 or 4 above shall be made on a prescribed form by the parent or guardian and shall be forwarded, wherever possible, before the end of February in each year.

7. Payments of the allowance under clause 2 or 3 or 4 above shall be made at the end of each quarter to the parents or guardians subject to a certificate, in a prescribed form, by the head teacher.

8. The parents or guardians shall make all arrangements for the conveyance of their children and shall accept all responsibility in connexion therewith.

9. For the purpose of contributing towards the cost of conveying a group or groups of pupils to a State primary school the Minister may, if he considers the circumstances warrant it, grant an allowance not exceeding half the weekly fare charged for each pupil by the owner of the vehicle in which the pupils are conveyed, provided that such allowance shall be payable only in respect of pupils eligible to receive an allowance under the conditions mentioned in clause 2, 3, and 4 above.

10. Application for approval of the allowance provided in clause 9 above shall be made through the head teacher who shall forward the application to the Education Department with a report containing the following particulars:—

(a) The nature of the service by which it is proposed to convey the pupils to such school, including the weekly cost of the service, the weekly fare payable for each pupil, the time-table to be observed, and the name and address of the owner of the vehicle who is willing to operate the service.

(b) In respect of each pupil, the full name, address, date of birth, grade, the distance of the home from the school and the distance of the home from the nearest other existing State primary school by the shortest practicable route.

11. The arrangements for the conveyance of pupils under clause 9 above shall be incorporated in an agreement entered into by the owner of the vehicle of the first part and the person holding the office of chairman of the school committee of the second part.



12. In cases where an allowance under clause 9 above is granted and the conveyance is by means of a motor vehicle, the owner of such vehicle shall in the conveyance of pupils comply with the provisions of the Transport Regulation Acts and with the provisions of any statute, regulation or by-law from time to time in force relating to the conduct of his vehicle.

13. The head teacher shall at the end of each week—

- (a) collect the amounts payable by the pupils,
- (b) pay such amounts to the owner of the vehicle,  
*and*
- (c) obtain a receipt from the owner of the vehicle in respect of the amounts so paid.

14. Payments of the allowance under clause 9 above shall be made to the owner of the vehicle at the end of each quarter.

15. In a case when the owner of the vehicle fails to operate the service in accordance with the arrangements agreed upon, the head teacher shall report such failure immediately to the Education Department.

16. Payments of allowances granted under this regulation shall be conditional on moneys being placed by the Legislature at the Minister's disposal.

**REGULATION XVIII.—ALLOWANCE FOR CONVEYANCE OF PUPILS TO POST-PRIMARY SCHOOLS AND CLASSES.**

1. The Minister may, if he considers the circumstances warrant it, allow a pupil attending a district high school, a higher elementary school, a central school, central classes, a girls' school, a technical school, or a special educational centre such as a cookery or a needlework or a woodwork centre, such sum (not exceeding £5 per annum) as will cover the cost of conveyance to and from school, provided that—

- (a) the pupil shows special aptitude and promise;
- (b) the place of residence of the pupil is not less than 4 miles from the school or educational centre which he is attending;
- (c) the school or educational centre which the pupil is attending is the nearest school or educational centre of its kind to his place of residence;

- and*
- (d) the parents or guardians are in necessitous circumstances.

2. Applications for an allowance under clause 1 above shall be made on the prescribed form by the parent or guardian and shall be forwarded through the head teacher before, wherever possible, the end of February in each year.

3. Payments of the allowance granted under clause 1 above shall be made at the end of each quarter subject to a certificate, in a prescribed form, by the head teacher.

4. For the purpose of contributing to the cost of conveying a group or groups of pupils to a district high school, a higher elementary school, a central school, central classes, a girls' school, a technical school, or a special educational centre such as a cookery or a needlework or a woodwork centre, or to a registered

secondary school, the Minister may, if he considers the circumstances warrant it, grant an allowance, up to a limit to be fixed, on a basis not exceeding £1 for £1.

5. Applications for an allowance under clause 4 above shall be made by the head teacher of the school to which the pupils are being conveyed, and shall contain full particulars of the scheme, including the full names, ages, classification, qualifications, and addresses of the pupils, the distance travelled, the means and weekly cost of the conveyance and the name and address of the proprietor of the vehicle.

6. No allowance under clause 4 above shall be granted in respect of any pupil who has not successfully completed the course of study for Grade VI, in State primary schools or obtained an approved equivalent or higher qualification.

7. (a) The arrangements for the conveyance of pupils under clause 4 above shall be incorporated in an agreement entered into by the owner of the vehicle of the first part and a representative of the school to which the pupils are being conveyed of the second part.

(b) In the case of a State school the second party to the agreement shall be the person (or persons where more than one school is concerned) holding the office of chairman of the school council, and, in the case of a registered secondary school, an authorized representative of that school.

8. In cases where an allowance under clause 4 above is granted and the conveyance is by means of a motor vehicle, the owner of such vehicle shall in the conveyance of pupils comply with the provisions of the Transport Regulation Acts and with the provisions of any statute, regulation or by-law from time to time in force relating to the conduct of his vehicle.

9. The head teacher shall at the end of each week—

- (a) collect the amounts payable by the pupils,
- (b) pay such amounts to the owner of the vehicle,  
*and*
- (c) obtain a receipt from the owner of the vehicle in respect of the amounts so paid.

10. Payments of the allowance granted under clause 4 above shall be made to the owner of the vehicle at the end of each quarter.

11. In a case where the owner of the vehicle fails to operate the service in accordance with the arrangements agreed upon, the head teacher shall report such failure immediately to the Education Department.

12. Payments of allowances granted under this regulation shall be conditional on moneys being placed by the Legislature at the Minister's disposal.

**REGULATION XIX.—SCHOOL BOOKS AND REQUISITES IN PRIMARY SCHOOLS.**

1. Parents shall be expected to supply such books and other requisites as may be required for school use by their children.

2. Pupils shall not be required to provide themselves with any textbook which has not been formally approved by the Director for purchase by school children or with stationery which has not been similarly approved.

3. (a) Grants of school books and requisites may be made in approved cases to—

(i) Pupils in primary schools whose parents are in indigent circumstances;

(ii) Primary schools as aids to teaching.

(b) The head teacher shall be held responsible, with respect to the school books and requisites granted under sub-clause (a) of this clause, for any loss or damage within his power to control.

4. In primary schools in places where there is an absence of other adequate means of supply, teachers may keep a stock of school books and requisites for sale, but the prices charged to the pupils shall not be more than sufficient to cover the original cost with the expense of carriage added; and a list of such prices shall be kept conspicuously exhibited on the wall of the schoolroom.

**REGULATION XX.—ALLOWANCES FOR SCHOOL REQUISITES AND MAINTENANCE TO PUPILS ATTENDING POST-PRIMARY SCHOOLS AND CLASSES.**

1. The Minister may, if he considers the circumstances warrant it, grant allowances to pupils attending district high schools, higher elementary schools, girls' schools, technical schools, central schools, and central classes, in the manner and on the conditions hereinafter mentioned.

2. An allowance for school requisites up to £1 per annum may be granted to a pupil taking the first or second year of the course at a district high school, higher elementary school, girls' school, junior technical school, central school, or central class.

3. (a) An allowance for school requisites up to £2 per annum may be granted to a pupil taking—

(i) the course at a senior technical school,

or

(ii) the third year or a higher year of the course at a district high school, higher elementary school, girls' school, junior technical school, or central class,

provided that no allowance shall be granted except in cases where the pupil shows special aptitude and promise.

(b) The allowance shall be used only for the benefit of the pupils concerned and shall not be transferable and shall not be used for the purchase of wearing apparel or of schoolbags or cases or for the payment of sports fees.

4. An allowance for maintenance up to £26 per annum may be granted to a pupil taking the course at a district high school, higher elementary school, girls' school, technical school, or central class, provided—

(a) that no allowance shall be granted to any pupil—

(i) who has been granted an allowance for conveyance, or

(ii) who has not obtained the Merit Certificate or an approved equivalent qualification, or

(iii) who does not show special aptitude and promise; and

(b) that, except in special cases, an allowance shall be granted only where it is necessary for the pupil to reside apart from his parents or guardians in order to attend the school.

5. No allowance shall be granted except in necessitous cases.

6. Applications for allowances on behalf of pupils shall be made on prescribed forms and, except in special cases, shall be forwarded in time to be received at the office of the Education Department not later than the twenty-eighth day of February in each year.

7. (a) Payments of allowances for school requisites shall be made to the head teacher or principal of the school at the beginning of the school year.

(b) The head teacher or principal shall—

(i) early in the first term submit a claim on the prescribed form for the allowances for school requisites granted to pupils,

(ii) pay the allowances, as soon as received, into an account at the local branch of the State Savings Bank entitled "Allowances for Requisites .....School.",

and

(iii) purchase the requisites and supply them to the pupils concerned.

(c) The head teacher or principal shall keep a register showing how the allowance is expended in each case and shall balance each account in such register at the end of the year.

(d) All payments for requisites supplied to pupils shall be made from the account mentioned in paragraph (ii) of sub-clause (b) of this clause and shall be supported by receipts.

(e) If, after payment for school requisites, there remains any balance of the allowance, such balance shall be remitted on the prescribed form by the head teacher or principal to the Accountant, Education Department, at the end of the year.

(f) A head teacher of a school other than a district high school or technical school shall at the end of the year forward certified summaries of the register showing—

(i) the name of the pupil,

and

(ii) the amount of allowance and particulars of disbursement.

(g) In district high schools and technical schools, all books, receipts, and records in connexion with the allowances shall be available for inspection by the Audit Inspecting Officer on the occasion of his annual visit to the school.

8. Allowances for maintenance shall be paid quarterly to the parents or guardians of the pupils concerned.

9. Payments of allowances granted under this regulation shall be conditional on moneys being placed by the Legislature at the Minister's disposal.

**REGULATION XXI.—SCHOLARSHIPS.**

1. The Minister of Public Instruction shall annually award scholarships and free places in the manner and on the conditions hereinafter mentioned.

*Junior Scholarships and Free Places.*

2. There shall be awarded annually, on the result of a competitive examination, in such proportions between and within the undermentioned groups of schools or classes as the Director, with the approval of the Minister, may from time to time determine:—

(a) Six hundred Junior scholarships, or any less number, among qualified candidates in attendance at State primary schools, central schools, central classes, higher elementary schools, approved girls' schools, district high schools, and registered schools;

and

(b) Three hundred free places at State secondary schools, or any less number, among qualified candidates in attendance at State primary schools, central schools, central classes, higher elementary schools, approved girls' schools, and district high schools.

3. No Junior scholarship or free place under clause 2 above shall be awarded to any candidate whose age, as attested by a certificate of birth, will exceed fourteen years and six months on the first day of January immediately succeeding the examination.

4. Except in special cases determined by the Director and approved by the Minister, the subjects of the competitive examinations for Junior scholarships and free places under clause 2 above shall be:—

(a) For candidates attending State primary schools or registered primary schools, situated not less than 5 miles from a central school, or from central classes, or from a higher elementary school, or from an approved girls' school, or from a district high school, the following subjects as prescribed for Grade VIII. in State primary schools, namely:—

(i) English, Elementary Mathematics (including Arithmetic, Algebra, and Geometry), Geography, and History and Civics;

or

(ii) such other subjects as may from time to time be prescribed by the Director and announced in the *Education Gazette and Teachers' Aid*.

(b) For candidates attending all other State schools or registered schools:—

(i) the following subjects, as prescribed for the second year of the course in district high schools, namely:—

*First Group.*—English, Elementary Mathematics (including Arithmetic, Algebra,

and Geometry), and Elementary Science;

*Second Group.*—French, Latin, and German;

*Third Group.*—History and Civics, and Geography;

Provided that candidates shall present for examination in the three subjects in the First Group and in three other subjects of which one at least shall be from the Third Group;

or

(ii) such other subjects as may from time to time be prescribed by the Director and announced in the *Education Gazette and Teachers' Aid*.

5. (a) Applications to compete for Junior scholarships and free places under clause 2 above shall be made on a prescribed form, and shall be forwarded through the head teacher together with an entry fee of Two shillings and six pence for each candidate.

(b) Applications from candidates in attendance at State central schools, central classes, higher elementary schools, approved girls' schools, and district high schools shall be forwarded in time to be received at the office of the Education Department not later than the first day of May in each year provided that, in special cases, applications received within fourteen days after the first day of May and prior to the commencement of the first terminal examination may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings for each candidate.

(c) Applications from candidates in attendance at State primary schools and at registered schools, and from candidates receiving tuition from the State correspondence school, shall be forwarded in time to be received at the office of the Education Department not later than the tenth day of October in each year provided that, in any special cases, applications received not later than fourteen days after the tenth day of October may, with the approval of the Director, be accepted on payment, in addition to the entry fee mentioned in sub-clause (a) of this clause, of a late fee of Ten shillings for each candidate.

(d) Applications from candidates referred to in sub-clause (c) of this clause shall be accompanied by a certificate from the head teacher showing that the candidate has, during the year of the competitive examination, followed the full course of study prescribed for Grade VIII. in State primary schools or for the second year of the course in district high schools, or some higher approved course.

(e) Any candidate for a Junior scholarship or free place under clause 2 above may obtain a list of the marks gained by him in each subject of the examination on payment of an additional fee of Two shillings and six pence.

6. (a) The Junior scholarships or free places under clause 2 above shall be tenable for four years under the following conditions, namely:—

- (i) The holder, at the commencement of the term immediately following the award of the scholarship or free place, shall become, and thereafter during the currency of his scholarship shall remain, a student at an approved district high school, or alternatively at an approved higher elementary or girls' school for one year or more and thereafter during the currency of his scholarship at an approved district high school.
- (ii) The holder shall obtain satisfactory reports on his attendance, conduct, and progress, from the head teacher or principal of the school which he is attending.
- (iii) The course of study followed by the holder shall be approved by the Director.

(b) Holders of Junior scholarships may attend, in lieu of State secondary schools, registered secondary schools approved, after inspection, by the Director for the purpose of sub-clause (a) of this clause.

7. (a) The conditions under which a registered secondary school may be approved for the purpose of clause 6 (b) above shall be as follows:—

- (i) It shall provide a complete progressive course of instruction suitable for pupils between fourteen and nineteen years of age at least up to the standard of the School Leaving (Honours) examination.
- (ii) It shall provide three courses of equivalent standard to those approved by the University of Melbourne for the purpose of the School Intermediate Certificate and the School Leaving Certificate, and a sufficiently wide choice of subjects at the Honours stage.
- (iii) The staff normally employed shall be sufficient in number and qualifications for providing adequate instruction in each subject of the curriculum, and changes in the staff shall be notified to the Director within one month of their occurrence.
- (iv) There shall be at least 25 pupils in attendance taking the full course referred to in paragraph (i) of sub-clause (a) of this clause, and the work of the classes in each year shall be clearly differentiated.
- (v) The general equipment shall be satisfactory, and provision shall be made for the teaching of at least one branch of science with adequate laboratory accommodation, equipment, and appliances for practical work.
- (vi) The organization, buildings, and grounds shall be satisfactory, and generally the school shall rank as a good secondary school.
- (vii) It shall be open at all reasonable times for inspection by any inspector of schools authorized by the Minister, and the principal

shall furnish to the Director such reports, returns, and information as may be required from time to time.

(b) Applications to have registered secondary schools approved for the purpose of clause 6 (b) above shall be made on the prescribed form.

8. (a) Where the holder of a Junior scholarship under clause 2 above attends a higher elementary school, or a girls' school, or a district high school, he shall receive free tuition thereat and, in addition, an allowance of £4 per annum for school requisites.

(b) Where the holder of a Junior scholarship under clause 2 above attends an approved registered secondary school, he shall receive an allowance of £12 per annum towards his expenses of tuition and, in addition, an allowance of £4 per annum for school requisites.

(c) The holder of a free place under clause 2 above shall receive free tuition at a higher elementary school or at a girls' school or at a district high school and, in addition, an allowance of £4 per annum for school requisites.

#### *Senior Scholarships.*

9. There shall be awarded annually forty-four Senior scholarships, or any less number, of which—

- (a) Thirty-five shall be open to candidates in attendance for at least one year at district high schools or registered secondary schools;
- (b) Four shall be open to candidates who have been in regular attendance for at least three years at an approved senior technical school, and who have completed an approved course of study in some branches of Engineering, or Science or Architecture, and who are qualified for admission to courses for degrees in Engineering or in Science, or for the Diploma of Architecture at the University of Melbourne;
- (c) Five shall be reserved for candidates in attendance for at least one year at district high schools or registered secondary schools who will undertake to enter the teaching service of the Education Department, provided that the candidate is awarded at least thirty-two points under the provisions of clause 13 below, and that he satisfies the School Medical Officer that he is suitable for permanent appointment to the Public Service.

10. (a) Five of the Senior scholarships mentioned in clause 9 (a) above may be reserved for candidates who have been in attendance, for at least two years immediately prior to the first day of January in the year in which the scholarships are to be awarded, at district high schools or registered secondary schools situated not less than 20 miles from the main post offices in Ballarat, Bendigo, Geelong, and Melbourne, provided that—

- (i) the candidate is awarded at least thirty-two points under the provisions of clause 13 below,

*and*

- (ii) the home of the parents or guardians of the candidate is situated not less than 20 miles from the main post offices in Ballarat, Bendigo, Geelong and Melbourne.

(b) Not more than one of the four Senior scholarships mentioned in clause 9 (b) above shall be awarded in any one year to enable a candidate to complete a course in Science or Architecture.

(c) Notwithstanding anything in this regulation, the holder of the "Simon Fraser the Younger" scholarship shall be awarded, if he had not previously been awarded, one of the Senior scholarships mentioned in clause 9 (b) above.

11. (a) Applications for Senior scholarships under clause 9 above shall be made on a prescribed form and shall be forwarded in time to be received at the office of the Education Department not later than the twenty-fifth day of November in each year provided that, in any special case, an application received up to the date of the commencement of the School Leaving Honours examination may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings.

(b) Each candidate for a Senior scholarship under clause 9 above shall forward his application through his head teacher or principal who shall furnish, on the prescribed form, a report and recommendation.

(c) Candidates for Senior scholarships under clause 9 above shall be qualified for admission to the course upon which they desire to enter at the University of Melbourne.

(d) No Senior scholarship under clause 9 (a) or (c) above shall be awarded to any candidate whose age, as attested by a certificate of birth, will exceed eighteen years and six months on the first day of January in the year in which the scholarship is to be awarded.

12. The Senior scholarships under clause 9 above shall be awarded on the recommendation of a Board, consisting of the Chief Inspector of Secondary Schools as Chairman, the Chief Inspector of Technical Schools, and a representative of the teaching staff of the University of Melbourne appointed for the purpose by the Director.

13. The recommendation of the Board mentioned in clause 12 above shall be based on the age and qualifications of the candidates and, if considered necessary, on the result of a personal interview, and on their school records as determined on the following basis:—

(a) For each subject up to seven passed at the School Leaving examination—2 points shall be allotted.

(b) For each subject in which the number of candidates presenting for the School Leaving Honours examination is twenty or more the examiners shall place all candidates in order of merit, and points shall be allotted according to the percentile ranking as follows:—

(i)	Percentiles.	Points.
	1st to 5th ..	.. 12
	6th to 10th ..	.. 10

Percentiles.	Points.
11th to 20th ..	.. 8
21st to 30th ..	.. 6
31st to 60th ..	.. 4

(ii) If a number of candidates are equal at the dividing percentile, the equal candidates shall be awarded the points intermediate between those awarded for the appropriate divisions, but if a number of candidates are equal at the sixtieth percentile each candidate shall receive four points.

(iii) The total number to be included within any group in each subject shall be determined to the nearest whole number from the number of candidates presented in that subject, and the total prescribed percentage to obtain at least that number of points.

(c) For each subject in which the number of candidates presenting for the School Leaving Honours examination is less than twenty and Honours are obtained, points shall be allotted as follows:—

(i) First Class Honours—12 or 10 points, according to the marking of the examiners;

(ii) Second Class Honours—8 or 6 points, according to the marking of the examiners;

(iii) Third Class Honours—4 points.

(d) Two additional points shall be allotted in each case where the exhibition in the subject is gained or shared on a First Class Honour.

(e) Any subject at the Honours stage shall count only at the highest standard reached in it.

(f) Points shall be allotted for other examinations passed, on a basis of equivalence to be determined by the Board.

(g) The Board shall take into consideration any difficulties which the candidates have had to overcome by reason of their family circumstances or of their school environment, and shall give such weight to such consideration as it thinks fit.

14. (a) The Senior scholarships under clause 9 above shall be of the value of £40 per annum, provided that for the final year of the course for the degree of Master of Arts the allowance shall be £10, payable in the last quarter of that year.

(b) The Senior scholarships under clause 9 above shall be tenable under the following conditions, namely:—

(i) The holder shall, at the commencement of the term immediately following the award of the scholarship, enter as a student at the University of Melbourne.

- (ii) The holder shall, during the currency of the scholarship, attend lectures and tutorial classes regularly in as many subjects as he must pass in to complete the year of the course he is pursuing and shall satisfy all other requirements that may be prescribed.
- (iii) The holder, during the currency of his scholarship, shall not engage in any employment or occupation that will in the opinion of the Director prevent him from giving proper attention to his University studies.
- (iv) The continuance of the scholarship shall be subject to the consideration of an annual report from the Professorial Board of the University of Melbourne.
- (v) The holder of a scholarship under clause 9 (c) above shall obtain satisfactory reports on his aptitude and suitability for teaching.

15. (a) Senior scholarships under clause 9 (a) or (b) above shall be tenable for such period, not exceeding six years, as will enable the holder to complete an approved course\* at the University of Melbourne.

(\*NOTE.—As a general rule, a Senior scholarship or a free place is not tenable in a course of study for more than one degree, and expires as soon as the holder completes the course upon which he entered at the University when he was awarded the scholarship or free place. Exceptions to this rule are the following cases:—

- (a) Commerce and Diploma of Education (first year of the course for degree of Bachelor of Education)—five years.
- (b) Arts and Science—four years.
- (c) Arts and Law—five years, but if the holder obtains First or Second Class Final Honours in Classics, he may be specially recommended for an extension for a sixth year. The holder must complete the course for the degree of Bachelor of Arts before proceeding to the course for the degree of Bachelor of Laws.
- (d) Arts and Diploma of Education (first year of the course for the degree of Bachelor of Education)—four years.
- (e) A holder who has completed the course for the degree of Bachelor of Science may have his scholarship or free place extended for a fourth year to enable him to complete the course for the degree of Master of Science or for the Diploma of Analytical Chemistry, or for the Diploma of Education (first year of the course for the degree of Bachelor of Education).
- (f) A holder who completes the course for the degree of Bachelor of Arts or the degree of Bachelor of Science in three years with First or Second Class Honours may have his scholarship or free place extended for an additional year to complete the course for Master of Arts or Master of Science respectively before proceeding to the course for the Diploma of Education.)

(b) Senior scholarships under clause 9 (c) above shall be tenable for such period as will enable the holder to complete at the University of Melbourne an approved course for a degree in Arts or Science or Commerce or Music, together with the first year of the course for the degree of Bachelor of Education, and with any other subject or course of study which the Director may determine, provided that the holder—

- (i) shall spend four weeks in each school year at suitable times in the observation and practice of teaching.

and

- (ii) shall be required to enter into an agreement with the Minister and an approved surety in the form set forth in Schedule I, hereto and upon the conditions therein contained.

(c) A holder of a Senior scholarship under clause 9 (c) shall, on successfully completing a prescribed course, be placed in the subdivision of the Fifth Class in the Secondary Schools Division as shown hereunder and shall be paid the corresponding initial salary:—

Male—4th subdivision.

Female—3rd subdivision.

Provided that a holder who fails to complete successfully the prescribed course shall be reduced one subdivision and shall be paid the corresponding initial salary.

16. (a) On the recommendation of the Professorial Board, the Director may grant permission to the holder of a Senior scholarship under clause 9 above to change the course on which he has entered at the University of Melbourne, but the period for which the scholarship is tenable under the course originally selected shall not be thereby extended.

(b) Notwithstanding anything contained in clauses 14 and 15 above Senior scholarships may, in special cases determined by the Director and approved by the Minister, be made tenable at a university other than the University of Melbourne.

#### Teaching Scholarships.

17. There shall be awarded annually, on the result of a competitive examination and a personal interview, one hundred Teaching scholarships, or any less number, amongst qualified candidates in attendance at State secondary and at registered schools, in such proportions between and within the aforesaid schools as the Director, with the approval of the Minister, may from time to time determine.

18. No teaching scholarship under clause 17 above shall be awarded to any candidate whose age, as attested by a certificate of birth, will be less than fourteen years and six months or more than sixteen years and six months on the first day of January immediately succeeding the competitive examination.

19. (a) The competitive examination for Teaching scholarships under clause 17 above shall include a general intelligence test and a written examination in the following subjects as prescribed for the third year of the course in district high schools, namely:—

*First Group.*—English, Arithmetic and Algebra.

*Second Group.*—French, Latin, German, and any other approved language.

*Third Group.*—History, Geography, Geometry, Science, Drawing, Commercial Principles and Practice, and such other subjects as may be prescribed from time to time by the Director.

(b) Candidates shall present for examination in the intelligence test, in the three subjects of the First Group, and in four other subjects of which at least two shall be from the Third Group.

(c) The Director shall, with the approval of the Minister, determine from time to time the number of Teaching scholarships under clause 17 above to be awarded to girls and boys respectively.

(d) Applications to compete for Teaching scholarships under clause 17 above shall be made on a prescribed form and shall be forwarded, together with an entry fee of two shillings and six pence for each candidate, in time to be received at the office of the Education Department not later than the tenth day of October in each year provided that, in special cases, applications received not later than fourteen days after the tenth day of October may, with the approval of the Director, be accepted on payment, in addition to the aforesaid entry fee, of a late fee of Ten shillings for each candidate.

(e) Each candidate for a Teaching scholarship under clause 17 above shall forward his application through his head teacher who shall furnish, on the prescribed form, a report on the candidate's aptitude and suitability for the work of teaching.

(f) Any candidate for a Teaching scholarship under clause 17 above may obtain a list of the marks gained by him in each subject of the examination on payment of an additional fee of Two shillings and six pence.

20. (a) The teaching scholarships under clause 17 above shall be tenable for such period, not exceeding three years, as will enable the holder to complete a course of study under the following conditions, namely:—

- (i) The holder, at the commencement of the term immediately following the award of the scholarship, shall become, and thereafter during the currency of the scholarship shall remain, a student at an approved district high school or approved registered secondary school, or alternatively at an approved higher elementary or girls' school for one year and thereafter during the currency of the scholarship at an approved district high school or approved registered secondary school.
- (ii) The holder shall obtain from the head teacher or principal of the school which he is attending satisfactory reports on his attendance, conduct, and progress.
- (iii) The holder shall satisfy a school medical officer, or a medical practitioner approved for the purpose by the Director, that he is of sound constitution and free from any physical defect likely to impair his usefulness as a teacher.
- (iv) The course of study taken by the holder shall be approved by the Director.

(b) The provisions of clause 7 above shall apply with respect to the approval of registered secondary schools for the purpose of attendance by holders of Teaching scholarships.

21. (a) Where the holder of a Teaching scholarship under clause 17 above attends a higher elementary school or a girls' school or a district high school, he

shall receive free tuition thereat and, in addition, an allowance of £4 per annum for school requisites.

(b) Where the holder of a Teaching scholarship under clause 17 above attends an approved registered secondary school, he shall receive an allowance of £12 per annum towards his expenses of tuition and, in addition, an allowance of £4 per annum for school requisites.

22. The holder of a Teaching scholarship under clause 17 above shall be required as a condition of such scholarship to enter into an agreement with the Minister and an approved surety in the form set forth in Schedule II. hereto and upon the conditions therein contained.

#### *Junior Technical Scholarships.*

23. There shall be awarded annually, on the result of a competitive examination, fifty Junior Technical scholarships, or any less number, among qualified candidates in attendance at State primary schools and at registered schools, in such proportions between and within the aforesaid groups of schools as the Director, with the approval of the Minister, may from time to time determine.

24. No Junior Technical scholarship under clause 23 above shall be awarded—

(a) to any candidate whose age, as attested by a certificate of birth, will exceed twelve years and six months on the first day of January immediately succeeding the examination,

or

(b) to any candidate who has been a pupil of Grade VI. for more than twelve months immediately prior to the first day of January in the year in which the award is to be made.

25. (a) The competitive examination for Junior Technical scholarships under clause 23 above shall include a general intelligence test and a written examination in the following subjects as prescribed for Grade VI. in State primary schools, namely:—English (Grammar, Literature, Composition, Writing), Arithmetic (Written and Mental), and such other subjects as may from time to time be prescribed by the Director and announced in the *Education Gazette and Teachers' Aid*.

(b) Applications to compete for Junior Technical scholarships under clause 23 above shall be made on a prescribed form and shall be forwarded, together with an entry fee of Two Shillings and six pence for each candidate, in time to be received at the office of the Education Department not later than the tenth day of October in each year provided that, in special cases, applications received not later than fourteen days after the tenth day of October may, with the approval of the Director, be accepted on payment, in addition to the aforesaid entry fee, of a late fee of Ten shillings for each candidate.

(c) Each candidate for a Junior Technical scholarship under clause 23 above shall forward his application through his head teacher who shall certify on the prescribed form that the candidate—

(i) has, during the year of the competitive examination, followed the full course of study prescribed for Grade VI.,

and

(ii) has been a pupil of Grade VI. for not more than twelve months immediately prior to the first day of January in the year in which the award is to be made.

(d) Any candidate for a Junior Technical scholarship under clause 23 above may obtain a list of the marks gained by him in each subject of the examination on payment of an additional fee of Two shillings and six pence.

26. The Junior Technical scholarships under clause 23 above shall be tenable for three years under the following conditions, namely:—

(a) The holder, at the commencement of the term immediately following the award of the scholarship, shall become, and thereafter during the currency of his scholarship shall remain, a student in a junior technical school or in the industrial course at an approved higher elementary or district high school or in an approved registered secondary school.

(b) The holder shall obtain from the head teacher or principal of the school which he is attending satisfactory reports on his attendance, conduct, and progress.

(c) The course of study taken by the holder shall be approved by the Director.

27. (a) Where the holder of a Junior Technical scholarship under clause 23 above attends a junior technical school or an approved higher elementary school or an approved district high school, he shall receive free tuition thereat and, in addition, an allowance of £4 per annum for school requisites.

(b) Where the holder of a Junior Technical scholarship under clause 23 above attends an approved registered secondary school, he shall be granted an allowance of £12 per annum towards his expenses of tuition and, in addition, an allowance of £4 per annum for school requisites.

#### *Intermediate Technical Scholarships.*

28. There shall be awarded annually on competitive examination fifty Intermediate Technical scholarships, or any less number, among qualified candidates who have satisfactorily completed the academic qualifications for the course for the Junior Technical Certificate and who are in attendance at State or registered schools providing the course for the Junior Technical Certificate, in such proportions between and within the aforesaid schools as the Director, with the approval of the Minister, may from time to time determine.

29. The Intermediate Technical scholarships under clause 28 above shall be awarded on the recommendation of the Director, who shall be guided in his recommendation by the school records of the applicants and by the result of any special examination which may be prescribed from time to time by the Director.

30. No Intermediate Technical scholarship under clause 28 above shall be awarded—

(a) to any candidate whose age, as attested by a certificate, will exceed fourteen years and six months on the first day of January immediately succeeding the examination,

or

(b) to any candidate who is not a pupil of Form II. or its equivalent at State or registered schools providing the course for the Junior Technical Certificate.

31. (a) Applications to compete for Intermediate Technical scholarships under clause 28 above shall be made on a prescribed form and shall be forwarded, together with an entry fee of Two shillings and six pence for each candidate, in time to be received at the office of the Education Department not later than the first day of May in each year provided that, in special cases, applications received not later than fourteen days after the first day of May may, with the approval of the Director, be accepted on payment, in addition to the aforesaid entry fee, of a late fee of Ten shillings for each candidate.

(b) Each candidate for a Intermediate Technical scholarship under clause 28 above shall forward his application through his head teacher or principal, who shall certify on the prescribed form that the candidate is a pupil of Form II. or its equivalent.

(c) Any candidate for an Intermediate Technical scholarship under clause 28 above may obtain a list of marks gained by him in each subject of a special examination on payment of an additional fee of Two shillings and six pence.

32. The Intermediate Technical scholarships under clause 28 above shall be tenable for one year under the following conditions, namely:—

(a) The holder, at the commencement of the term immediately following the award of the scholarship, shall become, and thereafter during the currency of the scholarship shall remain, a student in the course for the Intermediate Technical Certificate at an approved junior technical school.

(b) The holder shall obtain from the principal of the school which he is attending satisfactory reports on his attendance, conduct, and progress.

33. The holder of an Intermediate Technical scholarship under clause 28 above shall receive free tuition and, in addition, an allowance of £10.



*Senior Technical Scholarships.*

34. There shall be awarded annually one hundred and thirty-five Senior Technical scholarships, or any less number, among qualified applicants in attendance at junior technical schools, technical schools, evening continuation classes, central classes, central schools, higher elementary schools, girls' schools, district high schools, or registered secondary schools, in such proportions between and within the aforesaid groups of schools or classes as the Director, with the approval of the Minister, may from time to time determine, provided that—

- (a) Forty, of which thirty-five shall be awarded to boys and five to girls, shall be tenable for the full length of approved day courses in technical schools and shall entitle the holders to free tuition and to an allowance of £30 per annum.
- (b) Twenty-five, of which twenty shall be awarded to boys and five to girls, shall be tenable for the full length of approved evening courses in technical schools and shall entitle the holders to free tuition and to an allowance of £10 per annum.
- (c) Fifty shall be awarded to boys who have successfully completed the course for the Junior Technical Certificate or Intermediate Technical Certificate or an approved equivalent course, and shall be tenable for the full length of approved evening courses in technical schools and shall entitle the holders to free tuition and to an allowance of an amount not exceeding £5 per annum for school requisites.
- (d) Twenty, of which ten shall be for boys and ten for girls, shall be awarded to candidates who will undertake to enter the teaching service of the Education Department and shall entitle the holders to free tuition and to an allowance of £30 per annum and shall be tenable for the full length of an approved day course in technical schools and for an additional period of from one to two years to be spent in obtaining approved industrial experience and in pursuing any other course of study which the Director may prescribe. Provided that—

(i) the total length of the course shall not exceed five years,

and

(ii) the length of the approved day course shall not exceed four years.

35. The Senior Technical scholarships under clause 34 above shall be tenable under the following conditions, namely:—

- (a) The holder, at the commencement of the term immediately following the award of the scholarship, shall become, and thereafter during the currency of his scholarship shall

remain, a student in a course of study approved by the Director at an approved technical school.

- (b) The holder shall obtain from the principal of the school which he is attending satisfactory reports on his attendance, conduct, and progress.
- (c) The holder of a scholarship in an evening course shall be in employment in the same kind of work as that in which the scholarship is tenable or shall be in such employment within a period of twelve months after the award of the scholarship.
- (d) The holder of a scholarship awarded under clause 34 (d) above—

(i) shall be required as a condition of such scholarship to enter into an agreement with the Minister and an approved surety in the form set forth in Schedule III. hereto and upon the conditions therein contained,

and

(ii) shall satisfy a school medical officer that he is suitable for permanent appointment to the Public Service.

36. (a) The holder of a Senior Technical scholarship under clause 34 (d) above shall, upon successfully completing the prescribed course and subject to satisfactory reports on suitability and aptitude for teaching, be placed in the subdivision of the Fifth Class in the Secondary Schools Division as shown hereunder and shall be paid the corresponding initial salary:—

Male.—3rd subdivision.

Female.—2nd subdivision.

(b) A holder who, before entry on the course, has completed the first year of an approved diploma course or who has obtained the School Leaving Certificate and subsequently completes successfully five years of the prescribed course of training shall be placed one subdivision higher than the appropriate subdivision as shown in sub-clause (a) of this clause and shall be paid the corresponding initial salary.

(c) A holder who fails to complete successfully the prescribed course shall be placed one subdivision lower than the appropriate subdivision shown in sub-clause (a) of this clause and shall be paid the corresponding initial salary.

37. (a) Senior Technical scholarships under clause 34 above shall be awarded on the recommendation of a Board consisting of the Chief Inspector of Technical Schools as chairman, the Inspector of Art, and a member of the teaching staff of the University of Melbourne appointed for the purpose by the Director.

(b) Such recommendation shall be based on the age, suitability, and school records of the applicants and, if considered necessary, on the result of a personal interview.

38. (a) Applications for Senior Technical scholarships under clause 34 above shall be made on the prescribed form and shall be forwarded in time to be received at the office of the Education Department not later than the first day of November in each year provided that, in any special case, an application received not later than fourteen days after the first day of November may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings.

(b) Each candidate for a Senior Technical scholarship under clause 34 above shall forward his application through the principal who shall furnish, on the prescribed form, a report and recommendation.

39. The courses in which Senior Technical scholarships under clause 34 above may be awarded shall include the following courses or such other courses as may from time to time be determined by the Director:—

*Day Courses—*

Agriculture; Applied Chemistry; Applied Physics; Architecture; Building and Contracting; Engineering (Automotive, Civil, Electrical, Mechanical, Mining, Metallurgical, Chemical); Industrial Art; Metallurgy; Public Analyst; Wool Classing and Sorting; Foods and Cookery; Institutional Management; and Needlecraft.

*Evening Courses (Professional)—*

Architecture and Building Construction; Chemistry (Analytical); Public Analyst; Engineering (Electrical, Mechanical, Metallurgical, Municipal and Hydraulic); Industrial Art; and Land Surveying.

*Evening Courses (Trade)—*

Engineering Trades.—Blacksmithing; Boilermaking and Steel Construction; Brassfinishing; Coppersmithing; Electrical Fitting and/or Armature Winding; Electrical Mechanics and Electrical Wiring; Fitting, Turning, Machining; Milling and Gearcutting; Tool-making; Punch and Die Design and Die-making; Jobbing, Moulding, and Core-making; Motor Mechanics; Pattern-making; Welding; and Sheetmetal.

Building Trades.—Bricklaying; Carpentry and Joinery; Painting, Decorating and/or Signwriting; Plastering; Plumbing and Gasfitting; and Fibrous Plastering.

Other Trades.—Process Engraving; Printing Trades; Boot Trades; Cabinet-making; Coach and Motor Body Building Trades; Dressmaking; Millinery; and Cookery.

*Travelling Scholarships.*

40. On the recommendation of a Board consisting of the Chairman of the Public Service Board as chairman, the Director, and a member of the teaching staff of the

University of Melbourne appointed for the purpose by the Minister, and subject to any special conditions as shall be determined annually by the Minister—

(a) One Travelling scholarship, tenable for one year, for the purpose of enabling the holder to pursue such studies and investigations outside Victoria as may be approved by the Minister shall be awarded annually in rotation to the following classes of officers of the Education Department:—

(i) An inspector of schools;

(ii) A lecturer in the Teachers' College or a teacher in a technical school;

(iii) A teacher in a school other than a primary or a technical school;

(iv) A teacher in a primary school.

(b) One Travelling scholarship, tenable for a period of one year or two years as the Minister may determine, for the purpose of enabling the holder to undertake such studies as may be approved by the Minister shall be awarded annually to an officer of the Education Department.

(c) One Travelling scholarship, tenable for a period of one year or two years as the Minister may determine, for the purpose of enabling the holder to pursue courses of study in countries outside Australia approved by the Minister, shall be awarded biennially to a teacher of modern languages in the service of the Education Department who is also a graduate in Arts and in Education and who has obtained final honours in the School of Modern Languages at the University of Melbourne.

(d) One Travelling scholarship, tenable for one year, for the purpose of enabling the holder to undertake such studies as may be approved by the Minister, shall be awarded annually to an exit student of, or to a teacher in, a technical school.

41. (a) The holder of a Travelling scholarship under clause 40 (a) above shall be granted full pay during his absence from Victoria, together with such allowance (if any) for travelling as may be approved by the Minister.

(b) The holder of a Travelling scholarship under clause 40 (b) or (d) above shall be granted £150 per annum, together with such allowance (if any) for travelling as may be approved by the Minister.

(c) The holder of a Travelling scholarship under clause 40 (c) above shall be granted £150 per annum.

42. The holder of a Travelling scholarship under clause 40 above shall be required to enter into an agreement with the Minister and an approved surety that he will observe the conditions of tenure of his scholarship, that he will not relinquish his scholarship without the permission of the Minister, and that, for the three

years next after the termination of his scholarship, he will, if required, remain and continue in the service of the Education Department.

*Free Places at the University of Melbourne.*

43. There shall be awarded annually seventy-five free places, or any less number, at the University of Melbourne, in the following divisions:—

- (a) Twenty shall be open to applicants in attendance at State secondary schools, technical schools, or registered secondary schools, and shall be tenable for the full length of an approved course for a degree or diploma or licence in Agriculture, Metallurgy, and Mining.
- (b) Forty shall be open to applicants in attendance at State secondary schools, technical schools, or registered secondary schools, and shall be tenable for the full length of an approved course for any degree or diploma or licence except in Veterinary Science and Music provided, however, that not more than one free place shall be awarded in a course in Dental Science.
- (c) Five shall be open to applicants in attendance at State secondary schools, technical schools, registered secondary schools who will undertake to enter the teaching service of the Education Department, and shall be tenable for the full length of an approved course for a degree in Arts or Science or Agriculture or Commerce, together with the first year of the course for the degree of Bachelor of Education and with any other subject or course of study which the Director may determine.
- (d) Five shall be open to student teachers who show teaching aptitude and proficiency in Mathematics or Science and who have been in the employment of the Education Department for not less than twelve months immediately prior to the first day of January in the year in which the free place is to be awarded, and shall be tenable for the full length of an approved course for a degree in Arts or Science, together with the first year of the course for the degree of Bachelor of Education and with any other subject or course of study which the Director may determine.
- (e) Five shall be open to applicants (other than teachers in the Education Department) in the employment of the Government of Victoria, and shall be tenable for the full length of an approved course for any degree or diploma or licence, except in Dental Science, Veterinary Science and Music.

(With regard to courses see Note appearing under clause 15 (a) of this regulation.)

44. Notwithstanding anything contained in this regulation—

- (a) Of the free places under clause 43 (a) and (b) above ten may be awarded to applicants who are not in attendance at State secondary schools, technical schools, or registered secondary schools.
- (b) Of the free places under clause 43 (b) above one shall be awarded to the holder of the "Commercial Travellers' Association Commerce" scholarship, and one to the holder of the "Associated Teachers'" scholarship established by the Incorporated Association of Registered Teachers of Victoria.

45. A free place under clause 43 above—

- (a) shall entitle the holder to admission without fees to all lectures and examinations in the subjects of his course,
- and*
- (b) shall be tenable under the following conditions, namely:—
  - (i) The holder shall, at the commencement of the term immediately following the award of the free place, enter as a student at the University of Melbourne.
  - (ii) The holder shall, during the currency of the free place, attend lectures and tutorial classes regularly in as many subjects as he must pass in to complete the year of the course he is pursuing, and shall satisfy all other requirements that may be prescribed.
  - (iii) The continuance of the free place shall be subject to the consideration of an annual report from the Professorial Board of the University of Melbourne.
  - (iv) The holder of a free place under clause 43 (c) or (d) above shall obtain satisfactory reports on his aptitude and suitability for teaching.
  - (v) The holder of a free place under clause 43 (e) above shall obtain reports from the permanent head of the Department in which he is employed, showing that he is performing his official duties satisfactorily.

46. (a) Every student teacher awarded a free place under clause 43 (d) above shall be granted leave of absence, not exceeding half-time, with pay to enable him to attend essential lectures, practical and other work, and examinations in the subjects of his course.

(b) Every person awarded a free place under clause 43 (e) above shall be granted the necessary leave of absence on full pay to enable him to attend essential lectures, practical and other work, and examinations in the subjects of his course.

47. (a) Every person awarded a free place under clause 43 (a) above shall be required to enter into an agreement with the Minister and an approved surety that he will not transfer to any other course at the University of Melbourne without the approval of the Minister, and also that, in the event of such approval being granted, he will repay to the Minister all allowances which he has received, and will pay to the University of Melbourne all fees the benefits of which he has received as a result of the award of such free place.

(b) Every person awarded a free place under clause 43 (c) or (d) above shall be required to enter into an agreement with the Minister and an approved surety in the form set forth in Schedule IV. hereto and upon the conditions therein contained.

(c) Every person awarded a free place under clause 43 (e) above shall be required to enter into an agreement with the Minister and an approved surety that he will observe the conditions of tenure of his free place, that he will not relinquish his free place without the permission of the Minister, and that, if required, he will remain and continue in the employment of the Government of Victoria during the period of three years after the termination of his free place and, if his free place extends over more than three years, an additional year for each year by which the term of his free place exceeds three years.

48. (a) The holder of a free place under clause 43 (c) above shall spend four weeks at a suitable time in each school year in the observation and practice of teaching.

(b) A free place under clause 43 (c) or (d) above shall not be awarded to any candidate who does not satisfy the school medical officer that he is suitable for permanent appointment to the Public Service.

49. Holders of free places under clause 43 (c) or (d) above shall, upon successfully completing a prescribed course, be placed in the subdivision of the Fifth Class in the Secondary Schools Division as shown hereunder and shall be paid the corresponding initial salary:—

*Under clause 43 (c)—*  
 Male .. .. . 4th subdivision.  
 Female .. .. . 3rd subdivision.

*Under clause 43 (d)—*  
 Male .. .. . 5th subdivision.  
 Female .. .. . 4th subdivision.

Provided that a holder who fails to complete successfully the course prescribed shall be reduced one subdivision, and shall be paid the corresponding initial salary.

50. (a) Applications for free places under clause 43 above shall be made on a prescribed form and shall be forwarded in time to be received at the office of the Education Department not later than the twenty-fifth day of November in each year, provided that, in any

special case, an application received up to the date of the commencement of the School Leaving Honours examination may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings.

(b) Applications for free places under clause 43 (a), (b), and (c) above shall be forwarded through the head teacher or principal, who shall furnish, on the prescribed form, a report and recommendation.

(c) Each candidate for a free place under clause 43 (e) above shall forward his application through the permanent head of the Department in which he is employed who shall furnish, on the prescribed form, a report and recommendation.

(d) Applicants for free places under clause 43 above shall be qualified for admission to the course upon which they desire to enter at the University of Melbourne.

(e) Applicants for free places under clause 43 (e) above shall, on the first day of January in the year in which the free places are to be awarded, have been in the employment of the Government of Victoria for at least one year and, except in special cases determined by the Board mentioned in clause 51 (b) below, be not over 25 years of age.

51. (a) The free places under clause 43 (a), (b), (c) and (d) above shall be awarded on the recommendation of a Board consisting of the Chief Inspector of Secondary Schools as chairman, the Chief Inspector of Technical Schools, and a representative of the teaching staff of the University of Melbourne appointed for the purpose by the Director, and shall be divided amongst applicants in attendance at State secondary schools, technical schools, and registered secondary schools in such proportions as the Director, with the approval of the Minister, shall from time to time determine.

(b) The free places under clause 43 (e) above shall be awarded on the recommendation of a Board consisting of the Chairman of the Public Service Board as chairman, the Chief Inspector of Secondary Schools, and the permanent heads of three Departments other than the Education Department appointed for the purpose by the Minister.

(c) The recommendation of the Board mentioned in sub-clause (a) of this clause shall be based on the age, suitability and school records of the applicants, on the circumstances of the parents, and, if considered necessary, on the result of a personal interview with selected applicants.

(d) The recommendation of the Board mentioned in sub-clause (b) of this clause shall be based on the age, suitability, qualifications, and period of service of the applicants, on the reports and recommendations of the permanent heads of the Departments in which they are employed, and, if considered necessary, on the result of a personal interview with selected applicants.

(e) The Boards mentioned in sub-clauses (a) and (b) of this clause shall recommend as many applicants as are necessary to enable the awards to be made of the full number of free places available, provided that, if there are fewer applicants possessing the prescribed

qualifications than there are free places available, the Board shall recommend only such applicants as possess the prescribed qualifications.

52. The Minister may, if he considers the circumstances warrant it in any special case, grant an allowance for maintenance up to £50 per annum to holders of free places under clause 43 (a) or (b) above.

*General Conditions.*

53. Where any candidate for a scholarship or free place has attended more schools than one during the twelve months immediately preceding the examination at which he presents himself, the Director shall determine the group of schools or classes in which such candidate may be permitted to compete.

54. (a) Except in cases of temporary absence from school due to illness or other causes approved by the Minister on the recommendation of the Director, no scholarship under clause 2, 9, 17, 23, 28, or 34 above and no free place under clause 2 or 43 (a), (b), and (c) above shall be awarded to any candidate who, during the two years immediately preceding the first day of January in the year in which the scholarship or free place is to be awarded, has not been in continuous and regular attendance at a school in Australia.

(b) No scholarship or free place under this regulation shall be awarded to any candidate—

(i) whose parent is not a *bona fide* resident of Victoria,

and

(ii) whose parents are not natural born or naturalized British subjects;

provided that the provisions of paragraph (i) of this sub-clause shall not apply in respect of scholarships or free places awarded under clause 40 or clause 43 (d) and (e) above.

(c) For the purpose of paragraph (i) of sub-clause (b) of this clause "parent" means the father or the mother of the candidate unless the candidate is dependent upon some other person for his maintenance in which case such other person shall be deemed to be the parent if he proves to the satisfaction of the Director that the candidate is dependent on him as aforesaid.

55. No Junior scholarship under clause 2 (a) above shall be awarded to any candidate who is or was the holder of a free place under clause 2 (b) above.

56. (a) No scholarship or free place under clause 2, 17, 23, or 28 above shall be awarded to any candidate who at the competitive examination does not obtain a satisfactory percentage of the possible marks.

(b) If the number of candidates in any division or subdivision of scholarships or free places under clauses 2, 17, 23 and 28 above who obtain a satisfactory percentage of the possible marks be less than the number of scholarships or free places allotted to such division or subdivision, the scholarships or free places unallotted may be awarded to candidates in any other division or subdivision.

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57. (a) Where the holder of a scholarship or free place under clause 2, 17, 23, or 28 above resides four or more miles from a school at which his scholarship or free place is tenable, the Minister may, if he considers the circumstances warrant it, allow him such sum, not exceeding £5 per annum, as will cover the cost of transit to and from school.

(b) Where it is necessary for the holder of a scholarship or free place under clause 2, 17, 23, or 28 above to reside apart from his parents or guardians, the Minister may, if he considers the circumstances warrant it, grant, in lieu of the cost of transit of such holder, an allowance for maintenance up to £26 per annum.

(c) Where the parents or guardians of the holder of a scholarship or free place under clause 2, 17, 23, or 28 above are in necessitous circumstances, the Minister may grant to such holder an allowance for maintenance up to £26 per annum.

(d) The allowances mentioned in sub-clauses (a) and (b) of this clause shall not be granted to any holder of a scholarship or free place if the total amount of net profits, emoluments, and income received by his parents or guardians during the preceding year exceeded Two hundred and fifty pounds, or a quota of Fifty pounds for each member of the family, including such parents or guardians and excluding children earning a wage of ten shillings or more weekly.

58. (a) Payments of allowances in connexion with scholarships and free places shall be made quarterly, with the exception of allowances for school requisites which shall be made to the head teacher or principal at the beginning of the school year.

(b) The head teacher or principal shall—

(i) early in the first term submit a claim on the prescribed form for the allowances for school requisites granted on behalf of holders of scholarships and free places.

(ii) pay the allowances, as soon as received, into an account at the local branch of the State Savings Bank entitled "Allowances for Requisites..... School,"

and

(iii) purchase the requisites and supply them to the holders concerned.

(c) The head teacher or principal shall keep a register showing how the allowance is expended in each case and shall balance each account in such register at the end of the year.

(d) All payments for requisites supplied to holders concerned shall be made from the account mentioned in paragraph (ii) of sub-clause (b) of this clause and shall be supported by receipts.

(e) If, after payment for school requisites, there remains any balance of the allowance for school requisites granted under clauses 8, 21, or 27 above, such balance shall be paid by the head teacher or principal to the holder of the scholarship or free place or to his parent or guardian at the end of the year.

(f) If, after payment for school requisites, there remains any balance of the allowance for school requisites granted under clause 34 (c) above, such balance shall be remitted by the principal to the Accountant of the Education Department at the end of the year, together with a statement showing the names of the scholarship holders concerned and the amount of balance in each case.

(g) If a holder resigns his scholarship or free place before the end of the year, the balance of the allowance for school requisites shall be remitted at once to the Accountant of the Education Department by the head teacher or principal.

(h) Allowances in connexion with Senior and Senior Technical scholarships, with the exception of allowances for school requisites, shall be payable to the holder of the scholarship.

(i) Allowances towards expenses of tuition on behalf of holders of scholarships attending approved registered secondary schools and allowances for maintenance shall be payable to the parent or guardian of the holder, provided that, in the case of the holder of a scholarship attending an approved registered secondary school, the head teacher or principal of such school may claim the allowance, if duly authorized, on a prescribed form, by the parent or guardian.

(j) Applications for the Minister's approval of the allowances mentioned in clauses 52 and 57 above shall be made on a prescribed form, and shall be forwarded early in each year.

(k) In district high schools and technical schools, all books, receipts, and records in connexion with allowances shall be available for inspection by the Audit Inspecting Officer on the occasion of his annual visit to the school.

59. All payments and all awards of scholarships and free places by the Minister shall be conditional on moneys being placed at his disposal by the legislature.

60. The Minister may at any time cancel any scholarship or free place if he is satisfied—

(a) that the prescribed conditions of tenure are not complied with,

or

(b) that the conduct of the holder has been idle, unbecoming, disorderly, or immoral,

or

(c) that the holder has failed to make satisfactory progress;

and thereupon all advantages and allowances connected with such scholarship or free place shall cease and determine.

61. (a) The head teacher or principal shall immediately report to the Education Department any case where the conditions of tenure of a scholarship or free place are not being complied with or any withdrawal from school of the holder of a scholarship or free place.

(b) A holder who relinquishes a scholarship or free place before the expiration of its full period of tenure

shall immediately report the matter to the Education Department, stating the date of, and the reason for, relinquishment.

62. A holder of a scholarship or free place, if he produces satisfactory evidence, may, on the certificate of the Director, have his scholarship or free place suspended by the Minister for such period as may be deemed necessary, but no suspension of a free place awarded under clause 43 above shall be granted during the first year of such free place, except in a case where the holder has enlisted or been called up for service in the Australian Defence Forces.

63. (a) The holder of a scholarship under this regulation shall not at the same time hold and enjoy any other scholarship or free place under this regulation, unless specially recommended under the provisions of sub-clause (c) below.

(b) The holder of a free place under this regulation shall not at the same time hold and enjoy any other scholarship or free place under this regulation, unless specially recommended under the provisions of sub-clause (c) below.

(c) On the recommendation of the Board appointed under clause 12 above, up to five free places at the University of Melbourne may be awarded in any year to holders of Senior scholarships who are compelled, in order to attend the University, to reside apart from their parents or guardians, provided that the financial circumstances of the applicants' parents or guardians warrant such awards being made.

(d) No award under sub-clause (c) of this clause shall, except with the special approval of the Minister, be made to an applicant if the total amount of net profits, emoluments, and income received by his parents or guardians during the preceding year exceeded Three hundred pounds, or a quota of Sixty pounds for each member of the family, including such parents or guardians and excluding children earning a weekly wage of Ten shillings or more.

64. The Minister may remit the tuition fees in cases of pupils of State secondary schools and technical schools who are holders of approved scholarships provided by individuals, firms, or public bodies, but no such fees shall be remitted if the monetary value of such scholarship is not at least equivalent to the amount of the fees for which remission is desired.

65. The Minister may remit the tuition fees at State secondary schools and technical schools in the cases of children of sailors or soldiers or airmen who, as a result of war service, lost their lives or now suffer serious disablement to such a degree as to interfere materially with their opportunities of earning a living.

66. Where the holder of Junior, Teaching, Junior Technical, Intermediate Technical, or Senior Technical scholarship, or of a free place at a State secondary school, wishes to transfer from one approved school to another, the parent or guardian shall forward through the head teacher or principal, for his endorsement or comment, an application stating the reasons for the desired transfer.

67. Holders of scholarships and free places under the provisions of clauses 9 (c), 17, 34 (d), and 43 (c) and (d) above shall be deemed to be students in training.

SCHEDULE I.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ now a student at the University of Melbourne in the State of Victoria (hereinafter called "the student") of the first part

of \_\_\_\_\_ in the said State (hereinafter called "the surety") of the second part and The Honorable \_\_\_\_\_ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part. Whereas under and subject to the provisions of Regulation XXI. relating to scholarships the student has been awarded a scholarship in the course prescribed for the degree of \_\_\_\_\_ and for the first year of the course for the degree of Bachelor of Education at the University of Melbourne in the said State. And whereas it is provided by the said Regulations that every student awarded a scholarship shall upon becoming a student in training be required to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed. And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid. And whereas the student and the surety have requested the Minister to make to the student the allowances to which he may be entitled under the provisions of the aforesaid Regulations or any amendment thereof. And whereas the Minister has agreed to make such allowances as aforesaid. Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following that is to say:—

1. That the student will observe the conditions of tenure of his scholarship as provided by the Regulations relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue or change his course of training and study under or in connexion with the said scholarship without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of three and one-half years next after the termination of his said course of training and study or of any further time conceded under the next succeeding clause hereof teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers. Provided that the beginning of such period of three and one-half years may be deferred by the Minister for such reason and for such time as he may think fit. And provided also that in computing the said period of three and one-half years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That in the event of any concession being granted to enable the student to enter upon a further course of study at the said University of Melbourne or elsewhere the period of three and one-half years mentioned in the last preceding clause hereof shall begin from the date of the completion or discontinuance by the student of such further course of study.

5. That in the event (a) of the cancellation by the Minister of the said scholarship or (b) of the termination of the services of the student as a teacher during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided by resignation or any other cause except the death of the student or (c) of any breach or non-observance by the student of any one or more of the terms of this Agreement the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount

of Forty pounds in respect of each year or portion of a year of the student's tenure of his scholarship. Provided however that in the event of the termination of the services of the student as a teacher by resignation or any other cause except the death of the student or of a breach or non-observance by the student of this Agreement at any time subsequent to the completion of the course of training and study aforesaid but during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided the total amount payable by the student to the Minister under this clause may, with the approval of the Minister, be proportionately reduced in consideration of each completed period of three months' service as a teacher, and if the student is a female and resigns or retires in order to marry she shall, if the Minister so directs, be deemed for the purpose of this proviso to have completed an additional period of six months' service as a teacher.

6. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 5 of this Agreement may be extended or altered.

7. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this Agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written.

Signed sealed and delivered by the \_\_\_\_\_ said

in the presence of—

Signed sealed and delivered by the \_\_\_\_\_ said

in the presence of—

Signed sealed and delivered by the \_\_\_\_\_ said

in the presence of—

SCHEDULE II.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ now a student at the \_\_\_\_\_ School in the State of Victoria (hereinafter called "the student") of the first part

of \_\_\_\_\_ in the said State (hereinafter called "the surety") of the second part and The Honorable \_\_\_\_\_

in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part. Whereas under and subject to the provisions of Regulation XXI. relating to scholarships the student has been awarded a Teaching Scholarship. And whereas it is provided by the said Regulations that every student awarded a scholarship shall upon becoming a student in training be required to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed. And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid. And whereas the student and the surety have requested the Minister to make to the student the allowances to which he may be entitled under the provisions of the aforesaid Regulations or any amendment thereof. And whereas the Minister has agreed to make such allowances as aforesaid. Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his scholarship as provided by the Regulations relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue his course of training and study under or in connexion with the said scholarship without the permission, in writing, of the Minister first had and obtained.

3. That the student will for and throughout the period of three years next after the termination of his said course of training and study or of any further time conceded under the next succeeding clause hereof teach as a student teacher in any school to which he may be appointed by the Minister, or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers. Provided that any period spent by the student as the holder of a studentship at the Melbourne Teachers' College shall be reckoned as service under this agreement. Provided also that the beginning of such period of three years may be deferred by the Minister for such reason and for such time as he may think fit. And provided also that in computing the said period of three years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That in the event of any concession being granted to enable the student to enter upon a further course of study the period of three years mentioned in the last preceding clause hereof shall begin from the date of the completion or discontinuance by the student of such further course of study.

5. That in the event (a) of the cancellation by the Minister of the said scholarship, or (b) of the termination of the services of the student as a teacher during the period of three years aforesaid or any extension thereof as hereinbefore provided by resignation or any other cause except the death of the student, or (c) of any breach or non-observance by the student of any one or more of the terms of this Agreement the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Ten pounds in respect of each year or portion of a year of the student's tenure of his scholarship, and will in addition pay or cause to be paid to the Minister all tuition fees and allowances the benefit of which the student has received during and by virtue of such tenure. Provided however that in the event of the termination of the services of the student as a teacher by resignation or any other cause except the death of the student or of a breach or non-observance by the student of this Agreement at any time subsequent to the completion of the course of training and study aforesaid but during the period of three years aforesaid or any extension thereof as hereinbefore provided the total amount payable by the student to the Minister under this clause may, with the approval of the Minister, be proportionately reduced in consideration of each completed period of three months' service as a teacher.

6. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 5 of this Agreement may be extended or altered.

7. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this Agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written.

Signed, sealed and delivered by the said  
in the presence of—

Signed, sealed and delivered by the said  
in the presence of—

Signed, sealed and delivered by the said  
in the presence of—

### SCHEDULE III.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of  
One thousand nine hundred and \_\_\_\_\_  
between \_\_\_\_\_ now a student at the  
\_\_\_\_\_ Technical School in the State of Victoria  
(hereinafter called "the student") of the first part

of \_\_\_\_\_  
in the said State (hereinafter called "the surety") of the second part and The Honorable \_\_\_\_\_ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part. Whereas under and subject to the provisions of Regulation XXI. relating to scholarships the student has been awarded a scholarship in the course prescribed for the Diploma in \_\_\_\_\_ at the \_\_\_\_\_ Technical School in the said State. And whereas it is provided by the said Regulations that every student awarded a scholarship shall upon becoming a student in training be required to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed. And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid. And whereas the student and the surety have requested the Minister to make to the student the allowances to which he may be entitled under the provisions of the aforesaid Regulations or any amendment thereof. And whereas the Minister has agreed to make such allowances as aforesaid. Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenantants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his scholarship as provided by the Regulations relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue his course of training and study under or in connexion with the said scholarship without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of three and one-half years next after the termination of his said course of training and study or of any further time conceded under the next succeeding clause hereof teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State School teachers. Provided that the beginning of such period of three and one-half years may be deferred by the Minister for such reason and for such time as he may think fit. And provided also that in computing the said period of three and one-half years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That in the event of any concession being granted to enable the student to enter upon a further course of study at the said Technical School or elsewhere the period of three and one-half years mentioned in the last preceding clause hereof shall begin from the date of the completion or discontinuance by the student of such further course of study.

5. That in the event (a) of the cancellation by the Minister of the said scholarship or (b) of the termination of the services of the student as a teacher during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided by resignation or any other cause except the death of the student or (c) of any breach or non-observance by the student of any one or more of the terms of this Agreement the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of his scholarship and will in addition pay or cause to be paid to the Minister all tuition fees the



benefit of which the student has received during and by virtue of such tenure. Provided however that in the event of the termination of the services of the student as a teacher by resignation or any other cause except the death of the student or of a breach or non-observance by the student of this Agreement at any time subsequent to the completion of the course of training and study aforesaid but during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided the total amount payable by the student to the Minister under this clause may, with the approval of the Minister, be proportionately reduced in consideration of each completed period of three months' service as a teacher, and if the student is a female and resigns or retires in order to marry she shall, if the Minister so directs, be deemed for the purpose of this proviso to have completed an additional period of six months' service as a teacher.

6. That the liability of the surety h executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 5 of this Agreement may be extended or altered.

7. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from h position as a teacher at any time during the period for which he is required by this Agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written.

Signed sealed and delivered by the said  
in the presence of—

Signed sealed and delivered by the said  
in the presence of—

Signed sealed and delivered by the said  
in the presence of—

#### SCHEDULE IV.

MEMORANDUM OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_  
One thousand nine hundred and \_\_\_\_\_  
between \_\_\_\_\_ now a student at the University  
of Melbourne in the State of Victoria (hereinafter called  
"the student") of the first part

in the said State (hereinafter called "the surety") of the second part and The Honorable \_\_\_\_\_ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part. Whereas under and subject to the provisions of Regulation XXI. relating to scholarships the student has been awarded a free place in the course prescribed for the degree of Bachelor of \_\_\_\_\_ and for the first year of the course for the degree of Bachelor of Education at the University of Melbourne in the said State. And whereas it is provided by the said Regulations that every student awarded a free place shall upon becoming a student in training be required to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed. And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid. And whereas the student and the surety have requested the Minister to nominate the student for a free course at the University of Melbourne. And whereas the Minister has agreed to make such nomination as aforesaid. Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for h self h executors and administrators covenant with the Minister in manner following, that is to say—

1. That the student will observe the conditions of tenure of h free place as provided by the Regulations relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue or change h course of training and study under or in connexion with the said free place without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of three and one-half years next after the termination of h said course of training and study or of any further time conceded under the next succeeding clause hereof teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State School teachers. Provided that the beginning of such period of three and one-half years may be deferred by the Minister for such reason and for such time as he may think fit. And provided also that in computing the said period of three and one-half years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That in the event of any concession being granted to enable the student to enter upon a further course of study at the said University of Melbourne or elsewhere the period of three and one-half years mentioned in the last preceding clause hereof shall begin from the date of the completion or discontinuance by the student of such further course of study.

5. That in the event (a) of the cancellation by the Minister of the said free place or (b) of the termination of the services of the student as a teacher during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided by resignation or any other cause except the death of the student or (c) of any breach or non-observance by the student of any one or more of the terms of this Agreement the student and the surety or one of them h executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of h free place. Provided however that in the event of the termination of the services of the student as a teacher by resignation or any other cause except the death of the student or of a breach or non-observance by the student of this Agreement at any time subsequent to the completion of the course of training and study aforesaid but during the period of three and one-half years aforesaid or any extension thereof as hereinbefore provided the total amount payable by the student to the Minister under this clause may, with the approval of the Minister, be proportionately reduced in consideration of each completed period of three months' service as a teacher, and if the student is a female and resigns or retires in order to marry she shall, if the Minister so directs, be deemed for the purpose of this proviso to have completed an additional period of six months' service as a teacher.

6. That the liability of the surety h executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 5 of this Agreement may be extended or altered.

7. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from h position as a teacher at any time during the period for which he is required by this Agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year above written.

Signed sealed and delivered by the said  
in the presence of—

Signed sealed and delivered by the said  
in the presence of—

Signed sealed and delivered by the said  
in the presence of—

**REGULATION XXII.—CONDUCT OF  
EXAMINATIONS.**

1. All examinations held under the authority of the Education Department, whether internal or external, shall be conducted in accordance with the provisions mentioned hereunder.

2. The supervisor of an examination shall observe the following instructions and such other instructions as the Director may from time to time determine:—

- (a) The supervisor of an examination shall be on duty in the examination room in sufficient time to enable him to arrange seating accommodation and to distribute necessary materials before candidates are admitted to the room.
  - (b) Desks or seats shall be placed as far apart as the size of the examination room permits.
  - (c) Candidates taking the same examination paper shall be so separated as to minimize the possibility of communicating with other candidates or of seeing the examination work of other candidates.
  - (d) Subject to adequate safeguards, a candidate may, if the supervisor so decides, be allowed to leave and return to the examination room during the course of an examination.
  - (e) Except as provided in sub-clause (d) of this clause no candidate shall be allowed to leave the examination room until half an hour after the commencement of the examination or, in the case of an internal examination, until the supervisor is certain that all other candidates are present, whichever is the shorter period.
  - (f) No candidate shall be admitted to the examination room later than half an hour after the commencement of the examination.
  - (g) The supervisor shall keep candidates under continuous observation and shall, except in cases where he is required to mark a roll of candidates, remain in front of candidates throughout the course of the examination.
  - (h) The supervisor shall devote the whole of his time to the work of supervision, and shall not read, knit, correct papers or books, or do anything that may in any way interfere with vigilant supervision.
  - (i) The supervisor shall not peruse any answers of a candidate to the question papers.
  - (j) (i) Except in cases specially provided for in paragraph (ii) of this sub-clause, question papers shall be kept securely under lock and key until five minutes prior to the commencement of the examination and shall then be placed face downwards or covered until the time of the commencement of the examination.
  - (ii) In the case of external examinations the special instructions issued in connexion with the opening of the packages containing question papers shall be strictly observed.
  - (k) Prior to the commencement of the examination all charts, maps, diagrams, and other aids in any way relating to the subject of the examination shall be reversed or removed, blackboards shall be cleaned, and books shall be removed from desks.
  - (l) No books or aids other than those named by the examiner shall be brought into the examination room by a candidate.
  - (m) Immediately before the commencement of the examination the supervisor shall read to candidates the instructions concerning their conduct in the examination room, and shall emphasize the penalties that may be imposed for talking, for copying from notes or from another candidate's work, for making copying possible, or for any other infringements of the instructions.
3. The instructions relating to the conduct of candidates at an examination shall include the following:—
- (a) During the course of an examination no candidate shall communicate by word or otherwise with any other candidate or copy from the work of any other candidate.
  - (b) A candidate who wishes to communicate with the supervisor shall stand up in his place.
  - (c) The supervisor may tell a candidate a word or a figure on the question paper that the candidate is unable to decipher or he may, if the candidate is in doubt concerning alternative questions, inform the candidate which question he is required to answer, but the reading of any questions by the supervisor or any comment which may in any way assist a candidate is prohibited.
  - (d) Candidates shall place all completed examination papers together face downwards on the desk.
  - (e) The candidates shall observe strictly the times specified for each subject, and all papers shall be immediately collected when the specified time has expired.
4. Any apparent breach of the regulations or instructions relating to the conduct of an examination shall be investigated by the district inspector or other officer in charge of the examination centre, or, in the case of an internal examination, by the head teacher.
5. (a) If, after due inquiry, a candidate sitting for a Departmental examination in any way connected with the award of a certificate or scholarship or free place is considered guilty of dishonest practice, the district inspector or other officer in charge of the examination centre or the head teacher (as the case may be) shall immediately report the full circumstances to the Education Department.
- (b) If any such candidate is found guilty of dishonest practice the Director shall, if he considers the circumstances warrant it, order the cancellation of the candidate's papers in any or all of the subjects taken at the examination.
  - (c) A candidate whose papers have been cancelled at an internal examination in any way connected with the award of a certificate shall not be recommended for

such certificate by the head teacher but shall be permitted to sit for the corresponding external examination under the conditions relating to such external examination.

6. If, after due inquiry, any candidate sitting for a terminal or a half-yearly examination not connected with the award of a certificate or scholarship or free place is considered guilty of dishonest practice, the head teacher shall cancel the candidate's papers in all of the subjects taken at the examination.

#### REGULATION XXIII.—SCHOOL HOURS AND ORGANIZATION.

1. (a) Subject to the provisions of the Education Acts the hours of instruction to be observed in primary schools shall, unless otherwise determined, be as follows—

Morning Meeting.—9.15 to 9.20—assembly and inspection.

9.20 to 12.15—instruction.

Afternoon Meeting.—1.30 to 1.35—assembly.

1.35 to 4—instruction.

Provided that, in primary schools which have an average attendance of less than 86 pupils and which are situated more than 20 miles from the General Post Office, Melbourne, and more than 10 miles from the Ballarat or Bendigo or Geelong Post Office, the period of the afternoon meeting shall be from 1.15 to 3.30.

(b) Provision shall be made during each meeting for a recess of ten minutes, provided that where the infant department is in a separate room or rooms the recess for this department may be fifteen minutes.

2. In schools other than primary schools the morning meeting shall commence at 9 o'clock and the afternoon meeting shall end at 4 o'clock unless otherwise determined.

3. On days on which religious instruction in any school is given before the morning meeting, the school shall assemble at the expiration of the time approved for religious instruction.

4. The hours of duty to be observed by teachers in schools shall be as follows:—

(a) Teachers in all primary schools shall be on duty not later than 9 a.m. and shall remain on duty until at least 4 p.m.

(b) Teachers in schools other than primary schools shall be on duty at least ten minutes before the commencement of the morning meeting.

(c) Teachers shall be on duty at least ten minutes before the commencement of the afternoon meeting.

(d) Head teachers may assign to members of their staffs school duties requiring their attendance until 4.30 p.m.

(e) All members of the staff of a school shall give their active co-operation in promoting the corporate life of a school and shall, for this purpose, undertake such duties, in addition to the regular school work during time-table hours, as may be assigned to them by the head teacher.

5. (a) The head teacher shall report to the Education Department all cases of frequent unpunctuality of any member of his staff or of any visiting teacher (including a teacher on one of the special staffs).

(b) The head teacher shall report promptly to the Education Department the absence of any member of his staff or of any visiting teacher (including a teacher on one of the special staffs).

6. On days of very heavy rain—

(a) the mid-day recess may, at the discretion of the head teacher, be taken from 12.15 p.m. to 12.45 p.m. and the afternoon meeting from 12.45 to 3 p.m., provided that the mid-day recess shall be sufficiently long to enable pupils who so desire, to visit their homes for lunch and to return in time for the commencement of the afternoon meeting,

(b) the afternoon meeting shall, if the hours are varied as mentioned in sub-clause (a) of this clause, be two hours and a quarter,

and

(c) the times of opening and closing the afternoon meeting shall, if the school hours are varied as mentioned in sub-clauses (a) and (b) of this clause, be specially noted in the *Teachers' Time Book*.

7. On days when no children are in attendance at a small school the teacher shall remain on duty until at least 2 p.m.

8. (a) The head teacher shall make and carry out the necessary arrangements for the adequate supervision by himself or staff of the conduct of pupils in the school grounds.

(b) A head teacher may deal with any misconduct such as ill-treatment of other pupils on their way to and from school which in his opinion may have a prejudicial effect on the tone and discipline of the school.

9. (a) The time-table shall be displayed in a conspicuous place in the schoolroom, and shall set forth the hours of opening and closing school, the employment of the several grades at any time, the teachers in charge of the grades, the time set apart for the instruction of the student teachers, and the arrangements made for the supervision of the children in the playground.

(b) The time-table shall include an analysis showing the weekly distribution of time to each of the subjects.

10. The head teacher shall be responsible for the whole of the work of his school, for the training of the student teachers, and for compliance with Regulations and Departmental instructions.

11. A head teacher of a primary school who is not normally in charge of a grade shall—

(a) devote at least two-fifths of his school time to class teaching, and

(b) keep a diary showing details of the work (including actual class teaching) carried out by him.

12. (a) A head teacher of a large primary school shall divide his school into departments.

(b) Each department shall be in charge of a competent assistant who shall be responsible for such duties relating to the organization of the department as may be delegated by the head teacher.

13. Student teachers shall be distributed among departments and shall be given experience in the work of all departments.

#### REGULATION XXIV.—RECORDS.

1. The head teacher of each school shall be held responsible for the proper keeping of the following school records and documents:—

- (a) Pupils' Register. (Not to be destroyed.)
- (b) Attendance Rolls. (May be destroyed five years after completion.)
- (c) Examination Register. (May be destroyed five years after completion.)
- (d) Teachers' Time Book. (May be destroyed two years after completion.)
- (e) Absence Register. (May be destroyed two years after completion.)
- (f) Inspector's Report Book. (Not to be destroyed.)
- (g) School Committee's Book. (Not to be destroyed.)
- (h) Time-tables. (May be destroyed after a new one has been in operation for one year.)
- (i) Work-programs. (May be destroyed one year after completion.)
- (j) Files of official correspondence. (May be destroyed after five years.)
- (k) Official documents. (Not to be destroyed.)
- (l) Register of Corporal Punishment. (Entries to be removed one month after being perused and initialed by an inspector of schools.)
- (m) Book of Regulations and General Instructions. (May be destroyed five years after issue of new book.)
- (n) Inventories of furniture, apparatus, books and other requisites. (To be retained until new inventory is drawn up and endorsed by an inspector of schools.)
- (o) Files of the *Education Gazette and Teachers' Aid*, including supplements. (Not to be destroyed.)
- (p) Classified Rolls. (Not to be destroyed.)
- (q) Courses of Study. (Not to be destroyed without the approval of an inspector of schools.)
- (r) Transfer Notes. (Not to be destroyed.)
- (s) Student Teacher Record Book. (Not to be destroyed.)
- (t) Obsolete Books. (Not to be destroyed without the approval of an inspector of schools.)
- (u) Such other records and documents as may from time to time be determined by the Director.

2. All school records and documents, books, and official correspondence shall be considered to be the property of the Minister and shall not be removed from the school without special authority.

3. The head teacher shall be held responsible for the proper training of his assistants and student teachers in the keeping of records and in the compilation of returns.

4. (a) The attendance roll, which shall be original and not copied, shall always commence on the first day of January and terminate on the thirty-first day of December of each year.

(b) The names of all children above four and a half years of age attending the school shall be entered in the order of their grades, and the age of each child at the time of commencing the roll shall be given.

(c) The attendance roll shall be called and shall be marked in ink at least 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 shall be marked as present.

(d) The time for roll-call shall be stated in the time-table.

(e) The attendance of children under four and a half years of age shall not be recorded.

(f) The attendance mark of any child who leaves school before the close of a school meeting and who has not attended for two hours of that meeting shall be cancelled,

5. (a) Each member of the staff of a school and each visiting teacher (including a teacher on one of the special staffs) shall enter in the *Teachers' Time Book* the time of arrival and the time of departure together with the reason for any late arrival, for any early departure, or for any absence from the school premises during school hours.

(b) All entries in *Teachers' Time Books* shall be made at the time of arrival or at the time of departure, as the case may be.

6. All records shall be kept in accordance with the prescribed directions and shall be available at all times for inspection by officers of the Education Department when visiting the school.

**REGULATION XXV.—SCHOOL DISCIPLINE.**

1. Teachers shall do all in their power to form habits of right conduct in their pupils by—

- (a) inculcating the principles of morality, truth, and justice,
- (b) encouraging and judiciously enforcing personal neatness and cleanliness, and
- (c) training the children in habits of modest, orderly and polite behaviour.

2. Teachers shall avoid all degrading punishments and such punishments as are likely to produce bodily harm to the pupils.

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

4. Corporal punishment shall be administered only as provided hereunder:—

- (a) It shall be reserved for cases of grave misconduct, and shall not be inflicted for slowness, dullness, or failure to comprehend what is being taught.
- (b) It shall be inflicted on boys only.
- (c) The instrument employed shall be a strap.
- (d) The only method to be employed shall be that of strapping the pupil on the palm of either hand, such methods as boxing or pulling the ears, rapping the knuckles, or requiring the pupil to stand for excessive periods being prohibited.
- (e) It shall be administered only by the head teacher and by such assistant teachers as he may authorize.
- (f) It shall not be administered by a student teacher.

5. The head teacher shall enter from time to time in the *Register of Corporal Punishment* the names of the assistant teachers authorized by him to inflict corporal punishment.

6. The nature of the offence, the extent of the punishment, the date on which the punishment was administered, and the name, grade, and age of the pupil shall be entered in the *Register of Corporal Punishment*.

7. A pupil may be detained for short periods after school hours, but no child may be detained more than half an hour at any time or for any part of the morning or afternoon recess or be given less than one clear hour for midday recess.

**REGULATION XXVI.—COMPULSORY ATTENDANCE AND THE TRANSFER OF PUPILS.**

1. The head teacher of each State school shall furnish the following returns:—

- (a) On the last day in each month—
  - (i) a certified return giving the names, ages and other particulars (as set forth in the prescribed form) in

respect of all children of school age who attended his school during the period covered by such return but who failed to attend regularly in the said period as required by the *Education Act 1928*,

or

- (ii) if there are no such cases of default, a certificate, on a prescribed form, to that effect.

(b) A return of children of school age who were enrolled at his school during the period covered by the previous return but who were not in attendance during the period covered by the certified return required under sub-clause (a) of this clause.

(c) As often as may be necessary, a return of children of school age residing within statutory distance of his school who have been absent from school continuously and who are known to be not enrolled at any school.

(d) Such returns as may be required for the purposes of the Annual Report.

In the case of part-time schools the head teacher shall furnish the above-mentioned returns in respect of each branch.

2. (a) If a child of school age on the roll of any State school is absent on any school half-day, the head teacher of the school shall, in writing, require the parent or guardian of such child to forward an excuse for such absence and the excuse offered shall be entered in the certified return.

(b) If the parent or guardian, after being required to forward an excuse in accordance with sub-clause (a) of this clause, neglects or refuses to do so within five days, an entry to that effect shall be made in such return.

(c) All excuses forwarded in accordance with sub-clause (a) of this clause shall be filed by the head teacher and, in the case of schools visited by an attendance officer, shall be available for inspection by such officer.

3. (a) When a child is presented for enrolment in any State school, such child shall furnish to the head teacher of such school a transfer note from the head teacher of the State school last attended by him, provided that when numbers of children are transferred to the same school at the same time a list of such children with the required information in tabular form may be supplied in lieu of individual transfer notes.

(b) When a pupil whether under or over fourteen years of age leaves any State school (primary, secondary, or junior technical) to attend any other State school and has complied with the conditions governing the issue of transfer notes, the head teacher shall provide such pupil with a transfer note giving the particulars of the last week's attendance of such pupil and the number of half-days the school was open during such week.

(c) Parents or guardians shall be permitted to transfer their children from a State school to any other State school at the commencement of the half-year ending on the thirtieth day of June or the thirty-first day of December or at any time when the parent or guardian removes his residence nearer to another State school.

(d) If a transfer is desired under circumstances other than those referred to in sub-clause (c) of this clause, the written consent of the School Committee of the school from which transfer is desired shall first be obtained.

(e) Notwithstanding the conditions prescribed herein, a child whose parents reside beyond the boundaries of a school area which is zoned by order of the Minister shall not be eligible for transfer to a State school situated within such zoned area.

4. (a) If a child is presented at any State school without a transfer note the head teacher of the school shall admit but not enrol such child.

(b) When a child is admitted to a school without a transfer note in accordance with sub-clause (a) of this clause, the head teacher of such school shall at once write to the head teacher of the school which the child last attended and ask for the required transfer note.

(c) Pending the issue of a transfer note in accordance with sub-clause (b) of this clause, a record of the attendance of the child shall be kept but such child shall not be enrolled until a transfer note is received.

5. (a) When a child attending a State secondary school applies for a transfer note to a State primary school, the head teacher of such secondary school shall furnish the Education Department with a report and recommendation.

(b) Transfers under sub-clause (a) of this clause shall be allowed only in cases meriting special consideration and then only with the approval of the Director.

6. When a pupil transfers from one State school to another State school all prescribed individual record cards shall be completed by the head teacher and forwarded direct to the head teacher of the school to which the pupil is transferred.

7. (a) When a child is admitted to any school, the parent or guardian shall be required by the head teacher to fill in and sign the admission form supplied by the Education Department.

(b) The information furnished in the admission form shall be entered by the head teacher at once in the *Pupils' Register*.

(c) All admission forms shall be kept in the school and, in the case of schools visited by an attendance officer, shall be available for inspection by such officer.

(d) The name of a child shall not be removed from the roll of any State school during or at the end of the year unless a satisfactory reason has been supplied in proof of the child's permanent withdrawal from the school.

(e) The attendance officer (if any) shall be advised by the head teacher of all names removed from the roll in accordance with sub-clause (d) of this clause.

(f) When preparing the roll at the commencement of each year the head teacher shall ensure that he re-enrols all children of school age whose names appear on the roll for the previous year.

(g) The head teacher of each school shall arrange for the addresses of parents to be revised at least half-yearly and shall ensure that any changes in the guardianship of children are duly recorded.

8. The Minister may grant a general certificate of exemption in respect of children attending any registered school where he is satisfied—

(a) that on each day when the school is required to be in session at least two hours' secular instruction is given before noon and at least two hours after noon,

(b) that the attendances of the children are marked on the rolls in strict accordance with the directions issued therewith,

and

(c) that an inspector of schools has certified in writing that instruction in the subjects of the standard of education as prescribed by the regulations relating thereto is efficiently and regularly given in such school.

9. Such general certificate of exemption shall be in the following or like form:—

Certificate No.

Education Department,

Melbourne, C.2.

EDUCATION ACT 1928, SECTION 28.

This General Certificate of Exemption for children attending the registered school known as \_\_\_\_\_ registered No. \_\_\_\_\_ situated in \_\_\_\_\_ has been granted in accordance with the provisions of section 28 of the *Education Act 1928*, and shall be in force for one year from the date hereof, but shall have no force in respect to any child who does not comply with the conditions of attendance as required by the *Education Act 1928*.

10. This regulation shall be read in conjunction with the provisions of sections 3 and 25 of the *Education Act 1928*\*.

\* Section 3 of the *Education Act 1928* provides that—

“Parent” includes guardian and every person who is liable to maintain or has the actual custody of any child and any person with whom a child resides or who is the occupier of a house in which a child resides.

“Child” means child of school age, that is to say a child of not less than six nor more than fourteen years of age.

Section 25 of the *Education Act 1928* reads as follows:—

(1) The parents of every child of not less than six nor more than fourteen years of age shall, unless there is a reasonable excuse for the child's non-attendance, cause such child to attend a State school on every school half-day in each week.

(2) Attendance at school on any school day for two hours before noon, or for two hours after noon, shall in each case be deemed to be attendance on a school half-day: Provided that the Minister may in the case of children under nine years of age authorize a reduction of such hours.

(3) Any of the following reasons shall be a reasonable excuse as regards any child:—

- (a) That the child is under efficient and regular instruction in some other manner, and is complying with the like conditions of attendance as are required under this section with regard to attendance at State schools; *or*
- (b) that the child has been prevented from attending school by sickness, reasonable fear of infection, temporary or permanent infirmity, or any unavoidable cause; *or*
- (c) that the child has been excused by a general or particular order of the Minister; *or*
- (d) that the child is at least thirteen years of age and has obtained a certificate of merit as prescribed; *or*
- (e) that there is no State school which the child can attend within a distance—
  - (i) of 1 mile if the child is under seven years of age; *or*
  - (ii) of 2 miles if the child is seven years of age, but under nine years of age; *or*
  - (iii) of 2½ miles if the child is nine years of age, but under eleven years of age; *or*
  - (iv) of 3 miles if the child is at least eleven years of age;

such distance in every case being measured from the residence of the child according to the nearest practicable road† by which the child could attend a State school.

(4) In the event of any child being unable for any reason to attend school on a school half-day, the parent, if so required by the teacher of the school, shall within five days by himself or authorized agent inform the teacher of the reason of the child's non-attendance; and all such information shall be reduced to writing, and filed by such teacher for inspection by an authorized officer. If a parent omits so to inform the teacher of the reason of the child's non-attendance, and fails to show reasonable grounds for such omission, the child shall be deemed to be absent without a reasonable excuse.

(5) For the purposes of this section—

“Efficient and regular instruction” means instruction of such standard and in such subjects as may be prescribed.

† The ages and distances prescribed in sub-section (3) (e) should be noted, and the word “road” interpreted as “surveyed road.”

#### REGULATION XXVII.—HOME LESSONS.

1. Head teachers may require the preparation of lessons at home by pupils subject to due regard being paid to the reasonable wishes of the parents.

2. Home lessons shall be of such a nature as can be performed by the pupils without assistance.

3. In primary schools—

- (a) Specific assignments of formal work set for home lessons shall be based on instruction previously given at the school.
- (b) Informal activities such as crafts, projects, club work, directed reading, and directed wireless listening may be regarded as suitable for home-work.
- (c) (i) No home lessons of any kind shall be given to pupils in Grades I. and II.
- (ii) The home lessons given to pupils in Grade III. and IV. shall not exceed half an hour each evening.

(iii) The home lessons given to pupils in Grades V. and VI. shall not exceed three-quarters of an hour each evening.

(iv) The home lessons given to pupils of Grades VII. and VIII. shall not exceed one hour each evening.

4. In schools other than primary schools the nature of the home lessons and the time spent on them shall from time to time be determined by the Director.

#### REGULATION XXVIII.—HOLIDAYS.

1. The holidays, exclusive of Saturdays, observed in State schools shall, except in cases where a different arrangement is determined by the Director and approved by the Minister, be as follows:—

(a) A vacation, at the end of the third term, of at least—

(i) Five weeks and one day in the case of State primary schools, central schools and higher elementary schools;

(ii) Six weeks and one day in the case of State district high schools, girls' schools and technical schools.

(b) A vacation of one week and one day at the end of the first term.

(c) A vacation of one week and one day at the end of the second term.

(d) The following public holidays, when they do not fall within a vacation period, namely, Australia Day, Labour Day, Good Friday, Easter Monday, Easter Tuesday, Anzac Day, King's Birthday, and such other days as may be gazetted as public holidays, except those proclaimed in connexion with a race meeting (horse racing or coursing or the like), provided that no school shall observe more than one public holiday proclaimed for agricultural shows in each calendar year.

2. (a) The Director, with the approval of the Minister, shall each year determine the dates of the three terms mentioned in clause 1 above.

(b) The dates of the aforesaid terms shall be at such times as to provide that the dates of the vacations at the end of the first and second terms shall, as far as practicable, be concurrent with the corresponding vacations observed by registered schools and the University of Melbourne.

3. In addition to those provided in clause 1 above the following holidays may be observed under the conditions specified hereunder:—

(a) One holiday in each calendar year, with the approval of the school committee, for the purpose of a school or other local celebration, provided that no such holiday shall be given for a race meeting or in conjunction with a vacation or a public holiday.

- (b) With the approval of the Director schools may be closed for an additional week in conjunction with the vacations mentioned in sub-clauses (a), (b), and (c) of clause 1 above, in order that teachers may attend a two weeks' course of instruction in educational subjects under the direction of the Education Department.
- (c) With the approval of the Director schools may be closed for two days in each calendar year in order that teachers may attend courses of instruction in physical education and singing and in such other subjects as may from time to time be determined.
- (d) Schools may, with the sanction of the district inspector, be closed for one day in each calendar year in order that teachers may attend a district conference and for one day or two half days for group meetings.
- (e) One day in conjunction with holidays specified in sub-clauses (a), (b), and (c) of clause 1 above may be granted because of transport difficulties, provided that such concession shall not be granted unless an application setting out fully the special reasons why the additional day is deemed necessary is submitted by the head teacher at least a month before the commencement of a vacation and is approved by the Director.
- (f) Such other holidays as may be granted by the Minister.
4. In any municipality for which a show holiday has been gazetted a school that is not within a reasonable distance of the location of the show may be permitted to observe a gazetted show holiday in another municipality where the show is more conveniently situated provided that in each case an application by the head teacher is approved beforehand by the Director.
5. Whenever a school is closed on days other than those specified in clause 1 above the head teacher shall—
- (a) give beforehand ample notice in writing to the school committee and to the district inspector,
- and*
- (b) attach a special report to the Quarterly Return including, in the case of a holiday granted by the school committee, the written consent of such committee.
6. A head teacher who fails to forward the special report and the written consent of the school committee as mentioned in clause 5 (b) above or who closes his school on days other than those specified in clauses 1 and 3 above shall, unless a satisfactory explanation is furnished, have his pay deducted in respect of such absence.
7. In this regulation school committee refers also to advisory council and to technical school council.

**REGULATION XXIX.—SCHOOL ENTERTAINMENTS.**

1. When, in connexion with any school, it is proposed to hold any entertainment or to organize any local effort having for its object the establishment or augmentation of school funds, the permission of the Director shall first be obtained.
2. The sanction of the head teacher and the school committee to any proposal to raise funds by mothers' clubs or other parents' associations shall be obtained before application is made for the approval of the Director as provided in clause 1 above.
3. The head teacher shall confer with, and obtain the co-operation of, the school committee in carrying out the necessary arrangements.
4. (a) Except as otherwise provided in sub-clauses (b) and (c) of this clause all funds raised by school entertainments or by other local efforts shall be held in trust by the school committee and shall be expended in such manner as may be deemed by the head teacher and the school committee conjointly as most desirable in the interests of the school.
- (b) If a mothers' club or other parents' association intimates to a school committee that it so desires, any funds raised by such club or other parents' association for any specific object approved in accordance with the provisions of clause 2 above may be placed in a trust account at a State or Commonwealth Savings Bank in the name of the treasurer or secretary of the mothers' club or other parents' association (as the case may be) and the correspondent of the school committee acting conjointly; and in that event such mothers' club or parents' association may disburse such funds for such approved object provided that a balance-sheet is submitted to the school committee as early as possible after the disbursement of the funds.
- (c) Any funds raised for general school purposes by mothers' clubs or other parents' associations may, instead of being held in trust by the school committee as provided in sub-clause (a) of this clause, be placed in a trust account at a State or Commonwealth Savings Bank in the name of the school committee and disbursed by a committee consisting of the head teacher, three members of the school committee, and three members of the mothers' club or other parents' association.
- (d) All funds raised by school entertainments or other local efforts shall as soon as practicable be paid into the appropriate bank account.
5. If a disagreement arises as to the disposal of funds mentioned in clause 4 above, the matter shall be referred to the Education Department for decision.
6. Within a reasonable time after any school entertainment the head teacher shall—
- (a) obtain from the school committee or mothers' club or other parents' association a balance-sheet showing the receipts and expenditure of the entertainment,
- and*
- (b) forward to the Education Department a statement, certified by the chairman, correspondent or treasurer of the school committee,



showing the amounts of receipts, expenditure, and balance and naming the object to which the credit balance is to be devoted.

7. When any school entertainment is being given by, or is being provided for, the school children, the head teacher may require members of his staff to attend for the purpose of aiding in the maintenance of order among the children and of giving such other assistance as he may deem necessary.

8. (a) No teacher who is required to attend a school entertainment as provided in clause 7 above shall be exempted from such attendance unless he applies for, and obtains beforehand, the necessary approval of the Director.

(b) Members of a school staff who attend a school or district picnic or other entertainment under the provisions of clause 7 above shall not be put to expense, either in connexion with travelling or for meals.

9. No raffles, games of chance, or other forms of gambling, and no competitions of a personal nature, such as queen carnivals or baby shows, shall be conducted in connexion with any function under the provisions of this regulation.

#### REGULATION XXX.—SCHOOL ENDOWMENT PLANTATIONS.

1. School endowment plantations for the planting and caring of trees may be established in connexion with any State school under the conditions mentioned hereunder.

2. For the purpose of the establishment of a school endowment plantation—

(a) an area of land may, with the approval of the Minister of Public Instruction, be secured provided that such area is formally set apart by the Minister of Lands in the case of Crown lands or by the Minister of Forests in the case of State forest reserves,

and

(b) an area consisting of portion of the school site may, with the approval of the Director, be set apart.

3. Each of the areas mentioned in clause 2 above shall—

(a) be registered by the Education Department as a school endowment plantation,

and

(b) be vested in a body of trustees consisting of the persons occupying for the time being the positions respectively of head teacher of the school, the Chairman of the school committee or school council, the district inspector together with such local representatives as the Minister may appoint.

4. When an area has been set apart for a school endowment plantation in connexion with any school, a covenant, on a prescribed form, shall be entered into

by the trustees, whereby they undertake that the work of establishing and maintaining the plantation will be carried out.

5. The covenant mentioned in clause 4 above shall be retained in the school together with an annual certificate showing the names of all persons who have taken a substantial part in developing the school endowment plantation during the preceding year.

6. (a) All proceeds derived from the sale of any produce from such plantation shall be paid by the trustees into a fund to be called the School Endowment Plantation Fund.

(b) This fund shall, subject to the approval of the Minister, be used for such purposes connected with the school or the school endowment plantation as the trustees may determine.

7. The trustees of a school endowment plantation shall, before proceeding to cut the trees, either for the purpose of thinning out the plantation or for the purpose of the sale of trees, obtain, through the Education Department, the approval of the State Forests Department.

8. A school endowment plantation shall be open at all times to inspection by an officer of the Education Department or of the State Forests Department.

9. When a vacancy occurs in the office of head teacher in a school to which is attached a school endowment plantation, the incoming teacher shall be required to give an assurance that he will maintain the continuity of the work in such plantation.

10. The district inspector shall furnish a report, at least once a year, on each school endowment plantation in his district.

#### REGULATION XXXI.—RESIDENCES.

1. When schools are provided with residences the head teacher shall be charged such rent as may from time to time be determined.

2. The head teacher—

(a) shall be required to occupy the residence or to arrange for its occupation by a person approved by the Director, and

(b) shall be held responsible for the due protection of the property.

3. In any case where a residence is sub-let the rent paid by the tenant shall not, except with the express approval of the Minister, exceed the rent charged to the head teacher.

4. All repairs to residences, ordinarily called tenant's repairs, shall be effected by the head teacher.

5. The tenant's repairs mentioned in clause 4 above shall include the following items:—

(a) Floors to be thoroughly scrubbed, and walls and ceilings to be brushed and (when necessary) washed, with sufficient frequency to keep the premises clean and healthy;

(b) All eaves, spouting, downpipes, and tanks to be kept free from leaves and dirt;

- (c) All drains to be kept clean and free from stoppages;
- (d) All chimneys and windows to be kept clean;
- (e) All locks, latches, stoppers to basins, keys and handles to doors and cupboards, and glass in windows and doors to be kept in proper repair;
- (f) Out-offices to be kept in a sanitary condition and the pans in earth-closets emptied at regular intervals;
- (g) Site to be kept clean and free from rubbish, and noxious weeds to be destroyed.

**REGULATION XXXII.—USE OF SCHOOL BUILDINGS.**

1. The Minister may grant permission, subject to the conditions hereinafter mentioned, for the use of any school building at times when school is not being held in such building.

2. Applications for permission to use a school building shall be made through the head teacher, who shall forward them, accompanied by a recommendation by himself and by the school committee, in time to reach the Education Department at least seven clear days prior to the date on which such building is to be used.

3. (a) Notwithstanding anything contained in clauses 1 and 2 above, any candidate at a State Parliamentary election may, for the purpose of public meetings of electors convened or held in connexion with such election, use any suitable room in any State school building after the ordinary school hours, subject to the restriction that the teacher's residence does not form a part of the building.

(b) At least two days before the date upon which the room will be required, the candidate shall make application to the head teacher and shall pay the prescribed fee to the school committee and shall give the required guarantee on the prescribed form.

(c) (i) The candidate shall make good any damage that may be done to the school property including the fencing, gardens, and equipment.

(ii) Such damage shall be assessed by an inspector of works in the service of the Public Works Department.

4. (a) The person or persons permitted to use the building shall give a guarantee in the form prescribed hereunder:—

I, \_\_\_\_\_, of \_\_\_\_\_, in consideration of permission having been granted to \_\_\_\_\_ to use the premises of State School No. \_\_\_\_\_, situated at \_\_\_\_\_, for the purpose of \_\_\_\_\_, on \_\_\_\_\_, do hereby bind myself to pay to the Honorable the Minister of Public Instruction the cost of any damage which may be done to the said school premises, or to the furniture therein, during the time the said school premises and furniture are in use for \_\_\_\_\_ as above

mentioned, such damage to be assessed by an inspector of works in the service of the Public Works Department; and, further, I hereby bind myself, in the event of its being necessary to displace the furniture or school equipment, to do so at my own expense and risk, and to replace the said furniture and school equipment at least one hour before the commencement of the next school meeting, and to leave the premises in a fit state of cleanliness and tidiness for the resumption of school work.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Witness \_\_\_\_\_

(b) Such guarantee form, when duly completed, shall be forwarded immediately by the head teacher to the Education Department.

5. The guarantee form may be signed by the chairman or correspondent on behalf of a school committee, or by the president or honorary secretary on behalf of a mothers' club or other parents' organization, provided that a resolution is passed by the body concerned, and is included in the minutes of its proceedings, indicating clearly that the responsibility is shared by all members.

6. The head teacher shall not in any circumstances permit the use of a school building for any purpose other than for school work unless he has first obtained the approval of the Minister and the prescribed guarantee form has been duly completed and forwarded.

7. (a) Any displacement of school furniture or equipment shall be done at the expense and risk of the person or persons using the room.

(b) All such furniture and equipment shall be replaced by the person or persons using the room at least one hour before the commencement of the next school meeting.

8. The charges made for the use of school buildings shall be as follows:—

(a) For the use of each room for entertainments and for meetings (other than those mentioned in clauses 3 above and 10 below)—  
 Five shillings, provided that when school rooms are used periodically for such purposes the charge may, with the consent of the school committee, be reduced to Two shillings.

(b) For the use of each room for religious services—  
 One shilling, provided that, where the school has an average attendance of under 30 children, the Minister may, upon the recommendation of the school committee, grant the use of the building for religious services free of charge.

(c) For the use of any suitable room for electoral purposes as provided in clause 3 above—

(i) Ten shillings and six pence for schools situated within any city, town or borough.

(ii) Five shillings for schools situated within any shire.

9. No charge shall be made for the use, outside ordinary school hours, of a school room for religious instruction given immediately before or after the morning meeting, or immediately before or after the afternoon meeting, provided that the approval of the Minister is first obtained for the holding of religious instruction and for the use of the school room for the purpose.

10. (a) No application shall be required and no charge shall be made for the use of school rooms for meetings of school committees, or meetings of parents held for the nomination of school committees, or for the business meetings of mothers' clubs or of decoration and equipment committees or of such other school organizations as may be approved by the Minister.

(b) Three clear days' notice of the intention to hold such meetings shall be given to the head teacher.

11. (a) The use of school buildings for the purpose of holding competitions of a personal nature, such as queen carnivals or baby shows, shall not be permitted.

(b) No gambling and no intoxicating liquor shall be allowed in school buildings or their precincts.

12. (a) Permission for the occasional use of a school building may be granted by the Minister for the purpose of school entertainments for private profit, provided that he is satisfied as to the educational nature of the entertainments, and of the personal character of the applicant.

(b) The names of persons receiving general permits for the purpose of holding such entertainments shall from time to time be announced in the *Education Gazette* and *Teachers' Aid* as authority to the head teachers.

13. All moneys received for the use of school buildings for the purposes mentioned in clause 8 above shall be paid to the school committee and shall be applied to a fund for the equipment of the school.

14. Except in special cases and under special conditions approved by the Minister, a school building shall not be used during a school vacation for any purpose other than for meetings of the school committee or for religious services.

15. Permission shall not be granted for the use of school buildings for any purpose likely to interfere with the comfort of the teacher and his family when they reside upon the school premises, or likely to cause damage to the school buildings or furniture or equipment.

#### REGULATION XXXIII.—SCHOOL COMMITTEES.

##### *Nomination and Appointment.*

1. The Governor in Council may appoint a school committee, consisting of not more than seven or fewer than three persons, for each State primary school.

2. (a) For the purpose of obtaining nominations of candidates for appointment to the school committee, the head teacher shall summon a meeting of the parents and guardians of the pupils attending the school.

(b) Such meeting shall be at an hour convenient to the majority of the parents and guardians, and shall be in the month of March at the end of the triennial period during which the retiring school committee held office, and not later, if possible, than the third anniversary date of the previous triennial meeting of parents and guardians held for the purpose.

3. In the case of a newly-established school or when, for any other reason, it has been found impossible to hold a meeting as provided in clause 2 above, arrangements may be made by the Minister for a special meeting of parents and guardians at a time and on a date to be fixed.

4. (a) No person shall be appointed a member of a school committee for more than three years, but any person appointed a member shall, on ceasing to be a member, be eligible for re-appointment, except as provided in clause 44 below.

(b) If, however, the triennial meeting held in the month of March as provided in clause 2 above is on a date after the third anniversary date of the previous triennial meeting, the members of the school committee shall continue in office during such intervening period.

5. All members of the school committee shall retire on the day preceding the date of the next triennial meeting of parents and guardians after the date of their appointment.

6. (a) Seven days before the date fixed for the meeting of parents and guardians the head teacher shall—

(i) notify parents and guardians, in the form prescribed, of the date, hour, place, and object of such meeting,

*and*

(ii) post a notice, containing such particulars, on the door of the school building.

(b) The head teacher shall, on each of the intervening school days, announce to the school pupils the particulars mentioned in sub-clause (a) of this clause.

7. The head teacher or a deputy appointed by him shall preside at the meeting of parents and guardians.

8. (a) Nominations shall be made at the meeting.

(b) Persons nominated may be of either sex and need not be the parents or guardians of pupils attending the school.

(c) A person not present at the meeting shall not be nominated unless his consent in writing is produced at the meeting.

(d) A person employed in any capacity at a school or the wife or husband of such a person shall not be eligible for nomination.

(e) A person who is not a natural born or a naturalized British subject shall not be eligible for nomination.

9. If the number of candidates does not exceed the number of persons to be appointed to the school committee, the head teacher or his deputy shall—

(a) declare such candidates to be duly elected,

(b) post a notice to like effect on the school door,  
*and*

- (c) notify the Education Department, on the prescribed form, of the full names (including the full Christian names) of the persons so elected.

10. If the number of candidates exceeds the number of persons to be appointed to the school committee, the head teacher shall proceed forthwith to hold a ballot in accordance with the following directions:—

- (a) The ballot shall be held in the school building unless otherwise sanctioned by the Director.
- (b) The head teacher or his deputy shall have entire control of the ballot and shall have power to decide any question or dispute that may arise in reference to the ballot.
- (c) No person other than the parents or the guardians of an enrolled pupil shall be entitled to vote or to propose a candidate.
- (d) The head teacher or his deputy may require a person claiming the right to vote as a guardian to produce satisfactory evidence that he is the bona fide guardian of an enrolled child.
- (e) A vote for more or less than the full number of members required shall be deemed to be invalid.
- (f) The head teacher or his deputy shall write on a blackboard the names of all the candidates.
- (g) Two persons who are not candidates for election shall be appointed as tellers by the parents and guardians at the meeting.
- (h) The tellers shall—
- (i) hand to each voter a ballot paper on which the voter shall write the names of the candidates he desires to be elected,
  - (ii) collect the ballot papers,
  - (iii) count the number of votes given to each candidate,
- and*
- (iv) report to the head teacher or his deputy the result of the voting.
- (i) The head teacher or his deputy shall—
- (i) declare the candidates up to the number of seven who have received the greatest number of votes to be duly elected,
  - (ii) post a notice to like effect on the school door;
- and*
- (iii) notify the Education Department, on the prescribed form, of the full names (including the full Christian names) of the persons so elected.
- (j) (i) If two or more candidates receive an equal number of votes, the head teacher or his deputy shall announce to the meeting the names of such candidates.
- (ii) If a further ballot is thus rendered necessary, the head teacher or his deputy shall forthwith take steps to

hold a ballot to determine which of such candidates shall be included in the required number of persons to be elected.

- (iii) If such ballot proves inconclusive, lots shall be drawn.

- (k) (i) If, at a meeting of parents and guardians duly summoned for the purpose of electing or nominating members of the school committee, there are, from any cause, no nominations or a less number of nominations than is necessary for the constitution of the school committee, the meeting shall stand adjourned until the same day of the following week and the head teacher shall, by announcement to the pupils, give not less than three days' previous notice to the parents and guardians.
- (ii) If at such adjourned meeting there are, from any cause, no nominations or a less number of nominations than is necessary for the constitution of the school committee, the head teacher shall forward a report to that effect to the Education Department whereupon the Minister may order arrangements for a further meeting or may take such steps as he considers desirable for the appointment of the committee.

11. (a) Whenever a vacancy on a school committee occurs during the triennial period the correspondent of such committee shall immediately notify the head teacher who shall thereupon report the matter to the Education Department.

- (b) (i) Subject to the approval of the Minister the head teacher shall, if the vacancy occurs during the first two years in the triennial period, convene a meeting of parents and guardians for the purpose of making a nomination to fill the vacancy.

- (ii) If the vacancy occurs during the last year in the triennial period, the Minister may, if he considers the circumstances warrant such action, accept a nomination by the remaining members of the committee of an eligible person for appointment to the vacancy.

(c) The person appointed under this clause shall hold office only until the end of the triennial period for which the other members of the school committee were appointed.

12. The head teacher shall, as early as possible after the nomination has been made, notify the Education Department of the full name (including the full Christian names) of each person nominated under the provisions of clause 11 above, for appointment to a vacancy on a school committee.

13. Notification of the appointment by the Governor in Council of members of the school committee shall be made to the head teacher, who shall thereupon notify each member of his appointment.

*Meetings.*

14. (a) Within a reasonable time after its appointment, the head teacher shall summon the school committee to its first meeting for the purpose of electing members as officers and of arranging for the carrying out of the duties of the committee.

(b) The head teacher shall, immediately after such meeting, notify the Education Department of the full names of the members appointed to the respective offices of chairman, correspondent and treasurer.

15. (a) The correspondent of the school committee shall give members three clear days' notice, in writing, of the date and time of each ordinary meeting of the committee.

(b) For the purpose of such notice suitable cards may be obtained from the Education Department.

16. Unless otherwise authorized by the Director, meetings of school committees shall be held in school buildings and at least once each month, at times to be decided by the committee at its first meeting after appointment.

17. (a) Three members of the school committee shall form a quorum.

(b) If, within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be adjourned to another time to be fixed.

18. No person shall take any part in the deliberations of the school committee unless his nomination as a member has been accepted by the Minister.

19. All meetings of the school committee shall conform to the rules, forms, and usages of debate followed by municipal councils.

20. The business of the ordinary meeting shall be proceeded with in the following order:—

- (a) Reading the minutes of the previous meeting, and correcting the errors, if any, after which the minutes shall be confirmed and signed by the chairman;
- (b) Considering all matters arising out of the minutes of the previous meeting;
- (c) Reading and dealing with all correspondence;
- (d) Considering and passing accounts for payment;
- (e) Considering and ordering upon the reports of visits paid to schools;
- (f) Ordinary business not elsewhere included;

*and*

- (g) Incidental business which any member shall think fit to bring under consideration.

21. (a) The chairman shall—

- (i) announce all votes and decisions,
- (ii) decide all points of order,

*and*

- (iii) have a deliberative as well as a casting vote.

(b) A member when called to order shall take his seat until the point is determined.

22. The correspondent shall be required—

- (a) to attend meetings of the committee,
  - (b) to take minutes of all proceedings,
- and*
- (c) to carry out all the directions of the committee.

23. The treasurer—

- (a) shall keep correct accounts and books showing the financial affairs of the committee and the particulars usually shown in accounts and books of a like nature,
  - (b) shall receive all moneys and, as soon as practicable, shall pay them into an account, styled ". . . . . State School Committee Account," at any bank selected by the committee for the purpose, and shall see to the payment of all accounts when passed by the committee,
- and*
- (c) shall, at the end of February in each year, present to the school committee a duly audited balance-sheet which shall be made available for perusal by the head teacher or by any parent or guardian upon request.

24. Office-bearers as in the case of other members shall be entitled to vote on all matters under consideration by the school committee.

25. All cheques on the bank account shall be signed by the treasurer and another member of the committee appointed for that purpose.

26. (a) A special meeting of the school committee may be held at any time decided upon by the committee.

(b) Upon the request of two or more members a special meeting shall be held, provided that two clear days' notice thereof in writing is given to the chairman who shall thereupon instruct the correspondent to convene such special meeting.

(c) The correspondent shall summon all members in writing stating the object of such special meeting.

(d) The business of such special meeting shall be confined to the object for which it is convened.

27. (a) The head teacher may, if invited by the committee, attend any meeting of the school committee.

(b) The head teacher shall be allowed no voice in the conduct of the meeting or in the decisions of the committee other than the expression of opinions, when so requested by the chairman, on any subject under discussion.

28. The school committee may permit representatives of the mothers' club and other school organizations to attend its meetings at such times and for such periods as it may determine.

*Duties and Powers.*

29. The duties and powers of a school committee with regard to the school for which it is appointed shall be—

- (a) to exercise a general oversight over the buildings and grounds, and to report to the Education Department on the condition thereof when necessary;
  - (b) to assist the head teacher in carrying out the improvement of the school grounds, the establishment and maintenance of school gardens, agricultural plots and school endowment plantations, and the decoration and equipment of the school rooms, provided that no expense to the Education Department in this connexion shall be incurred without the approval of the Minister;
  - (c) to provide, if required, for the necessary cleaning and the sanitary services of the school, provided that no expense to the Education Department in this connexion shall be incurred without the approval of the Minister;
  - (d) to visit the school from time to time and to record, in the book provided for the purpose, the opinion of the committee as to the general condition of the school buildings and grounds and any other remarks they may desire to make on matters arising out of their visit;
  - (e) to use every endeavour to induce parents to send their children regularly and punctually to school;
  - (f) to arrange, where necessary, for suitable board and lodging at reasonable rates for teachers (especially women teachers) appointed to the school;
  - (g) to recommend for the approval of the Minister what use under the prescribed conditions shall be made of school buildings after the children are dismissed or on days when no school is held;
  - (h) to investigate, when so authorized by the Director, any complaints that may be made to them as to the conduct of teachers and as to the relations between teachers and parents and shall, after such investigation, furnish a full report to the Education Department;
  - (i) to co-ordinate the activities of, and to co-operate with, all bodies organized to promote the welfare of the school such as decoration and equipment committees, mothers' clubs, parents' associations, old pupils' associations, and the like;
  - (j) to endeavour to stimulate interest in the school;
- and*
- (k) to carry out any other prescribed duties.

30. The school committee shall not commit itself to any expenditure unless its ability to meet in full any liability accepted is beyond doubt.

31. Members of school committees shall be expected—

- (a) to see that the health and comfort of teachers and pupils are provided for;
  - (b) to see that regular and punctual attendance by both teachers and pupils is insisted upon;
  - (c) to encourage sympathetic relations between teachers and parents;
- and*
- (d) to protect teachers from vexatious and frivolous complaints.

32. Members of school committees may make suggestions but shall not give orders to teachers or interfere either with the curriculum of instruction or with the methods of teaching employed by the teachers.

33. Members of school committees may check and sign the *Attendance Rolls* at each visit.

*Works that may be done under the Direction of Committees.*

34. The Minister may place at the disposal of school committees annual allowances to be expended on State school buildings under their supervision in accordance with the following conditions:—

- (a) Allowances shall be expended only on minor repairs to school buildings (including out-buildings), tanks and stands, furniture, boundary fences, and grounds to prevent further damage or dilapidation to school property or to prevent accidents to pupils and teachers.
- (b) The allowances shall not be expended on minor repairs for which head teachers are responsible in consideration of the maintenance allowance paid to them.
- (c) The expenditure shall not exceed the amount of the allowance placed at the disposal of a committee.
- (d) No expenditure shall be incurred on leased buildings.

35. (a) In addition to the allowance mentioned in clause 34 above, the Minister may grant an allowance not exceeding £5 for each financial year for minor works at school residences provided that no expense in this connexion is incurred without the approval of the Minister.

(b) Full details of the proposed works and an estimate of the cost shall be included in the committee's application for the Minister's approval.

36. Work which involves structural alterations to Departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

37. Allowances placed at the disposal of school committees for a financial year shall lapse on the thirtieth day of June in each year.

38. (a) Payment of the whole or any portion of the allowances authorized under clauses 34 and 35 above shall be made by the Education Department on the completion of the work and upon the presentation of claims setting forth clearly the nature of the work carried out.

(b) Claims for payment shall, immediately on completion of the work, be submitted, on the form prescribed for the use of school committees, by the person to whom payment is due, and shall be certified to by the chairman or the correspondent of the school committee, provided that, when the school committee has expended any sums, receipts for such expenditure shall accompany the claim which shall be submitted by the correspondent or treasurer of the school committee and certified to by the chairman.

39. (a) To encourage school committees to assist in improving the condition of the school and grounds the Minister may, provided that moneys for the purpose are placed at his disposal by the Legislature, subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly upon site works, or upon the erection of shelter pavilions or bicycle sheds, or upon such other improvements of the school property as may be approved.

(b) No subsidy shall be paid unless the Minister's sanction to the expenditure has been obtained prior to the carrying out of the works.

(c) All applications for such sanction shall include—

(i) full details (including a sketch plan) of the proposed works,

(ii) an estimate of their cost,

and

(iii) an assurance that the local contribution towards the cost of the work has been raised.

40. No member of a school committee shall, without the express approval of the Minister obtained beforehand, be directly or indirectly interested pecuniarily in any work in respect of which an allowance or a subsidy is granted under clauses 34, 35, and 39 above.

#### General.

41. All minute books, correspondence, and other documents of the school committee shall be the property of the Education Department and shall be filed in the school building with other school records.

42. If, when so required, the school committee is unable to make arrangements for suitable board and lodging at reasonable rates for the head teacher of a school in a small community, the school shall be closed.

43. If, without good and sufficient reason, any school committee fails to hold a meeting within a period of six months following on the last meeting, such committee may be dissolved by the Governor in Council.

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

45. Any member who is absent without reasonable excuse for three consecutive meetings of the school committee to which he has been duly summoned in writing at least three days in advance may be removed from such committee by the Governor in Council.

46. The Governor in Council may at any time remove any member of a school committee and fill up any vacancy however occurring in the office of any member of a school committee.

47. An office-bearer may be removed from office (but not from membership) by resolution of the school committee, provided that the intention to move such a resolution appears in the notice summoning the meeting.

48. No member of a school committee shall receive any payment for his services as a member.

#### REGULATION XXXIV.—COOKERY CENTRES AND NEEDLEWORK CENTRES.

1. The Minister may, on the recommendation of the Director, establish cookery centres and needlework centres in suitable localities under the conditions mentioned hereunder.

2. The equipment necessary for the teaching of cookery and needlework shall be provided free by the Minister.

3. The course of instruction at a cookery centre—

(a) shall extend over a period of twelve months or such other period as may be approved by the Director,

and

(b) shall include—

(i) the practice and theory of elementary cookery including the related domestic duties,

and

(ii) the selection and purchase of the materials used in the preparation of various dishes.

4. The course of instruction at a needlework centre—

(a) shall extend over a period of two years or such other period as may be approved by the Director,

and

(b) shall include the various branches of needlework.

5. State schools in the locality in which a cookery or a needlework centre is established may, on the recommendation of the district inspector, be approved by the Director as contributory schools to the centre, and provision shall be made in the time-table of such schools for the eligible pupils to attend at the centre for a weekly session of at least two and a half hours.

6. The following pupils attending State schools shall be eligible to attend cookery centres:—

(a) Girls in Form II. in secondary schools and in Grade VIII. in primary schools,

and

(b) Girls over the age of thirteen years in Form I. in secondary schools and in Grades VI. and VII. in primary schools.

7. The following pupils attending State schools shall be eligible to attend needlework centres:—

- (a) Girls in Forms I., II., and III., in secondary schools,  
*and*  
 (b) Girls in Grades VII. and VIII. in primary schools.

8. (a) The following numbers of girls attending registered schools shall, if they are at the stage of education equivalent to that set out in clause 6 above, be eligible to attend a cookery centre under such conditions as may from time to time be determined by the Director and approved by the Minister:—

- (i) From Roman Catholic schools—not exceeding two per session.  
 (ii) From registered schools other than Roman Catholic—not exceeding one per session.

(b) Pupils of registered schools in excess of the numbers shown in sub-clause (a) of this clause may be admitted to a cookery centre provided that accommodation is available and that the permission of the Director is obtained beforehand.

9. No tuition fees at cookery or needlework centres shall be charged in the case of pupils admitted under the provisions of clauses 6, 7, and 8 above.

10. (a) Persons other than the pupils of State schools or registered schools referred to in clauses 6 and 8 above may be admitted to a cookery centre in accordance with the provisions of the regulation relating to Special Classes in Approved Subjects.

(b) Persons other than the pupils of State schools referred to in clause 7 above may be admitted to a needlework centre in accordance with the provisions of the regulation relating to Special Classes in Approved Subjects.

11. Head teachers of contributory schools shall, as early as possible, give the teacher in charge of a cookery or needlework centre notice of any proposed closing of their schools or of any other cause likely to interfere with the attendance at a centre.

12. Head teachers of contributory schools shall see that all places allotted to their pupils in a cookery or a needlework centre are kept occupied.

13. The teacher in charge of a cookery or a needlework centre shall be regarded as a member of the staff of the school at which the centre is established, and, whenever there is no attendance at the centre, shall be assigned such other duties at the school as the head teacher may decide.

14. The food prepared at a cookery centre may be supplied to the public at prices to be fixed by the teacher in charge, provided that the prices to be charged for meals shall be approved by the Director.

15. (a) At cookery centres the Day Book shall be balanced each week and the weekly summary of receipts and expenditure on provisions shall be posted in the Summary of Expenditure Book.

(b) At the end of each month, or at such other times as may be determined by the Director, a statement of receipts and expenditure on provisions shall be forwarded on a prescribed form to the Education Department, together with—

- (i) the amount of profit,

*or*

- (ii) a claim on a prescribed form for reimbursement of loss.

(c) Where the amount of profit or loss does not exceed the sum of two shillings, the amount shall be carried forward to the ensuing period, and a statement to that effect shall be made on the prescribed form.

#### REGULATION XXXV.—WOODWORK CENTRES.

1. The Minister may, on the recommendation of the Director, establish woodwork centres in suitable localities under the conditions mentioned hereunder.

2. The equipment necessary for the teaching of woodwork shall be provided free by the Minister.

3. The course of instruction at a woodwork centre shall extend over a period of at least two years and shall include—

- (a) the preparation of the necessary working drawings to scale of useful articles,  
 (b) the construction of the actual articles from these drawings, involving the use of all the ordinary woodworking tools,  
*and*  
 (c) instruction in the characteristics, properties, and uses of the timbers and in the mechanical principles of the tools employed in making the articles.

4. State schools in the locality in which a woodwork centre is established may, on the recommendation of the district inspector, be approved by the Director as contributory schools to the centre, and provision shall be made in the time-table of such schools for the eligible pupils to attend at the centre for a weekly session of at least two and a half hours.

5. The following pupils attending State schools shall be eligible to attend woodwork centres:—

- (a) Boys attending secondary schools.  
 (b) Boys in Grades VII. and VIII. in primary schools.  
 (c) Boys over twelve years of age in Grade VI. in primary schools.

6. (a) The following numbers of boys attending registered schools shall, if they are at the stage of education equivalent to that set out in clause 5 above,



be eligible to attend a woodwork centre under such conditions as may from time to time be determined by the Director and approved by the Minister:—

- (i) From Roman Catholic schools—not exceeding three per session.
  - (ii) From registered schools other than Roman Catholic—not exceeding two per session.
- (b) Pupils of registered schools in excess of the numbers shown in sub-clause (a) of this clause may be admitted to a woodwork centre provided that accommodation is available and that the permission of the Director is obtained beforehand.

7. No tuition fees at woodwork centres shall be charged in the case of pupils admitted under the provisions of clauses 5 and 6 above.

8. Head teachers of contributory schools shall, as early as possible, give the teacher in charge of a woodwork centre notice of any proposed closing of their schools or of any other cause likely to interfere with the attendance at a centre.

9. Head teachers of contributory schools shall see that all places allotted to their pupils in a woodwork centre are kept occupied.

10. The teacher in charge of a woodwork centre shall be regarded as a member of the staff of the school to which the centre is attached, and, whenever there is no attendance at the centre, shall be assigned such duties at the school as the head teacher may decide.

11. Persons other than the pupils referred to in clauses 5 and 6 above may be admitted to a woodwork centre in accordance with the provisions of the regulation relating to Special Classes in Approved Subjects.

12. The teacher in charge of a woodwork centre shall forward to the Education Department, on a prescribed form, returns of attendances at the centre covering such periods as may be determined by the Director.

#### REGULATION XXXVI.—CENTRAL SCHOOLS AND CENTRAL CLASSES.

1. The Minister may establish central schools or central classes in accordance with the conditions mentioned hereunder.

2. Candidates for admission to central schools or central classes shall have satisfactorily completed the work of Grade VI. or its approved equivalent.

3. In metropolitan or large provincial centres where there are not fewer than 100 qualified pupils desirous of admission, a centrally situated State primary school may be established as a central school for the purpose of providing the first and second years of the course for the Proficiency Certificate.

4. In suitable country centres where there are not fewer than twenty qualified pupils desirous of admission, central classes may be established for the purpose of providing—

- (a) the first and second years of the course for the Proficiency Certificate or for the Certificate of Proficiency in Home Arts and Crafts,  
and
- (b) where the attendance at the class warrants it, the third year of the course for the Proficiency Certificate or for the Certificate of Proficiency in Home Arts and Crafts.

5. In all central schools and central classes, teachers assigned for secondary school work and teachers assigned for primary school work shall be under the head teacher, and the staff shall be common to the whole school and may be used in any part of the school as the head teacher may require.

6. Allowances for maintenance or conveyance and for school requisites may be granted to pupils of central schools or central classes in accordance with the provisions of the regulations relating to such allowances.

#### REGULATION XXXVII.—HIGHER ELEMENTARY SCHOOLS.

1. The Governor in Council may by proclamation published in the *Government Gazette* establish higher elementary schools.

2. No higher elementary school shall be established unless the Minister is satisfied that the following conditions are complied with:—

- (a) A written undertaking that their children will complete a prescribed course leading to the Proficiency Certificate (or, in the case of approved dual-purpose schools, the course prescribed for the Certificate of Proficiency in Home Arts and Crafts) shall be furnished by the parents of at least 50 pupils, and at least twenty of these pupils shall hold the Merit Certificate or an approved equivalent qualification.
- (b) An area of land of approximately 8 acres which, in the opinion of the Minister, is suitable as a site for a higher elementary school, shall be provided and the title shall be vested in the Minister.
- (c) A contribution of an approved sum of money shall be guaranteed by the district residents.

3. The qualifications for admission to a higher elementary school shall be as follows:—

- (a) Pupils shall have satisfactorily completed the work of Grade VI. or its approved equivalent.
- (b) They shall furnish a written undertaking from their parents that they will complete a prescribed course leading to the Proficiency Certificate or, in the case of approved dual-purpose schools, the course prescribed for the Certificate of Proficiency in Home Arts and Crafts.

(c) They shall furnish satisfactory evidence that they are of good general health, and are likely to profit by a further course of study.

4. During their course in a higher elementary school, pupils shall be required to attend lessons regularly and punctually, and to make satisfactory progress in the subjects prescribed for their course, and to conduct themselves at all times in a manner that will not bring discredit upon the school.

5. Tuition fees shall be charged in higher elementary schools in accordance with the provisions of the regulation relating to Tuition Fees for Secondary Education.

6. Allowances for maintenance or conveyance and for school requisites may be granted to pupils of higher elementary schools in accordance with the provisions of the regulations relating to such allowances.

7. Unless otherwise approved by the Director, instruction in a higher elementary school—

(a) shall cover a period of three years in a course of study from the standard of Grade VI. up to the standard of the Proficiency Certificate or, in the case of approved dual-purpose schools, up to the standard prescribed for the Certificate of Proficiency in Home Arts and Crafts,

and

(b) shall, provided that the number of pupils in attendance at the school warrants it, cover a further period of two years in a course of study prescribed for the first and second year of the course for the School Leaving examination of the University of Melbourne or in such alternative courses as may be approved by the Director.

8. The school year shall be divided into three terms.

9. (a) No pupil shall be enrolled after the expiration of four weeks from the commencement of the first term, except in special cases approved by the Director.

(b) Pupils of higher elementary schools may be transferred to other secondary schools under the conditions governing the transfer of pupils attending primary schools.

10. Subject to the approval of the Board of Inspectors of Secondary Schools, the classification of pupils, whether at their admission, or at any subsequent period of their attendance at a higher elementary school, shall be determined by the head teacher.

11. Applicants for the position of head teacher in a higher elementary school shall have obtained either First Class Honours or Second Class Honours and have passed in at least three subjects of an approved course for a University degree or diploma and, in addition, they shall be required to furnish satisfactory evidence of their ability to carry out the duties of the position.

12. (a) In all higher elementary schools, teachers assigned for secondary school work and teachers assigned for primary school work shall be under the

head teacher, and the staff shall be common to the whole school and used in any part of the school as the head teacher may require.

(b) Head teachers shall assign duties and responsibilities to assistant teachers in accordance with the salary and status of the positions held by such teachers.

13. Head teachers shall keep such records, furnish such reports, and adopt such general organization and procedure as may from time to time be required.

### REGULATION XXXVIII.—GIRLS' SCHOOLS.

#### *Establishment.*

1. (a) Girls' schools may be established by the Minister in suitable localities to provide a course of instruction in domestic arts and literary subjects.

(b) On the recommendation of the Director, and with the approval of the Minister, instruction may be provided in one or more of the courses of study prescribed for district high schools.

#### *Advisory Councils.*

2. (a) For each girls' school the Governor in Council may appoint an advisory council which shall consist, unless otherwise determined by the Minister, of not more than nine or fewer than five members.

(b) No person shall be appointed a member of an advisory council for more than three years, but any person appointed a member shall, on ceasing to be a member, be eligible for re-appointment except as provided in clause 3 (d) below.

(c) If, however, the triennial meeting held for the purpose of electing members to represent the parents or guardians of pupils, as referred to in clause 14 (a) below, is on a date after the third anniversary date of the previous triennial meeting, the members of the advisory council shall continue in office during such intervening period.

3. (a) Whenever, during the triennial period for which an advisory council is appointed, a vacancy occurs through death, resignation, forfeiture of seat, or other cause, the council may nominate some suitable person to fill such vacancy and, if the nomination is approved by the Minister, such person shall hold office until the end of such triennial period.

(b) The head mistress shall, as early as possible after the nomination has been made, notify the Education Department of the full name (including the full Christian names) of each person nominated under the provisions of sub-clause (a) of this clause for appointment to a vacancy on the advisory council.

(c) The Governor in Council may at any time remove any member of the advisory council and fill any vacancy on the council, however occurring.

(d) The removal by the Governor in Council of any member of the advisory council for misconduct shall render every such person ineligible for re-election and incapable of holding the position of a member of the advisory council for a period of three years from the date of such removal or for such further period as may be determined by the Minister.

## 4. (a) The advisory council shall include—

- (i) Three members elected by the parents or guardians of pupils;
- (ii) One member nominated by, and representative of, the municipal council of the district served by the school;
- (iii) The district inspector of schools;
- (iv) Four members nominated by the district inspector of schools and the head mistress of the school to represent the leading interests of the district.

(b) When the council consists of fewer than nine members, all the divisions mentioned in sub-clause (a) of this clause shall be represented.

5. The Minister may, if he considers it advisable, appoint as members of the advisory council of a girls' school the members of the council or committee of any other school with which the Director may decide to associate the girls' school.

6. (a) The head mistress shall summon the advisory council to its first meeting within a reasonable time after appointment for the purpose of electing officers and arranging for the carrying out of the duties of the council.

(b) The head mistress shall, immediately after such meeting, notify the Education Department of the full names of the members appointed to the respective offices of chairman and treasurer.

7. (a) The head mistress shall give members three clear days' notice, in writing, of the date and time of each ordinary meeting of the advisory council.

(b) For the purpose of such notice suitable cards may be obtained from the Education Department.

(c) The advisory council shall meet at least six times in each year, and any member absent without reasonable excuse from three consecutive meetings to which he has been duly summoned shall thereby forfeit his seat on the council.

8. Three members of the council shall form a quorum.

## 9. The duties of the advisory council shall be—

(a) To exercise a general oversight over the buildings and grounds, and to report to the Education Department the condition thereof when necessary;

(b) To assist the head mistress in carrying out the improvement of the school grounds, the establishment and maintenance of school gardens, and the decoration and equipment of the school rooms and the formation of a school library, provided that no expense to the Education Department in this connexion shall be incurred without the approval of the Minister;

(c) To endeavour to stimulate interest in the school and to extend its usefulness to the community;

(d) To advise in all matters pertaining to the school, more especially in any suggested developments in the course of study;

(e) To organize or participate in plans for vocational guidance and for securing suitable employment for pupils trained in the school;

(f) To arrange, in conjunction with the head mistress, for suitable board and lodging at reasonable rates for resident pupils, and to exercise general supervision over such pupils;

(g) To carry out any other prescribed duties.

10. The advisory council shall have all the powers assigned to a school committee of a primary school in relation to—

- (a) School entertainments;
- (b) Religious instruction;
- (c) Use of school buildings.

## 11. Members of advisory councils shall be expected—

(a) to see that the health and comfort of teachers and pupils are provided for;

(b) to see that regular and punctual attendance by both teachers and pupils is insisted upon;

(c) to encourage sympathetic relations between teachers and parents;

and

(d) To protect teachers from vexatious and frivolous complaints.

12. Members of advisory councils may make suggestions but shall not give orders to teachers or interfere either with the curriculum of instruction or with the methods of teaching employed by the teachers.

13. Members of advisory councils may check and sign the Attendance Rolls at each visit.

14. The advisory council shall conform to the provisions of the regulation relating to school committees in relation to:—

(a) The eligibility and election of members to represent parents or guardians of pupils;

(b) The conduct of meetings;

(c) The calling of special meetings;

(d) The keeping of all books and accounts in a proper manner.

15. (a) The head mistress shall be secretary of the advisory council and shall be required—

(i) to attend meetings of the council,

(ii) to take minutes of all proceedings,

and

(iii) to carry out the directions of the council given in accordance with its powers.

(b) The head mistress shall be allowed no voice in the conduct of the meeting or in the decisions of the council other than the expression of opinions, when so requested by the chairman, on any subject under discussion.

16. The advisory council may permit representatives of the mothers' club and other school organizations to attend its meetings at such times and for such periods as it may determine.

17. The Minister may place at the disposal of advisory councils annual allowances to be expended on school buildings under their supervision in accordance with the following conditions:—

- (a) Allowances shall be expended only on minor repairs to school buildings (including out-buildings), tanks and stands, furniture, boundary fences, and grounds to prevent further damage or dilapidation to school property or to prevent accidents to pupils and teachers.
- (b) The expenditure shall not exceed the amount of the allowance placed at the disposal of an advisory council.
- (c) No expenditure shall be incurred on leased buildings.

18. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

19. Allowances placed at the disposal of advisory councils shall lapse on the thirtieth day of June in each year.

20. (a) Payment of the whole or any portion of the allowance authorized under clause 17 above shall be made by the Education Department on the completion of the work and upon the presentation of claims setting forth clearly the nature of the work carried out.

(b) Claims for payment shall, immediately on completion of the work, be submitted, on the form prescribed for the use of advisory councils, by the person to whom payment is due, and shall be certified to by the chairman or secretary of the advisory council, provided that, when the advisory council has expended any sums, receipts for such expenditure shall accompany the claim which shall be submitted by the secretary or treasurer of the advisory council and certified to by the chairman.

21. (a) To encourage advisory councils to assist in improving the condition of the school and grounds the Minister may, provided that moneys for the purpose are placed at his disposal by the Legislature, subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly upon site works, or upon the erection of shelter pavilions or bicycle sheds, or upon such other improvements of the school property as may be approved.

(b) No subsidy shall be paid unless the Minister's sanction to the expenditure has been obtained prior to the carrying out of the works.

- (c) All applications for such sanction shall include—
  - (i) full details (including a sketch plan) of the proposed works,

- (ii) an estimate of their cost,

*and*

- (iii) an assurance that the local contribution towards the cost of the work has been raised.

22. No member of an advisory council shall, without the express approval of the Minister obtained beforehand, be directly or indirectly interested pecuniarily in any work in respect of which an allowance or subsidy is granted under clauses 17 and 21 above.

23. The advisory council shall not commit itself to any expenditure unless its ability to meet in full any liability is beyond doubt.

24. All minute books, correspondence, and other documents of the advisory council shall be the property of the Education Department, and shall be filed in the school building with other school records.

25. If, without good and sufficient reason, any advisory council fails to hold a meeting within a period of six months following on the last meeting, such council may be dissolved by the Governor in Council.

26. An office-bearer other than the secretary may be removed from office (but not from membership) by resolution of the council, provided that the intention to move such a resolution appears in the notice summoning the meeting.

27. No member of an advisory council shall receive any payment for his services as a member.

#### *Admission of Pupils.*

28. Girls who have satisfactorily completed the work of Grade VI., or who are over twelve years of age and are recommended by the head teacher of the school they are attending, may be admitted to a girls' school.

29. During their course in a girls' school, pupils shall be required to attend lessons regularly and punctually, and to make satisfactory progress in the subjects prescribed for their course, and to conduct themselves at all times in a manner that will not bring discredit upon the school.

#### *Fees and Allowances.*

30. Tuition fees shall be charged in girls' schools in accordance with the provisions of the regulation relating to Tuition Fees for Secondary Education.

31. Allowances for maintenance or conveyance and for school requisites may be granted to pupils in accordance with the provisions of the regulations relating to such allowances.

#### *Courses of Study.*

32. The course of study in a girls' school shall cover—

- (a) a period of three years from the standard of Grade VI. up to the standard of the Certificate of Proficiency in Home Arts and Crafts,

*and*

- (b) in the case of approved dual-purpose schools, a period of three years from the standard of Grade VI. up to the standard of the

Proficiency Certificate, and a further period of one year in a course of study prescribed for the fourth year in district high schools or in such other alternative courses as may be approved by the Director.

*General.*

33. The school year shall be divided into three terms.

34. (a) No pupil shall be admitted after the expiration of four weeks from the commencement of the first term except in special cases approved by the Director.

(b) Pupils of girls' schools may be transferred to other secondary schools under the conditions governing the transfer of pupils attending primary schools.

35. Subject to the approval of the Board of Inspectors of Secondary Schools, the classification of pupils, whether at their admission or at any subsequent period of their attendance, shall be determined by the head mistress.

36. Head mistresses shall assign duties and responsibilities to assistant teachers in accordance with the salary and status of the positions held by such teachers.

37. Head mistresses shall keep such records and shall furnish such returns and reports as may from time to time be required.

**REGULATION XXXIX.—DISTRICT HIGH SCHOOLS.**

*Establishment.*

1. The Governor in Council may by proclamation published in the *Government Gazette* establish district high schools.

2. No district high school shall be established unless the Minister is satisfied—

(a) that adequate provision for secondary education of an approved kind does not exist in the locality of the proposed school,  
*and*

(b) that the following conditions are complied with—

(i) A written undertaking that their children will complete a course of education extending to at least one year beyond the First Stage of the course laid down in clause 34 below shall be furnished by the parents of at least 75 pupils, and at least 50 of these pupils shall have satisfactorily completed the course for Grade VIII. or Form II. or an approved equivalent course.

(ii) An area of land of approximately 10 acres which, in the opinion of the Minister, is suitable as a site for a district high school, shall be provided and the title shall be vested in the Minister.

(iii) A contribution of an approved sum of money shall be guaranteed by the district residents.

*Advisory Councils.*

3. (a) For each district high school the Governor in Council may appoint an advisory council which shall consist, unless otherwise determined by the Minister, of not more than nine or fewer than five members.

(b) No person shall be appointed a member of an advisory council for more than three years, but any person appointed a member shall, on ceasing to be a member, be eligible for re-appointment except as provided in clause 4 (d) below.

(c) If, however, the triennial meeting for the purpose of electing members to represent the parents or guardians of pupils, as referred to in clause 15 (a) below, is on a date after the third anniversary date of the previous triennial meeting, the members of the advisory council shall continue in office during such intervening period.

4. (a) Whenever, during the triennial period for which an advisory council is appointed, a vacancy occurs through death, resignation, forfeiture of seat, or other cause, the council may nominate some suitable person to fill such vacancy and, if the nomination is approved by the Minister, such person shall hold office until the end of such triennial period.

(b) The head master shall, as early as possible after the nomination has been made, notify the Education Department of the full name (including the full Christian names) of each person nominated under the provisions of sub-clause (a) of this clause for appointment to a vacancy on the advisory council.

(c) The Governor in Council may at any time remove any member of the advisory council and fill any vacancy on the council, however occurring.

(d) The removal by the Governor in Council of any member of the advisory council for misconduct shall render every such person ineligible for re-election and incapable of holding the position of a member of the advisory council for a period of three years from the date of such removal or for such further period as may be determined by the Minister.

5. (a) The advisory council shall include—

(i) Three members elected by the parents or guardians of pupils;

(ii) One member nominated by, and representative of, the municipal council of the district served by the school;

(iii) The district inspector of schools;

(iv) Four members nominated by the district inspector of schools and the head master of the school to represent the leading interests of the district.

(b) When the council consists of fewer than nine members, all the divisions mentioned in sub-clause (a) of this clause shall be represented.

6. The Minister may, if he considers it advisable, appoint as members of the advisory council of a district high school the members of the council of any technical school with which the Director may decide to associate the district high school.

7. (a) The head master of a district high school shall summon the advisory council to its first meeting within a reasonable time after appointment for the purpose of electing officers and arranging for the carrying out of the duties of the council.

(b) The head master shall, immediately after such meeting, notify the Education Department of the full names of the members appointed to the respective offices of chairman and treasurer.

8. (a) The head master shall give members three clear days' notice in writing of the date and time of each ordinary meeting of the advisory council.

(b) For the purpose of such notice suitable cards may be obtained from the Education Department.

(c) The advisory council shall meet at least six times in each year, and any member absent without reasonable excuse from three consecutive meetings to which he has been duly summoned shall thereby forfeit his seat on the council.

9. Three members of the council shall form a quorum.

10. The duties of the advisory council shall be—

(a) To exercise a general oversight over the buildings and grounds, and to report to the Education Department the condition thereof when necessary;

(b) To assist the head master in carrying out the improvement of the school grounds, the establishment and maintenance of school gardens, agricultural plots and school endowment plantations, and the decoration and equipment of the school rooms and the formation of a school library, provided that no expense to the Education Department in this connexion shall be incurred without the approval of the Minister;

(c) To endeavour to stimulate interest in the school and to extend its usefulness to the community;

(d) To advise in all matters pertaining to the school, more especially in any suggested developments in the course of study;

(e) To organize or participate in plans for vocational guidance and for securing suitable employment for pupils trained in the school;

(f) To arrange, in conjunction with the head master, for suitable board and lodging at reasonable rates for resident pupils, and to exercise general supervision over such pupils;

(g) To carry out any other prescribed duties.

11. The advisory council shall have all the powers assigned to a school committee of a primary school in relation to—

(a) School entertainments;

(b) Religious instruction;

(c) Use of school buildings.

12. Members of advisory councils shall be expected—

(a) to see that the health and comfort of teachers and pupils are provided for;

(b) to see that regular and punctual attendance by both teachers and pupils is insisted upon;

(c) to encourage sympathetic relations between teachers and parents;

and

(d) to protect teachers from vexatious and frivolous complaints.

13. Members of advisory councils may make suggestions but shall not give orders to teachers or interfere either with the curriculum of instruction or with the methods of teaching employed by the teachers.

14. Members of advisory councils may check and sign the Attendance Rolls at each visit.

15. The advisory council shall conform to the provisions of the regulation relating to School Committees in relation to—

(a) The eligibility and election of members to represent parents or guardians of pupils;

(b) the conduct of meetings;

(c) the calling of special meetings;

(d) the keeping of all books and accounts in a proper manner.

16. (a) The head master shall be secretary of the advisory council and shall be required—

(i) to attend meetings of the council,

(ii) to take minutes of all proceedings,

and

(iii) to carry out the directions of the council given in accordance with its powers.

(b) The head master shall be allowed no voice in the conduct of the meeting or in the decisions of the council other than the expression of opinions, when so requested by the chairman, on any subject under discussion.

17. The advisory council may permit representatives of the mothers' club and other school organizations to attend its meetings at such times and for such periods as it may determine.

18. The Minister may place at the disposal of advisory councils annual allowances to be expended on school buildings under their supervision in accordance with the following conditions:—

(a) Allowances shall be expended only on minor repairs to school buildings (including out-buildings), tanks and stands, furniture, boundary fences, and grounds to prevent further damage or dilapidation to school property or to prevent accidents to pupils and teachers.

(b) The expenditure shall not exceed the amount of the allowance placed at the disposal of an advisory council.

(c) No expenditure shall be incurred on leased buildings.

19. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

20. Allowances placed at the disposal of advisory councils shall lapse on the thirtieth day of June in each year.

21. (a) Payment of the whole or any portion of the allowance authorized under clause 18 above shall be made to the Education Department on the completion of the work and upon the presentation of claims setting forth clearly the nature of the work carried out.

(b) Claims for payment shall, immediately on completion of the work, be submitted, on the form prescribed for the use of advisory councils, by the person to whom payment is due, and shall be certified to by the chairman or secretary of the advisory council, provided that, when the advisory council has expended any sums, receipts for such expenditure shall accompany the claim which shall be submitted by the secretary or treasurer of the advisory council and certified to by the chairman.

22. (a) To encourage advisory councils to assist in improving the condition of the school and grounds the Minister may, provided that moneys for the purpose are placed at his disposal by the Legislature, subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly upon site works, or upon the erection of shelter pavilions or bicycle sheds, or upon such other improvements of the school property as may be approved.

(b) No subsidy shall be paid unless the Minister's sanction to the expenditure has been obtained prior to the carrying out of the works.

(c) All applications for such sanction shall include—

(i) full details (including a sketch plan) of the proposed works,

(ii) an estimate of their cost,  
and

(iii) an assurance that the local contribution towards the cost of the work has been raised.

23. No member of an advisory council shall, without the express approval of the Minister obtained beforehand, be directly or indirectly interested pecuniarily in any work in respect of which an allowance or subsidy is granted under clauses 18 and 22 (a) above.

24. The advisory council shall not commit itself to any expenditure unless its ability to meet in full any liability is beyond doubt.

25. All minute books, correspondence, and other documents of the advisory council shall be the property of the Education Department, and shall be filed in the school building with other school records.

26. If, without good and sufficient reason, any advisory council fails to hold a meeting within a period of six months following on the last meeting, such council may be dissolved by the Governor in Council.

27. An office-bearer other than the secretary may be removed from office (but not from membership) by resolution of the council, provided that the intention to move such a resolution appears in the notice summoning the meeting.

28. No member of an advisory council shall receive any payment for his services as a member.

#### *Admission of Pupils.*

29. The qualifications for admission to a district high school shall be as follows:—

(a) Pupils shall have satisfactorily completed the work of Grade VI., or its approved equivalent.

(b) They shall furnish a written undertaking from their parents that they will complete a course of education extending at least one year beyond the First Stage of the course laid down in clause 34 below.

(c) They shall furnish satisfactory evidence that they are of good general health, and are likely to profit by a further course of study.

30. During their course in a district high school, pupils shall be required to attend lessons regularly and punctually, and to make satisfactory progress in the subjects prescribed for their course, and to conduct themselves at all times in a manner that will not bring discredit upon the school.

#### *Fees and Allowances.*

31. Tuition fees shall be charged in district high schools in accordance with the provisions of the regulation relating to Tuition Fees for Secondary Education.

32. Allowances for maintenance or conveyance and for school requisites may be granted to pupils in accordance with the provisions of the regulations relating to such allowances.

#### *Courses of Study.*

33. A district high school shall provide a course of study extending from four to six years.

34. Unless otherwise approved by the Director, the course of study in a district high school shall be as follows:—

(a) *First Stage.*—In the first, second, and third years, pupils may follow a prescribed course leading to the Proficiency Certificate or, in the case of approved dual-purpose schools, the course prescribed for the Certificate of Proficiency in Home Arts and Crafts.

(b) *Second Stage.*—In the fourth, fifth, and sixth years, pupils may follow such courses for the School Leaving examination of the University of Melbourne, or such alternative courses, as may be approved by the Director.

#### *General.*

35. The school year shall be divided into three terms.

36. (a) No pupil shall be admitted after the expiration of four weeks from the commencement of the first term except in special cases approved by the Director.

(b) Pupils of district high schools may be transferred to other secondary schools under the conditions governing the transfer of pupils attending primary schools.

37. Subject to the approval of the Board of Inspectors of Secondary Schools, the classification of pupils, whether at their admission or at any subsequent period of their attendance at a district high school, shall be determined by the head master.

38. Head masters shall assign duties and responsibilities to assistant teachers in accordance with the salary and status of the positions held by such teachers.

39. Head masters shall keep such records and shall furnish such returns and reports as may from time to time be required.

#### REGULATION XL.—SPECIAL CLASSES IN APPROVED SUBJECTS.

1. The Minister, on the recommendation of the Director, may establish annually a special class in any district high school or girls' school or higher elementary school or woodwork centre or cookery centre or needlework centre in any approved subject under the conditions mentioned hereunder.

2. No special class shall be commenced until the necessary approval for its establishment has been obtained.

3. No special class shall be held during the ordinary school hours except with the express sanction of the Director.

4. The minimum number of students for which a special class may be established shall be five.

5. Each special class shall be held for one session of at least two hours' duration in each of ten weeks during each school term.

6. (a) The tuition fee to be paid by each student attending a special class at a district high school or girls' school or a higher elementary school shall be fifteen shillings per term if at least fourteen students enrol or One pound per term if fewer than fourteen, but not less than five, students enrol.

(b) The tuition fee to be paid by each student attending a special class at a woodwork centre or cookery centre or needlework centre shall be determined by the Minister on the recommendation of the Director but shall not be less than Five shillings per term.

7. The prescribed tuition fees shall be paid in advance, and shall be forwarded through the head teacher to the Accountant of the Education Department on the last day of the month in which the term begins.

8. The continuance of a special class during the second or the third school term shall be subject to the attendance of a minimum number of five students and to satisfactory reports upon the progress of the students in attendance.

9. The instructor of a special class shall, if he is not allowed time-off in consideration of the extra duties performed, be paid such gratuity as may be determined by the Public Service Board.

10. The Minister, on the recommendation of the Director, may vary the conditions mentioned in clauses 4, 5, 6, 7, and 8 above in the case of such special classes as those in invalid cookery for nurses or those in cookery in connexion with the Red Cross Emergency Service or those in technical school subjects established at district high schools or girls' schools or higher elementary schools.

#### REGULATION XLI.—TECHNICAL SCHOOLS.

##### *Councils.*

1. Each technical school in operation at the date of this regulation or hereafter established by the Governor in Council shall, in accordance with the provisions herein contained, be under the supervision of a council which shall consist, unless otherwise directed by the Minister, of not fewer than seven or more than fifteen members.

2. Each member of the council shall be appointed by the Governor in Council for a period of not more than three years, but shall, on the expiration of such period, be eligible for re-appointment.

3. (a) The council shall include—

(i) Two members elected by the parents or guardians of students;

(ii) Not more than a total of two members nominated by such municipalities or organized public bodies as contribute annually to the funds of the technical school a sum of not less than Fifty pounds;

(iii) Members nominated on account of their interest in and knowledge of technical education generally;

(iv) Members nominated on account of their expert knowledge of at least one branch of technical work included in the course of study at the school;

*and*

(v) The district inspector of schools.

(b) The methods by which members shall be elected or nominated shall from time to time be determined by the Minister.

4. (a) Members of the council of a technical school established prior to the fourth day of January, 1911, who have been appointed or elected under the constitution of such school shall be deemed to be appointed under the provisions of this regulation, but the Minister may appoint Government representatives to a number not exceeding one-third of the total number of members of such council.

(b) If any member of a council appointed or elected under the constitution of a technical school established prior to the fourth day of January, 1911, ceases to be a member and is not re-appointed or elected, his office as a member of the council appointed by the Governor in Council shall become vacant.



5. The council shall meet at least six times in each year, and any member who is absent without leave for more than three consecutive meetings to which he has been duly summoned by letter at least three days in advance shall thereby forfeit his seat on the council.

6. From the Annual Vote for Technical Education the Minister shall pay to the council a grant-in-aid of maintenance of such amount as shall be determined by the Governor in Council who may at any time either discontinue the grant to any school or alter the amount of such grant.

7. The members of the council shall be required—

- (a) to provide for the maintenance and upkeep of the school out of the annual revenue of the school, and to keep the annual expenditure within the amount of revenue;
- (b) to see that all books and accounts are properly kept;
- (c) to keep themselves in touch with the work carried on in the school by periodically visiting the class rooms, laboratories, and workshops while instruction is in progress;
- (d) to report to the Director from time to time as to the work of the school generally and as to any intended alterations or improvements therein and to recommend for his approval the introduction of any subjects of any course of study not included in the syllabus of subjects for technical schools;
- (e) to consult with the inspectors of technical schools as to the condition of the school and any other matters requiring attention;
- (f) to recommend to the Minister what fees for special courses should be charged to students;
- (g) to take measures to foster and promote local interest in the school and to increase its usefulness to the community;
- (h) to organize or participate in plans for vocational guidance and for securing suitable employment for pupils trained in the school;
- (i) to grant, subject to the provisions of this regulation, free tuition to qualified pupils;  
*and*
- (j) to exercise a general oversight over the buildings and grounds and to report to the Education Department on the condition thereof when necessary.

8. (a) The council shall out of the revenue of the school make provision for the salaries and wages of part-time teachers, clerical staff, caretakers, and other employees, and for the cost of class material, power, lighting, fuel, fittings, furniture, stationery, printing, advertising, and generally for the efficient maintenance of the school.

(b) The council of a technical school established before the fourth day of January, 1911, shall, in addition to the requirements mentioned in sub-clause (a) of this clause, make provision out of the revenue of the school for the salaries of teachers other than those appointed under the Public Service Acts.

9. (a) The council shall, not later than the twenty-eighth day of February in each year, submit to the Education Department an annual report, on prescribed forms, including a financial statement showing the receipts and expenditure of the school for the previous calendar year.

(b) A copy of the financial statement referred to in sub-clause (a) of this clause shall be retained at the school, and be handed to the Government Audit Officer at his annual audit and inspection.

(c) The Minister may at any time authorize any person to audit the accounts of any school subsidized under this regulation.

(d) The council shall, not later than the thirty-first day of March in each year, forward to the Education Department all school estimates, on prescribed forms, showing anticipated receipts and expenditure for the next financial year beginning on the first day of July.

10. (a) No appointment of full-time or part-time teachers or of other full-time employees in technical schools shall be made by the council unless the approval of the Minister shall have been obtained beforehand.

(b) Nominations, together with all applications received, for all appointments mentioned in sub-clause (a) of this clause shall be submitted by the council to the Minister, who may, if he deems it necessary, refer them for consideration and report to one of the committees mentioned in clauses 21, 23, 25, and 27 below.

(c) No appointment of any full-time officer to any technical school shall be approved by the Minister unless the applicant furnishes a certificate from the Government Medical Officer, or a School Medical Officer, or other medical practitioner approved by the Minister, that he is of sound bodily health and free from physical defects, provided that, in the case of an applicant who is a discharged soldier within the meaning of the Public Service Acts, it shall be sufficient if the said medical certificate sets forth that he is of sound bodily health and does not suffer from any physical defect which would incapacitate him in the proper performance of the duties of the position for which he applies.

(d) The services of any person who is employed by the council and who is certified in writing by the Chairman of the Public Service Board and the Director of Education as an officer within the meaning of the Superannuation Acts shall not be dispensed with unless the approval of the Minister shall have been obtained beforehand, provided that this clause shall not apply to any such person with less than ten years' service as defined in the aforesaid Acts.

11. Where the progress of any technical school is deemed to be unsatisfactory, or the work of any teacher is regarded as inefficient, the Minister, on the recommendation of the Director, may, subject to the provisions of clause 10 (d) above, require the council to dispense with the services of any teacher on the staff of such school who has not been appointed under the provisions of the Public Service Acts.

12. (a) The rates of pay of any person employed by the council shall be determined from time to time by the Minister, and such rates shall not be varied unless the consent of the Minister shall have been obtained beforehand.

(b) No increase in the salary or emoluments attached to any vacant position or in the salary of any person employed by the council of a technical school which receives a grant from the Annual Vote for Technical Schools shall be made unless the express sanction of the Minister has been obtained beforehand provided that this sub-clause shall not apply to the position of any employee whose salary, together with the proposed increase, would be less than £100 per annum.

(c) No bonus or gratuity shall be paid to any person employed by the council unless the express sanction of the Minister has been obtained beforehand.

13. Where under the provisions of the *Education Act 1928* relating to the registration of teachers, certain qualifications are laid down as a condition of employment of a person in a registered school as a teacher of special subjects, no person shall be approved as a teacher of special subjects in a technical school unless—

(a) he is registered or possesses the qualifications for registration as a teacher of such special subjects,

or

(b) the Director, after due inquiry, has certified to his efficiency as a teacher of such special subjects.

14. (a) With the approval of the Minister or, in the case of teachers appointed under the Public Service Acts, with the approval of the Governor in Council, the principal and other senior members of the teaching staff of a technical school may engage in such private or consultative work as will not, in the opinion of the council of the school, interfere with the efficient performance of the duties of the teachers in the school.

(b) A return showing the names of all teachers who have been granted permission under sub-clause (a) of this clause, the date of approval in each case, and full particulars of the nature and extent of such work, shall accompany the annual report of the school, together with a statement that the council is satisfied that the efficient performance of the duties of the teachers concerned has not been interfered with.

(c) In the event of an adverse report on the work of any such teacher, the permission to engage in such private or consultative work shall be withdrawn.

*Grants for Maintenance, &c.*

15. (a) Special grants for the purchase of apparatus or equipment may be made by the Minister in addition to the annual grant to any technical school provided that the Minister is satisfied that such apparatus or equipment should not be purchased out of the revenue of the school.

(b) All applications for grants under sub-clause (a) of this clause shall be forwarded with the estimates to the Education Department not later than the thirty-

first day of March in each year, and, except in special cases, applications received after that date shall not be considered during the ensuing financial year.

(c) Claims in respect of such grants made during any financial year shall be submitted in time for payment before the thirtieth day of June in the same financial year.

(d) In the purchase of material provided for in Government contract lists, preference shall be given to the contractors indicated in such lists.

16. (a) To encourage councils to assist in improving the condition of the school and grounds the Minister may, provided that moneys for the purpose are placed at his disposal by the Legislature, subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly upon site works, or upon the erection of shelter pavilions or bicycle sheds, or upon such other improvements of the school property as may be approved.

(b) No subsidy shall be paid unless the Minister's sanction to the expenditure has been obtained prior to the carrying out of the works.

(c) All applications for such sanction shall include—

(i) full details (including a sketch plan) of the proposed works,

(ii) an estimate of their cost,

and

(iii) an assurance that the local contribution towards the cost of the work has been raised.

17. No member of the council shall, without the express approval of the Minister obtained beforehand, be directly or indirectly interested pecuniarily in any work or purchase which exceeds in any year a total amount of Five pounds and the cost of which is a charge against the school funds.

18. (a) No portion of the annual grant for maintenance and no portion of the fees paid by students for tuition in subjects subsidized under this regulation shall be paid by the council for the maintenance of classes in subjects other than those approved by the Minister as the curriculum of the school.

(b) The Director may, with the approval of the Minister, allow the council to establish classes in subjects other than those approved by the Minister as the curriculum of the school and to maintain them out of fees for instruction in such subjects.

19. Where the reports of the Board of Inspectors show that the teaching in a technical school during the year has been of an unsatisfactory character, the grant to such school may be partly or wholly discontinued.

20. The council shall, as a condition of the receipt of grants from moneys voted for technical education, comply strictly with the requirements of this regulation.

*Committees.*

21. There shall be a committee consisting of—

(a) the Chief Inspector of Technical Schools as Chairman,

(b) an inspector of technical schools,

- (c) three representatives of the University of Melbourne nominated by the University Council,  
*and*  
 (d) three representatives of technical schools nominated by the Minister.
22. The duties of the committee referred to in clause 21 above shall be—
- (a) to make recommendations to the Minister, when required by the Director, concerning appointments in technical schools of instructors and examiners in pure and applied science;
- (b) to revise, when required by the Director, courses of instruction in technical schools for pure and applied science;
- (c) to make recommendations to the Minister, when required by the Director, concerning the salaries to be paid to heads of departments and full-time science instructors in technical schools;  
*and*  
 (d) to make recommendations to the Minister, when required by the Director, concerning science departments in technical schools.
23. There shall be committees each consisting of—
- (a) the Chief Inspector of Technical Schools as Chairman,  
 (b) the Inspector of Art of the Education Department,  
 (c) an inspector of technical schools,  
 (d) the President of the Apprenticeship Commission,  
 (e) the examiner in the subject concerned,  
*and*  
 (f) two representatives of technical schools nominated by the Minister, one or more representatives of organized bodies of employers, and one or more representatives of organized bodies of employees, all of whom shall be selected on account of their expert knowledge and experience of the subject to be dealt with at any particular meeting.
24. The duties of the committees referred to in clause 23 above shall be—
- (a) to make recommendations to the Minister, when required by the Director, concerning appointments in technical schools of instructors and examiners in trade subjects;
- (b) to revise, when required by the Director, courses of instruction in trade subjects in technical schools;
- (c) to make recommendations to the Minister, when required by the Director, concerning the salaries to be paid to the heads of departments and full-time instructors in trade subjects in technical schools;  
*and*  
 (d) to make recommendations to the Minister, when required by the Director, concerning trade departments in technical schools.
25. There shall be committees each consisting of—
- (a) the Chief Inspector of Technical Schools as Chairman,  
 (b) the Inspector of Art of the Education Department,  
 (c) the Assistant Inspector of Art of the Education Department,  
*and*  
 (d) two instructors of art in technical schools and two specialists in applied art who are not employed in technical schools, all of whom shall be nominated by the Minister on account of their expert knowledge and experience of the subject to be dealt with at any particular meeting.
26. The duties of the committees referred to in clause 25 above shall be—
- (a) to make recommendations to the Minister, when required by the Director, concerning appointments in technical schools of instructors and examiners in art subjects;
- (b) to revise, when required by the Director, courses of instruction in art subjects in technical schools;
- (c) to make recommendations to the Minister, when required by the Director, concerning the salaries to be paid to the heads of art departments and full-time art instructors in technical schools;
- (d) to make recommendations to the Minister, when required by the Director, concerning art and craft classes in technical schools;  
*and*  
 (e) to consult, where necessary, with specialists in industries before recommending the introduction of any course in art or craft work.
27. There shall be committees each consisting of—
- (a) the Chief Inspector of Technical Schools as Chairman,  
 (b) the Inspector of Domestic Arts,  
 (c) the Supervisor of Domestic Arts,  
*and*  
 (d) two instructors of domestic subjects in technical schools and two specialists in domestic subjects who are not employed in technical schools, all of whom shall be nominated by the Minister on account of their expert knowledge and experience of the subjects to be dealt with at any particular meeting.
28. The duties of the committees referred to in clause 27 above shall be—
- (a) to make recommendations to the Minister, when required by the Director, concerning appointments in technical schools of instructors and examiners in domestic subjects;
- (b) to revise, when required by the Director, courses of instruction in domestic subjects in technical schools;

- (c) to make recommendations to the Minister, when required by the Director, concerning the salaries to be paid to the heads of departments of domestic subjects and full-time instructors in domestic subjects in technical schools;
- (d) to make recommendations to the Minister, when required by the Director, concerning classes in domestic subjects in technical schools;
- and*
- (e) to consult, where necessary, with specialists before recommending the introduction of any course in domestic subjects.

*School Supervision.*

29. (a) All the departments in a technical school shall be under the supervision of a principal who shall, where practicable, be head of one department.

(b) The principal—

- (i) shall take such steps as are necessary to ensure that the buildings, grounds, furniture, and equipment are kept in satisfactory condition,
- (ii) shall be responsible for the general administration and discipline of the school and for the efficient organization of departments, classes, and time-tables,
- and*
- (iii) shall exercise general supervision over the teaching staff and other employees of the school.

30. The head of a department in a technical school—

- (a) shall under the principal be responsible for the efficient administration of his department and shall report to the council periodically through the principal on the work and requirements of his department,
- and*
- (b) may, if the council so desires, place his report personally before the council.

*Courses of Instruction.*

31. The courses of instruction provided in a technical school shall from time to time be determined by the Director and approved by the Minister, and shall include the following subjects, namely:—Pure and applied science, art and applied art, domestic science, trade subjects, commercial subjects, and subjects pertaining to engineering, mining, and agriculture.

32. (a) No new subject or group of subjects, and no additional work in the higher grades of any subject, shall be included in the curriculum of any technical school unless the approval of the Minister shall have been obtained beforehand.

(b) Application for such approval shall be accompanied by a statement showing the amount of expenditure immediately and prospectively involved and the estimated number of prospective students in such subject, group of subjects, or additional work.

33. (a) The curriculum of a technical school may at any time be reviewed, and the Minister may, on the recommendation of the Director, order that any subject or group of subjects be removed from the curriculum of the school.

(b) Where under the provisions of sub-clause (a) of this clause any subject or group of subjects is removed from the curriculum of a technical school, the council shall, subject to the provisions of clause 10 (d) above, thereupon dispense with the services of any teachers who are no longer necessary.

(c) Where in a technical school any apparatus or equipment is provided wholly or partly out of moneys granted for technical education and which, in the opinion of the Minister, is no longer required in such school, such apparatus or equipment shall be transferred to another technical school.

*Admissions to Free Courses.*

34. The council of a technical school—

(a) shall admit without fee—

- (i) such students as may from time to time be granted scholarships at such school by the Minister,

*and*

- (ii) such students in training and such teachers, including student teachers, employed by the Education Department as may be nominated by the Director for courses of instruction in such subjects as may from time to time be determined by the Director,

*and*

- (b) may admit without fee qualified pupils for instruction in any subject or course, provided that the number of pupils as nominated in any year shall not exceed 10 per centum of the total number of pupils paying full fees for such subject or course.

*Examinations.*

35. (a) The annual examinations conducted by the Education Department shall be held in a technical school in the months of November and December in each year, or at such other times as may be determined by the Director.

(b) As far as practicable, the examiners shall from time to time visit the school for the purpose of observing the conditions under which work is done.

36. Candidates at the annual examinations shall be required to pay an entry fee of Ten shillings for each subject or grade of subject taken, provided that—

- (a) pupils of State schools (including technical schools subsidized by the State) who have completed at least 80 per centum of the possible number of attendances during the year in which the examination is held,

(b) teachers, including student teachers, employed by the Education Department who desire to be examined in subjects prescribed for qualification as teachers,  
*and*

(c) candidates who are discharged soldiers within the meaning of the Public Service Acts—  
shall be admitted to the examinations without fee.

37. (a) Application for permission to attend annual examinations shall be made on a prescribed form, and shall be forwarded in time to be received at the office of the Education Department not later than the twenty-third day of September in the year in which the examinations are held, provided that, in special cases, applications received not later than fourteen days after the twenty-third day of September may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings for each candidate.

(b) The late fee mentioned in sub-clause (a) of this clause shall, in the case of candidates who are required to pay the entry fee mentioned in clause 36 above, be in addition to such entry fee.

38. (a) Supplementary examinations in such subjects as may be determined by the Director shall be held in the months of March and April in each year, or at such other times as may be determined by the Director.

(b) All candidates at the supplementary examinations, except those mentioned in clause 36 (c) above shall be required to pay a fee of Seven shillings and sixpence for each subject or grade of subject in which they desire to be examined.

(c) Applications for permission to attend supplementary examinations shall be made on a prescribed form, and shall be forwarded in time to be received at the office of the Education Department not later than the second Monday in the first term, provided that, in special cases applications received not later than the third Monday in the first term may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings for each candidate.

(d) The late fee mentioned in sub-clause (c) of this clause shall, in the case of candidates who are required to pay the entry fee mentioned in sub-clause (b) of this clause, be in addition to such entry fee.

39. If a candidate for an examination submits satisfactory evidence that circumstances beyond his control prevented him from lodging an entry by the due date, the Director may order that the entry shall be accepted with or without payment of the late fee.

40. (a) A candidate who desires to appeal against the result of an examination in any subject at the annual examinations shall lodge his appeal not later than the last day in February following the year in which the examination was held.

(b) A candidate who desires to appeal against the result of an examination in any subject at the supplementary examinations shall lodge his appeal within two weeks of the publication of the results of the examination in the subject concerned.

(c) A candidate shall forward with his appeal a fee of 2s. 6d. for each subject in respect of which an appeal is lodged.

(d) The fee mentioned in sub-clause (c) of this clause shall be refunded to any candidate whose appeal is successful.

(e) Any candidate at an examination shall be furnished with a report on his examination in any subject on payment of a fee of 5s.

(f) Application for the report mentioned in sub-clause (e) of this clause shall be made within the time set out hereunder:—

(i) Subjects taken at the annual examinations—  
not later than the last day in February following the year in which the examination was held.

(ii) Subjects taken at the supplementary examination—within two weeks of the publication of the results of the examination in the subject concerned.

(iii) Subjects in respect of which the applicant has appealed—within seven days of the date of receipt by him of the result of the appeal.

41. Diplomas or certificates, endorsed with the name of the technical school concerned, may be issued by the Minister to students who have completed approved courses, have passed the required examinations, and have had the required practical experience.

#### *Allowances to Pupils.*

42. Allowances for maintenance or conveyance and for school requisites may be granted to pupils in accordance with the provisions of the regulations relating to such allowances.

43. The council shall not grant from the revenues of the school an allowance to any pupil for books or travelling expenses or maintenance, but nothing in this clause shall prevent the council from providing allowances for books or apparatus or maintenance from sums subscribed to the school for these special purposes.

44. Where any pupil of a technical school has his course interrupted owing to the provisions of clause 33 (a) above, the Minister may, if he considers the circumstances warrant it, grant to such pupil an allowance to cover the increased cost involved in continuing his course at another technical school, provided that the amount of such allowance shall not exceed the amount allowed to holders of Senior Technical scholarships.

#### *Records and Returns.*

45. The following records shall be kept in each technical school in accordance with the prescribed instructions:—

(a) A general register or card index in which shall be entered the register number, name, age, educational qualifications, and occupation (if any) of each student, the class or classes in which he is enrolled, and the date of passing any examination held under this regulation;

- (b) A register of students' attendances which shall be posted daily;
- (c) A fees book in which all fees paid by students shall be entered;
- (d) A list of students admitted under this regulation to free courses or subjects;
- (e) An attendance record in which their hours of arrival and departure shall be entered by all teachers and other members of the staff at the time of arrival or departure, as the case may be;
- (f) For each full-time and part-time teacher a time-table and duty card on which shall be entered the duties allocated to the teacher concerned together with any alteration in the allocation of such duties;

*and*

- (g) Any other records as may from time to time be required by the Director.

46. (a) A return showing the number of students enrolled for each term in the various courses and subjects in which instruction is given shall be furnished on a prescribed form to the Education Department not later than seven days after the close of such term.

(b) A copy of the time-table for each full-time and part-time teacher showing the work and the number of students allocated to such teacher and the hours of duty worked by him together with any recommendation for additional assistance shall be furnished on a prescribed form to the Education Department before the end of February in each year.

#### *General.*

47. (a) All technical schools shall be open to inspection by any officer authorized by the Minister.

(b) A teacher employed under the Public Service Acts in a technical school may, upon application to the Education Department, obtain a copy of the report made by the Board of Inspectors upon his work.

48. The school year shall be divided into terms as determined by the Director and approved by the Minister and shall make provision for forty-two weeks' school work, including examinations.

49. (a) During his course in a technical school or in a junior technical school a student shall be required to attend regularly and punctually and to make satisfactory progress in the subjects prescribed for his course.

(b) The principal may, with the approval of the Minister, exclude from attendance at a technical school or a junior technical school any student who attends irregularly or fails to make satisfactory progress.

50. (a) Where either a district high school or a higher elementary school and either a technical school or a junior technical school have been established in any district, the members of the staff of either one of the two schools may, subject to the approval of the Director, be called upon to devote a portion of their time to the teaching of subjects in the other school.

(b) Any teacher employed in more than one school in accordance with the provisions of sub-clause (a) of this clause shall conform to the rules and regulations governing teachers in the schools in which he is employed.

#### *Junior Technical Schools.*

51. The course of study in a junior technical school shall from time to time be prescribed by the Director and shall include instruction extending over a period of three years.

52. (a) Applicants for enrolment as pupils in a junior technical school shall comply with the following conditions:—

- (i) They shall have satisfactorily completed at least the work of Grade VI. in a State primary school or its equivalent.
- (ii) They shall furnish a written undertaking from their parents or guardians that they will attend the junior technical school until they have completed the course upon which they have entered.
- (iii) They shall furnish on a prescribed form a statement from the head teacher of the school they last attended setting out their age, the standard they have reached in such school, and their attendances at such school for the past twelve months.

(b) Where there are more applicants for admission than there are places in a junior technical school, selection for admission shall be based upon the age and general suitability of applicants, together with the results of a competitive examination in subjects prescribed by the Director.

53. (a) No applicant shall, without the sanction of the Director, be enrolled as a pupil of a junior technical school after the expiration of four weeks from the commencement of the first term.

(b) Pupils may be transferred from one junior technical school to another under the conditions governing the transfer of pupils attending primary schools.

54. No fees for tuition shall be payable by pupils attending junior technical schools.

55. Allowances for maintenance or conveyance and for school requisites may be granted to pupils in accordance with the provisions of the regulations relating to these allowances.

56. Head masters or assistants-in-charge shall, with the approval of the principal, assign duties and responsibilities to assistant teachers in accordance with the salaries and status of the positions held by such teachers.

57. (a) A junior technical school associated with a technical school shall be regarded as a part of the technical school and, as such, shall come under the control of the council of the technical school.

(b) The principal of a technical school referred to in sub-clause (a) of this clause shall be responsible for the allocation of class-rooms, for the general time-table, and for the discipline and efficient organization of the

school as a whole, and may assign special duties in the junior technical school to members of the staff of the technical school, or special duties in the technical school to members of the staff of the junior technical school.

(c) The head master or assistant-in-charge of a junior technical school referred to in sub-clause (a) of this clause shall, under the principal, be responsible for the organization of and instruction in such junior technical school and for the due observance by himself and members of the staff of all regulations.

58. Where any junior technical school or any junior technical class has been established in connexion with a technical school, the Chief Inspector of Technical Schools (or in the case of teachers of art subjects the Inspector of Art) may require teachers of the technical school to devote a portion of their time to the teaching of subjects in the junior technical school or class or may require teachers in the junior technical school or class to undertake the teaching of classes in the technical school, and teachers so employed shall conform to the regulations and instructions issued to teachers in technical schools and junior technical schools respectively.

59. (a) At least once in each year, a junior technical school shall be inspected by a Board of Inspectors appointed by the Director for any school or group of schools, and such Board shall include as members the Chief Inspector of Technical Schools, the Inspector of Art, the inspectors of technical schools, and the district inspector.

(b) The Board referred to in sub-clause (a) of this clause shall, in each calendar year, furnish a general report upon the work of the school and, in addition, shall report fully to the Director upon the work of each teacher and shall recommend an efficiency mark to be entered in the teacher's record.

(c) The classification of any pupil, whether at his entrance to the school or at any subsequent period of his attendance at a junior technical school or class, shall be determined, subject to amendment by the Board of Inspectors, by the head master or assistant-in-charge of such school.

(d) Head masters or assistants-in-charge of a junior technical school shall keep such records and furnish through the principal such returns and reports as may from time to time be required by the Director.

(e) Progress examinations of pupils in junior technical schools shall be conducted by the head master or assistant-in-charge and a record of the progress of each pupil, together with a report on the progress examination generally, shall be available for the Board of Inspectors at its visit.

(f) All reports upon the work of a junior technical school shall be entered in an inspection register which shall be kept in the school and shall be made available for perusal by members of the council of the school at any time.

60. The district inspectors of schools may, at any time, visit a junior technical school or a junior technical class and examine the records of the school, or inspect

the work of the pupils in any of the subjects which are common to the course of study for junior technical schools and primary schools.

61. (a) A Junior Technical Certificate at the higher or the lower standard shall be granted to pupils who have completed, under such conditions as may from time to time be determined by the Director, the first and second years of the course of study prescribed for junior technical schools.

(b) An Intermediate Technical Certificate at the higher or the lower standard shall be granted to pupils who have completed, under such conditions as may from time to time be determined by the Director, the full course of study prescribed for junior technical schools.

(c) In estimating the efficiency of a pupil for the purpose of granting him a certificate under sub-clause (a) or (b) of this clause, consideration shall be given to his school record as well as to the result of any special examination that may be prescribed.

62. The school year of a junior technical school shall be divided into three terms, and shall provide for instruction for not less than forty-two weeks, beginning on the first Tuesday in February in each year except as otherwise determined by the Director and approved by the Minister.

63. A record shall be kept by the head master or assistant-in-charge of a junior technical school showing particulars of the nature of employment entered upon by pupils after they have left the school.

#### REGULATION XLII.—JOINT ADVISORY COUNCILS FOR TECHNICAL SCHOOLS AND SECONDARY SCHOOLS.

1. In any district where there is a technical school and a secondary school established under the provisions of the Education Acts, the Governor in Council may appoint a joint advisory council for such schools.

2. Each joint advisory council shall, except as otherwise determined by the Minister, consist of not fewer than seven or more than fifteen members, provided that an equal number of members shall be appointed to represent the technical school and the secondary school.

3. Each joint advisory council shall include—

(a) Two members elected by the parents or guardians of the pupils of the technical school;

(b) Two members elected by the parents or guardians of the pupils of the secondary school;

(c) Not more than two members nominated by the municipal councils of the district served by the schools;

(d) Not more than eight members nominated to represent the leading interests of the district;

(e) The district inspector of schools.

4. Of the members nominated under the provisions of sub-clause (d) of clause 3 above not more than four shall be nominated by the district inspector and

principal of the technical school, and not more than four shall be nominated by the district inspector and head teacher of the secondary school.

5. A joint advisory council for two schools appointed under the provisions of this regulation shall have all the powers and privileges conferred by regulation on the councils of technical schools and on the advisory councils or school committees of district high schools or girls' schools or higher elementary schools as the case may be.

#### REGULATION XLIII.—GRANTS OR SUBSIDIES FOR SPECIAL EQUIPMENT OF SCHOOLS.

1. Subject to moneys being placed at his disposal by the Legislature, the Minister may, on the recommendation of the Director, make grants to State schools for the purpose of providing pianos, school libraries, visual aids, wireless sets, pictures, and other approved equipment.

2. There shall be an advisory committee consisting of the Chief Inspector of Secondary Schools, the Chief Inspector of Technical Schools, the Chief Inspector of Primary Schools, and such other persons as the Director may from time to time appoint.

3. The duties of the advisory committee mentioned in clause 2 above shall be—

- (a) To make recommendations to the Director relative to the allocation of grants and subsidies to schools for the purpose of this regulation;
- (b) To consider, if required, applications for grants and subsidies under this regulation, and to make recommendations to the Director concerning such applications;
- (c) To consider or to draw up, if required, any scheme for the purchase of articles of equipment, and to make recommendations to the Director as to the terms and conditions under which such articles shall be supplied to schools;
- (d) To consider, if required, the advisability of loaning to any school or schools for any particular time articles of equipment, and to make recommendations to the Director as to terms and conditions of such loans;
- (e) To report, if required, to the Director on the suitability for use in schools of any article of equipment;

and

- (f) To exercise a general supervision over the use of all articles of equipment supplied to schools under the provisions of this regulation, whether such articles have been supplied to a school for permanent use or by way of loan for a specified time.

4. Where the Minister has agreed to subsidize money raised locally for the purpose of providing equipment for any school, no subsidy shall be paid unless an assurance has been given by the school committee or advisory council that the full amount of the local

contribution has been raised and no article shall be purchased on behalf of such school unless the whole of the local contribution has been received by the Education Department.

#### REGULATION XLIV.—ALLOWANCE FOR MAINTENANCE OF STATE SCHOOLS.

1. Head teachers of State primary schools shall be paid such fortnightly allowances for maintenance expenses as may from time to time be determined by the Minister.

2. In consideration of the allowance for maintenance expenses, the head teacher shall be required—

- (a) to have all schoolrooms, classrooms, porches, passages, verandas, and out-offices swept and dusted daily;
- (b) to have floors, desks, and wash-hand basins thoroughly scrubbed, and walls and ceilings brushed and (where necessary) washed, with sufficient frequency to keep the premises clean and healthy;
- (c) to keep all chimneys and windows clean;
- (d) to keep all locks, latches, stoppers to basins, keys and handles to doors and cupboards, and glass in windows and doors in proper repair;
- (e) to keep all eaves, spouting, downpipes, and tanks free from leaves and dirt;
- (f) to keep all drains clean and free from stoppages;
- (g) to keep the out-offices in a sanitary condition and to have the pans in earth-closets emptied and disinfected;
- (h) to pay, in cases where municipal sanitary services are provided, the sanitary rates up to and including the date in respect of which he is paid the allowance;
- (i) to provide ink, chalk, and necessary stationery;
- (j) to keep the rooms adequately warmed and to provide fuel for the purpose;
- (k) to provide, where necessary, lighting for meetings of the school committee; and
- (l) to provide postage on official correspondence.

3. All articles shall be provided, and the duties specified shall be performed, to the satisfaction of any officer authorized by the Minister to visit and examine the schools.

4. The head teacher shall keep a detailed account of the expenditure of the allowance for maintenance expenses, showing fully the items and amounts of expenditure, and shall attach, where practicable, receipted vouchers for each item.

5. The detailed account mentioned in clause 4 above shall be balanced at the end of each four weeks corresponding with the official salary pay period, and shall be available for inspection by the district inspector or other officer authorized by the Minister and for the information of the school committee.



6. For the purposes of this regulation a primary school includes a higher elementary school, a central school, or a primary school with post-primary classes.

7. Head teachers of district high schools and girls' schools shall be paid such fortnightly allowances for cleaners' wages as may from time to time be determined by the Minister.

**REGULATION XLV. (A).—RELATIVE POSITION IN ORDER OF PRECEDENCE OF TEACHERS IN THE PRIMARY SCHOOLS DIVISION.**

1. The relative position in order of precedence of all teachers in the several sub-classes of each class in the Primary Schools Division shall, unless otherwise provided by the Public Service Acts or by regulations made thereunder, be determined by their length of service in the sub-class in which their names appear, provided that—

- (a) any teacher reduced from a higher to a lower sub-class shall, when placed in such lower sub-class, be placed therein below all teachers remaining in the sub-class;
- (b) any teacher reduced two sub-classes shall rank senior to teachers reduced at the same time one sub-class only;
- (c) any teacher recorded for reduction to any sub-class of a lower class shall be placed at the bottom of the sub-class of such lower class to which he has been reduced;
- (d) any teacher promoted to a higher sub-class shall, in his relative order of seniority before promotion, rank below teachers remaining in such higher sub-class;
- (e) any teacher promoted one sub-class only shall, in the sub-class to which he is promoted, rank as senior to teachers promoted at the same time two sub-classes to the same sub-class.

2. Persons who have been awarded studentships in a course of training at the Teachers' College or at any prescribed institution for the training of teachers, and who are deemed and taken to be provisionally classified in the Fifth Class in the Primary Schools Division during the currency of their studentships shall, at the end of the period of such course of training, be placed in such sub-class of the Fifth Class and in such relative position in order of precedence in the several sub-classes of the Fifth Class as the classifiers may determine, having regard to—

- (a) the period of the course of training taken at the Teachers' College or prescribed institution for the training of teachers;
- (b) the order of merit as determined by a system of grouped percentile ranking on the basis of examination results, conduct, diligence, efficiency, and interest in work during the aforesaid course of training, such system to be prescribed by the Director;

and

- (c) length of service.

Provided that those persons who successfully completed their course of training shall be placed in a higher position than those who did not successfully complete the course.

3. In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.

4. When in accordance with the provisions of section 114 of the *Public Service Act 1928*, the classifiers are directed to place on the Classified Roll for the Primary Schools Division the name of any person in the Professional Division, the name of such person—

- (a) may be placed in such sub-class of the class assigned to him under the aforesaid provisions and in such relative position in order of precedence as the classifiers may, on the grounds specified in sub-section (2) of section 109 of the *Public Service Act 1928*, deem to be just and right,

and

- (b) may, if entered in the first sub-class of the class assigned to him, be placed in the promotion list and in such order of relative seniority in such list as the classifiers may determine.

**REGULATION XLV. (B).—RELATIVE POSITION IN ORDER OF PRECEDENCE OF TEACHERS IN THE SECONDARY SCHOOLS DIVISION.**

1. The Committee of Classifiers for the Secondary Schools Division shall determine the relative position in order of precedence of all teachers in each class in the Secondary Schools Division having regard to—

- (a) the length of service in the class. (Service as a teacher in the Professional Division in an equivalent position or as a teacher on the Classified Roll for the Primary Schools Division in an equivalent position shall be deemed service in the class in which the teacher is placed on the Classified Roll for the Secondary Schools Division and the period spent by a student in the Teachers' College shall count as service in the Fifth Class);

and

- (b) the length of service as a teacher in the Education Department. (In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.)

2. (a) Teachers receiving appointments in secondary schools under the provisions of section 132 (5) of the *Public Service Act 1928* and being placed in any class above the Fifth Class shall be placed after

all teachers already in the class in such relative position in order of precedence as the Classifiers may determine.

(b) The appointments of such teachers shall be on probation for one year.

3. (a) Teachers receiving appointments in secondary schools under the provisions of section 132 (5) of the *Public Service Act* 1928 and being placed in the Fifth Class shall be placed in such relative position in order of precedence as the Classifiers may determine, having regard to—

- (i) the qualifications possessed by such teachers,
- (ii) the length of time properly and necessarily spent in securing the qualifications,

and

(iii) the length of approved experience.

(b) For the purposes of sub-clause (a) of this clause the Classifiers shall give to each of the items mentioned therein such relative weight and value as they think fit.

(c) The appointments of such teachers shall be on probation for one year.

4. For the purpose of determining the relative position in order of precedence on the Classified Roll for the Secondary Schools Division, the Classifiers shall regard teachers who have satisfactorily completed full courses of training as student instructors in technical schools as having completed courses equivalent in duration to that required for the Trained Manual Arts Teacher's Certificate.

#### REGULATION XLVI. — QUALIFICATIONS OF FEMALE TEACHERS IN THE PRIMARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of female teachers in the several classes of the Primary Schools Division shall be as follows:—

(a) For promotion to Class II<sub>A</sub> or II.—

(i) Classification in Second Class Honours.

or

(ii) To be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for Second Class Honours.

or

(iii) The Trained Infant Teacher's Certificate,

or

(iv) The Infant Teacher's Certificate, First Class, together with one of the following Certificates:—

The Certificate of Competency or the Trained Teacher's Certificate or the Trained Primary Teacher's Certificate or the Primary Teacher's Certificate, First Class.

(b) For promotion to Class III.—

(i) The Trained Teacher's Certificate,

or

(ii) The Trained Primary Teacher's Certificate,

or

(iii) The Certificate of Competency if obtained before 1890,

or

(iv) The Primary Teacher's Certificate, First Class, if employed before 12th of December, 1905,

or

(v) The Certificate of Competency and one of the following:—

A pass in the requisite examinations for matriculation at the University of Melbourne or two science certificates or the Infant Teacher's Certificate, Second Class, or a course of domestic arts satisfactory to the Director,

or

(vi) The Licence to Teach and the Infant Teacher's Certificate, First Class,

or

(vii) The Primary Teacher's Certificate, Second Class, and the Infant Teacher's Certificate, First Class.

or

(viii) The Primary Teacher's Certificate, First Class, and the Infant Teacher's Certificate, Second Class.

or

(ix) The Primary Teacher's Certificate, First Class, and the subjects of the examination for the Trained Teacher's Certificate, passed either at an examination for the Trained Teacher's Certificate or at some examination of the University of Melbourne regarded as equivalent by the Director.

(c) For promotion to Class IV.—

(i) The Primary Teacher's Certificate, First Class,

or

(ii) The Certificate of Competency,

or

(iii) The Licence to Teach and either the Infant Teacher's Certificate, Second Class, or a course in domestic arts satisfactory to the Director,

or

(iv) The Primary Teacher's Certificate, Second Class, and either the Infant Teacher's Certificate, Second Class, or a course in domestic arts satisfactory to the Director.

(d) For promotion to Class V.—

(i) The Licence to Teach,

or

(ii) The Primary Teacher's Certificate, Second Class, or an approved equivalent qualification.

2. Proved efficiency as a teacher shall be regarded as one of the main factors in determining the eligibility of any teacher for promotion or appointment to any class.

3. The literary qualification for any class shall be held to include that of each lower class.

4. If the Committee of Classifiers for the Primary Schools Division reports that certificates granted by any other approved examining body whether in Victoria or elsewhere are of at least equal value to any of the certificates mentioned in clause 1 above, the Director may order that any teacher possessing such certificates be recorded as possessing such qualifications under this regulation as he deems a fair equivalent.

5. In this regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Director.

6. For the purposes of paragraph (ix) of clause 1 (b) above the following shall be regarded as equivalent to the subjects of examination for the Trained Teacher's Certificate:—

(a) A pass in the requisite examinations for matriculation at the University of Melbourne,

or

(b) A pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(c) A pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(d) A pass in the subjects of the first year of an approved technical school day diploma course.

7. For the purposes of paragraph (v) of clause 1 (b) above the following shall be accepted in lieu of a pass in the requisite examinations for matriculation at the University of Melbourne:—

(a) A pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(b) A pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(c) A pass in the subjects of the first year of an approved technical school day diploma course.

8. For the purposes of paragraph (v) of clause 1 (b) above a pass obtained in any of the subjects or groups of subjects mentioned hereunder and/or such others as may from time to time be determined by the Director

and announced in the *Education Gazette and Teachers' Aid* shall be accepted in lieu of a science certificate:—

(a) Subjects of a technical school course as prescribed from time to time in the Technical Schools Syllabus—

(i) Theoretical Chemistry (Inorganic), Grade I., and Practical Chemistry (Inorganic), Grade I., and Theoretical Chemistry (Inorganic), Grade II.,

or

(ii) Physics, Grade I. "A" (Mechanics and Heat) together with one of the following subjects:—

Applied Mechanics, Grade II., or Heat Engines, Grade I., or Physics, Grade II. (Mechanics, Heat, Electricity, and Magnetism),

or

(iii) Physics, Grade I. "B" (Sound and Light), and Physics, Grade II. (Sound, Light, and Modern Physics),

or

(iv) Physics, Grade I. "C" (Electricity and Magnetism), together with one of the following subjects:—

Electrical Technology, Grade II., or Physics, Grade II. (Mechanics, Heat, Electricity, and Magnetism),

or

(v) Geology, Grade I., and any section of Geology, Grade II.,

or

(vi) Biology, Grades I. and II.,

or

(vii) Botany, Grades I. and II.,

or

(viii) Agriculture, Grades I. and II.

(b) Subjects of courses of the University of Melbourne—

(i) Philosophy, Part I., as prescribed for the degree of Bachelor or Arts,

or

(ii) Any subject prescribed for the bachelor degree in Agricultural Science or Education or Engineering (Civil or Electrical or Mechanical or Metallurgical or Mining) or Medicine or Science or Veterinary Science.

#### REGULATION XLVII. — QUALIFICATIONS OF TEACHERS IN THE SECONDARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, except in the cases of teachers of Domestic Arts

subjects, Manual Arts subjects, and Commercial subjects, be as follows:—

- (a) For promotion to Class I.—
- (i) A University degree in Arts or Science or Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,
- and*
- (ii) Four years' approved experience as a head master in Class II.
- (b) For promotion to Class II.A.—
- (i) A University degree in Arts or Science or Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,
- and*
- (ii) Four years' approved experience in Class II.
- (c) For promotion to Class II.—
- (i) A University degree in Arts or Science or Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,
- and*
- (ii) Four years' approved experience in Class III.
- (d) For promotion to Class III.—
- (i) A University degree in Arts or Science or Commerce or Music together with either the Diploma of Education or an approved equivalent or higher qualification in Education,
- and*
- (ii) Eight years' approved experience as a teacher, four years of which shall have been in Class IV.
- (e) For promotion to Class IV.—
- (i) A Trained Teacher's Certificate together with the Diploma in Music or with the Diploma in Physical Education or with a University degree in Arts or Science
- or*
- The Diploma of Education
- or*
- An approved equivalent or higher qualification,
- and*
- (ii) Four years' approved experience as a teacher, two years of which shall have been in Class V.
- (f) For appointment to Class V.—
- (i) A Trained Teacher's Certificate together with either four subjects of an approved University course or the first year of the course for the Diploma in Physical Education of the University of Melbourne
- or*
- (ii) An approved equivalent or higher qualification.
2. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, in the case of teachers of Domestic Arts subjects, be as follows:—
- (a) For promotion to Class II.A.—
- (i) Eight subjects of an approved University course together with the Trained Domestic Arts Teacher's Certificate or with the Diploma of Cookery and Institutional Management or with an approved equivalent or higher qualification in Domestic Arts subjects,
- and*
- (ii) Four years' approved experience in Class II.
- (b) For promotion to Class II.—
- (i) Eight subjects of an approved University course together with the Trained Domestic Arts Teacher's Certificate or with the Diploma of Cookery and Institutional Management or with an approved equivalent or higher qualification in Domestic Arts subjects,
- and*
- (ii) Four years' approved experience in Class III.
- (c) For promotion to Class III.—
- (i) Four subjects of an approved University course together with the Trained Domestic Arts Teacher's Certificate or with the Diploma of Cookery and Institutional Management or with an approved equivalent or higher qualification in Domestic Arts subjects,
- and*
- (ii) Eight years' approved experience as a teacher, four years of which shall have been in Class IV.
- (d) For promotion to Class IV.—
- (i) The Trained Domestic Arts Teacher's Certificate
- or*
- The Diploma of Cookery and Institutional Management and one year's training as a teacher
- or*
- An approved equivalent or higher qualification,
- and*
- (ii) Four years' approved experience as a teacher, two of which shall have been in Class V.
- (e) For appointment to Class V.—
- (i) The Trained Domestic Arts Teacher's Certificate
- or*

- (ii) The Diploma of Cookery and Institutional Management or approved qualifications in Domestic Arts subjects,  
*and*

One year's training as a teacher.

3. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, in the case of teachers of Manual Arts subjects, be as follows:—

- (a) For promotion to Class I.—
- (i) Eight subjects of an approved University course together with either the Trained Manual Arts Teacher's Certificate or the Drawing Teacher's Secondary Certificate,  
*and*
- (ii) Four years' approved experience as a head master in Class II.
- (b) For promotion to Class II.A.—
- (i) Eight subjects of an approved University course together with either the Trained Manual Arts Teacher's Certificate or the Drawing Teacher's Secondary Certificate,  
*and*
- (ii) Four years' approved experience in Class II.
- (c) For promotion to Class II.—
- (i) Eight subjects of an approved University course together with either the Trained Manual Arts Teacher's Certificate or the Drawing Teacher's Secondary Certificate,  
*and*
- (ii) Four years' approved experience in Class III.
- (d) For promotion to Class III.—
- (i) Four subjects of an approved University course together with either the Trained Manual Arts Teacher's Certificate or the Drawing Teacher's Secondary Certificate  
*or*  
The Art Teachers' Certificate,  
*and*
- (ii) Eight years' approved experience as a teacher, four years of which shall have been in Class IV.
- (e) For promotion to Class IV.—
- (i) The Trained Manual Arts Teacher's Certificate  
*or*  
The Drawing Teacher's Secondary Certificate and one year's training as a teacher  
*or*  
An approved equivalent or higher qualification,  
*and*
- (ii) Four years' approved experience as a teacher, two years of which shall have been in Class V.

- (f) For appointment to Class V.—

(i) The Trained Manual Arts Teacher's Certificate  
*or*

(ii) The Drawing Teacher's Secondary Certificate and one year's training as a teacher  
*or*

(iii) Approved qualifications in Manual Arts subjects and one year's training as a teacher.

4. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, in the case of teachers of Commercial subjects, be as follows:—

- (a) For promotion to Class I.—

(i) A University degree in Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,  
*and*

(ii) Four years' approved experience as a head master in Class II.

- (b) For promotion to Class II.A.—

(i) A University degree in Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,  
*and*

(ii) Four years' approved experience in Class II.

- (c) For promotion to Class II.—

(i) A University degree in Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,  
*and*

(ii) Four years' approved experience in Class III.

- (d) For promotion to Class III.—

(i) A University degree in Commerce together with either the Diploma of Education or an approved equivalent or higher qualification in Education,  
*and*

(ii) Eight years' approved experience as a teacher, four years of which shall have been in Class IV.

- (e) For promotion to Class IV.—

(i) The Diploma of Commerce or an approved equivalent or higher qualification in Commercial subjects,  
*and*

(ii) Four years' approved experience as a teacher, two years of which shall have been in Class V.

(f) For appointment to Class V.—

(i) The Trained Teacher's Certificate (Commercial subjects)

or

(ii) Approved qualifications in Commercial subjects and one year's training as a teacher.

5. (a) The Committee of Classifiers for the Secondary Schools may, in lieu of the literary qualifications prescribed in clauses 1, 2, 3, and 4 above for promotion to Classes III., II., II.A., and I., recognize approved experience for 15, 20, 30, and 30 years respectively as equivalent to the requirements for promotion as prescribed in the aforesaid clauses.

(b) No nomination for promotion under the provisions of sub-clause (a) of this clause shall be made unless the said Committee certifies in writing to the Director that the teacher so nominated is of outstanding ability.

6. Proved efficiency as a teacher shall be regarded as one of the main factors in determining the eligibility of any teacher for promotion or appointment to any class.

7. The literary qualification for any class shall be held to include that of each lower class.

8. If the Committee of Classifiers for the Secondary Schools Division reports that certificates granted by any other approved examining body whether in Victoria or elsewhere are of at least equal value to any of the certificates mentioned in clauses 1, 2, 3, and 4 above, the Director may order that any teacher possessing such certificates be recorded as possessing such qualifications under this regulation as he deems a fair equivalent.

9. In this regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Director.

10. Notwithstanding anything hereinbefore contained the qualifications for promotion or appointment of teachers in the Secondary Schools Division to positions in Technical Schools shall be those from time to time prescribed by the Director and announced in the *Education Gazette and Teachers' Aid*, provided always that a teacher in a Technical School shall not be appointed, transferred, or promoted to any position in any District High School, Higher Elementary School, Central School, Central Classes, or Girls' School unless the Committee of Classifiers for the Secondary Schools Division certifies in writing to the Director that such teacher holds the appropriate qualifications prescribed in clauses 1, 2, 3, and 4 above or that his qualifications are the most suitable for a special vacancy in such schools.

11. Until the ninth day of July, 1945, the provisions of this regulation shall not affect the eligibility for appointment or promotion to any vacancy in a secondary school of any teacher who, on the eighth day of July, 1940, was qualified for appointment or promotion to such a vacancy.

#### REGULATION XLVIII.—TRANSFER OF TEACHERS FROM ONE CLASSIFIED ROLL TO ANOTHER.

1. In accordance with the provisions of section 115 (1) of the *Public Service Act 1928*, teachers may apply for transfer (with or without promotion) and be transferred (with or without promotion) from one classified roll to another, but a teacher classified on one classified roll shall not be transferred to another classified roll unless the transfer is recommended by a majority of a Board consisting of the members of the two Committees of Classifiers.

2. The Board mentioned in clause 1 above shall determine from time to time the period for which any teacher transferred from one classified roll to another shall serve before being eligible for further transfer from one classified roll to another.

3. Whenever a teacher is re-transferred to a classified roll from which he has been transferred, the Committee of Classifiers for the division to which such teacher is so re-transferred shall have power, if it thinks fit, to assign to such teacher the classification to which he would have been entitled if he had at all times remained on the classified roll to which he is re-transferred as aforesaid.

#### REGULATION XLIX.—STAFFING OF TRAINING SCHOOLS.

1. (a) The classification and number of teachers in classes above the Fifth class to be allotted to training schools shall be in accordance with the statutory schedule of staffing in primary schools.

(b) Not more than two student teachers shall be allotted to any training school.

(c) The Director, with the approval of the Minister, shall determine the number of assistants in the Fifth class to be allotted to training schools.

2. Applicants for positions as teachers or as student teachers in training schools shall possess such qualifications, and shall satisfy such requirements as may be prescribed from time to time by the Director.

3. (a) Nominations for appointment, transfer, or promotion to positions as teachers in training schools shall be made by the Committee of Classifiers for the Primary Schools Division.

(b) In making such nominations, the Classifiers shall take into consideration the special duties and qualifications of the teachers required for the positions, and shall nominate the applicant who in their opinion is best qualified for the position having regard to the special attainments, record, experience and training of the applicants and their positions on the Classified Roll.

#### REGULATION L.—STAFFING OF SECONDARY SCHOOLS.

1. District high schools, higher elementary schools, girls' schools, junior technical schools, central schools, and central classes shall, subject to the provisions of the *Public Service Act 1928* relating to the classification of teachers, be staffed as shown hereunder.

2. There shall be appointed—
- (a) to each district high school for boys, or for boys and girls, a head master classified in Class I. or in Class II., as determined by the Director,
- and*
- (b) to each girls' school a head mistress classified in Class II.A or Class II., as determined by the Director.
3. Excluding the head master or head mistress, the staff of assistant teachers in a secondary school shall be on the following basis, except as otherwise determined by the Director:—
- (a) For each district high school there shall be one teacher for every twenty pupils in attendance up to two hundred, and one additional teacher for every thirty-three pupils in attendance in excess of two hundred.
- (b) For each higher elementary school or girls' school there shall be one teacher for every twenty-five pupils in attendance.
- (c) For each junior technical school there shall be one full-time teacher for every twenty pupils in attendance.
- (d) For each central school there shall be one teacher for every forty pupils in attendance excluding Manual Arts teachers.
- (e) For each central class there shall be one teacher for every thirty pupils in attendance.
4. The staff provided for a new school shall be on the basis of the estimated attendance in accordance with the above provisions.

#### REGULATION LI.—DEFINITION OF SCHOOLS AND TEACHERS.

1. For the purpose of Part IV. of the *Public Service Act* 1928, schools and teachers shall be designated as primary or secondary or technical in accordance with the definitions shown hereunder.

2. (a) A primary school is a school or part of a school in which a course of study is provided in accordance with the regulation relating to the General Course of Study in State Primary Schools.

(b) Every school other than a secondary or a technical school as defined in clauses 3 and 4 below shall be deemed to be a primary school.

3. The following schools or parts of schools are hereby declared to be secondary schools:—

- (a) District high schools;
- (b) Junior technical schools;
- (c) Girls' schools;
- (d) Higher elementary schools, central schools, and central classes, in respect of classes taking courses higher than those provided in the general course of study in State primary schools;

- (e) Woodwork centres, cookery centres, and needlework centres;
- (f) Post-primary classes;
- (g) Teachers' colleges.

4. A technical school is a school (other than a junior technical school) which has been established by the Governor in Council as a technical school.

5. A teacher whose chief work as certified by the Director consists of teaching subjects of the course of instruction prescribed for primary schools or in organizing such work shall be deemed to be engaged in primary school work.

6. A teacher whose chief work as certified by the Director consists of teaching subjects included in the courses of instruction provided in secondary schools or in organizing such work shall be deemed to be engaged in secondary school work.

7. Officers of teachers' colleges (other than principals and vice-principals) who are engaged in the professional training of teachers are for the purposes of classification on the classified roll for the secondary schools division declared to be engaged in secondary school work.

#### REGULATION LII.—ELECTION OF A HEAD TEACHER TO A COMMITTEE OF CLASSIFIERS.

1. The Governor in Council may from time to time appoint some fit and proper person to be the Returning Officer to conduct the election of a head teacher either to the Committee of Classifiers for the Primary Schools Division or to the Committee of Classifiers for the Secondary Schools Division.

2. The Returning Officer may, by writing under his hand, appoint some person to be his substitute, and may in like manner appoint such other persons as he may deem fit to assist him in the conduct of the election.

3. The cost of each election shall be borne by the Education Department.

4. The Returning Officer's substitute shall have the like powers that a substitute for a returning officer for an electoral district has at an election of a member of the Legislative Assembly.

5. The Returning Officer and the substitute of the Returning Officer and every person appointed to assist in the conduct of any election shall before entering on any of his duties in connexion with such election make and sign before some justice a declaration to the effect following:—

I, \_\_\_\_\_ do solemnly declare that I will faithfully and impartially, according to the best of my skill and judgment, exercise and perform all the powers, authorities, and duties reposed in or required of me by the Regulations under the *Public Service Act* 1928 as Returning Officer (or substitute of the Returning Officer or assistant to the Returning Officer) with regard to the election of a member of a Committee of Classifiers to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_. And I do further solemnly promise and declare that I will not, at the said election, attempt to

ascertain how any person has voted; and that, if in the discharge of my duties at or concerning the said election I learn how any person has voted, I will not by word or act, directly or indirectly, divulge the same.

6. Each election of a member of a Committee of Classifiers shall be held within a period of six weeks after the occurrence of a vacancy.

7. In connexion with each election of a member of a Committee of Classifiers the Returning Officer—

(a) shall give notice in the *Government Gazette* of his intention to proceed to hold the election,

and

(b) shall name in such notice—

(i) the closing date for such election, which shall be at least twenty-one days after the notice,

(ii) a day, being not less than fourteen days prior to the day named for closing the election, on or before which all candidates for election must be nominated as hereinafter provided,

and

(iii) the time and place when and where nominations will be received.

8. Within seven days after the publication of the notice in the *Government Gazette* as aforesaid, the Director of Education shall forward to the Returning Officer a list of all teachers on the appropriate classified roll, arranged in alphabetical order of surnames, together with the address of each such teacher, made up to the day of the publication of the notice, and the list so forwarded shall be the roll of teachers qualified to vote at the election, provided that, if the Returning Officer so determines, it shall be sufficient if, forthwith after the close of nominations, the said Director forwards to the Returning Officer a set of envelopes addressed to all such teachers, together with a certificate that an envelope in respect of every such teacher has been so forwarded.

9. Every nomination—

(a) shall be in the form of the First Schedule hereto or to the like effect,

(b) shall be signed by at least ten teachers qualified to vote at the appropriate election and also by the candidate in token of his acceptance of such nomination,

and

(c) shall be lodged with the Returning Officer, at the place named in the notice aforesaid, before noon on the day fixed for the close of nominations.

10. (a) Any candidate may by written notice addressed to the Returning Officer withdraw his consent to his nomination.

(b) Such notice shall be lodged with the Returning Officer not later than noon on the day fixed for the close of nominations, and such candidate shall thereupon be considered as not having been nominated.

(c) The Returning Officer shall, where a poll is required, thereupon omit the name of such candidate from the ballot-papers.

11. If before polling day a candidate dies—

(a) he shall be considered as not having been nominated,

and

(b) the Returning Officer—

(i) shall, if there is only one remaining candidate, declare by notice in the *Government Gazette* the remaining candidate elected, and forward a copy of such notice to the Minister of Public Instruction,

or

(ii) shall, if there are two or more remaining candidates, erase from the ballot-papers the name of such deceased candidate and the number placed opposite such name; and every such ballot-paper shall be given effect to as if the numbers opposite the names of the remaining candidates were altered to the appropriate numbers indicated by the voter's order of preference in respect of such remaining candidates.

12. If there is only one candidate duly nominated, the Returning Officer shall by notice in the *Government Gazette* declare such candidate to have been duly elected a member of the Committee of Classifiers, and shall forward a copy of such notice to the Minister of Public Instruction.

13. (a) If there is more than one candidate duly nominated, a poll shall be taken and the Returning Officer shall forthwith cause ballot-papers to be printed in the form of the Second Schedule hereto or to the like effect, and shall, by himself or his substitute, initial each of such ballot-papers.

(b) The Returning Officer shall, not less than ten days before the closing day for the election, transmit by post to every teacher qualified to vote one of such ballot-papers, and shall enclose therewith an unsealed return-envelope addressed to the Returning Officer.

14. If any teacher who is qualified to vote makes and transmits to the Returning Officer a notice signed in his own handwriting that he has not received a ballot-paper or that the ballot-paper received by him has been lost or spoilt or destroyed, and that he has not already voted, the Returning Officer may issue a duplicate ballot-paper to him.

15. The voter shall mark his ballot-paper by placing the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2", "3", "4" (and so on as the case



requires), in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate, provided that where there are only two candidates the ballot-paper shall be valid if marked in any way which in the opinion of the Returning Officer indicates the voter's first preference only.

16. When the voter has marked his vote on the ballot-paper, he shall place it in the addressed return-envelope referred to in clause 13 above, and he shall sign his name on the outside of such return-envelope and post it (or deliver it or cause it to be delivered) to the Returning Officer so that it shall be received by the Returning Officer before 4 p.m. on the day fixed as the closing day for the election.

17. (a) If any voter fails to comply with any of the provisions of this regulation, his vote shall be void and shall not be counted, provided that the Returning Officer may in his discretion accept as valid any ballot-paper enclosed in an envelope (other than the aforesaid return-envelope) which has been signed by the voter.

(b) The decision of the Returning Officer as to the validity or invalidity of any ballot-paper shall be final.

18. Each candidate shall be entitled to appoint in writing one scrutineer to be present when the Returning Officer opens the return-envelopes and counts the votes.

19. (a) As soon as practicable after the hour fixed for closing the poll, the Returning Officer shall proceed, in the presence of such scrutineers as are present, to open the return-envelopes which have been received by him and count the votes, and may from time to time adjourn the counting to a day and hour to be fixed by him.

(b) At each election, the method of counting the votes and ascertaining the result shall be in accordance with the provisions of the law for the time being prescribing the method of counting the votes and ascertaining the result at any election of a member of the Legislative Assembly.

20. At the conclusion of each election, the Returning Officer shall, by notice in the *Government Gazette*, declare the result of the election and shall forward a copy of such notice to the Minister of Public Instruction.

21. The Returning Officer is empowered in respect of any election to take such action (consistent with the provisions or objects of this regulation) as he deems reasonable and proper to meet any contingency not provided for in the regulation and, in all such cases, shall be guided as far as possible by the practice followed at State Parliamentary elections.

22. The Returning Officer shall within seven days after the declaration of the result of the election cause all ballot-papers received by him to be destroyed.

## FIRST SCHEDULE.

### FORM OF NOMINATION.

*Secondary } Schools Division.*  
*Primary } Schools Division.*

We, the undersigned teachers classified in the Primary Schools Division (or, as the case may be, Secondary Schools Division), hereby nominate (state Christian or other name or names and surname), head teacher, classified in the First class of the Secondary } Schools Division, of \_\_\_\_\_ school, Primary } for the office of Member of the Committee of Classifiers for the said Division.

(Here are to follow the signatures of not less than ten nominators.)

I, the above-mentioned head teacher, hereby consent to such nomination.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ .  
(Signed)

## SECOND SCHEDULE.

### BALLOT-PAPER.

*Election of a Classifier for the {Secondary } Schools*  
*Division. {Primary }*

(Names of candidates.)

### DIRECTIONS.

1. The voter must place the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2", "3", "4" (and so on as the case requires) in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate.

2. After marking the ballot-paper the voter must fold it and then place it in the accompanying envelope, which is addressed to the Returning Officer, sign the envelope and post or deliver it or cause it to be delivered in time to reach the Returning Officer not later than 4 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

## REGULATION LIII.—ELECTION OF TECHNICAL SCHOOL MEMBER OF THE UNIVERSITY COUNCIL.

1. The representative of technical education on the Council of the University of Melbourne as provided in section 5 (a) (vi) of the *University Act 1928*, shall be elected in accordance with the conditions mentioned hereunder.

2. The election shall be conducted by the Minister who shall—

(a) fix a day on or before which each of the technical schools under, or receiving grants from, the Education Department may nominate a person to be a member of the Council of the University of Melbourne,

(b) notify the day so fixed—

(i) in the *Government Gazette*,

and

(ii) to the President of each technical school council,

and

(c) invite nominations.

3. No person may be nominated who is not a bona fide member of a technical school council duly appointed by the Governor in Council.

4. If, on the day so fixed and notified, only one person is nominated by the technical school councils, the Minister shall declare the person so nominated to be the member of the Council of the University of Melbourne, and his appointment shall thereupon be submitted for the approval of the Governor in Council.

5. If, on the day so fixed and notified, more than one candidate is nominated, the Minister shall prepare ballot-papers showing the names of all persons nominated, and shall forward a ballot-paper to the President of each technical school council, and each such council shall, before a day to be specified at the time of forwarding such ballot-paper, mark such ballot-paper by placing the figure "1" opposite the name of the candidate for whom it is desired to vote as a first preference, and shall give contingent votes for all the remaining candidates by placing figures "2," "3," and "4" (and so on as the case requires) opposite the names of the candidates, so as to indicate by such numerical sequence the order of its preference, and return such ballot-paper to the Minister within the prescribed time.

6. Notwithstanding anything contained in this regulation where there are only two candidates the requirements of this regulation as to the marking of the ballot-paper shall be deemed to be sufficiently complied with in the case of any such ballot-paper marked so as to indicate the council's first preference only.

7. The ballot-paper shall be rejected if it does not indicate the council's first preference for one candidate and, in the case of any election where there are more than two candidates, the council's contingent votes for all the remaining candidates.

8. The Minister—

(a) shall, on the date specified for the return of the ballot-papers, count all the votes received by him as indicated on the ballot-papers so returned, and the method of counting the votes and ascertaining the result shall be in accordance with the provisions of the law for the time being regulating the compulsory preferential voting at elections for the Legislative Assembly so far as they can be made applicable, *mutatis mutandis*, to the taking of a vote under this regulation,

and

(b) shall thereupon—

(i) declare the candidate who has received the largest number of votes to be the member elected to represent the technical schools on the Council of the University of Melbourne,

and

(ii) submit to the Governor in Council the appointment of the candidate so elected.

9. The Minister is empowered in respect of any election to take such action (consistent with the provisions or objects of this regulation) as he deems reasonable and proper to meet any contingency not provided for in the regulation and, in such cases, shall be guided as far as possible by the practice followed at State Parliamentary elections.

#### REGULATION LIV.—RELIGIOUS INSTRUCTION IN STATE SCHOOLS.

1. Persons other than teachers in State schools may, with the approval of the Minister, give religious instruction in such schools for half an hour set apart for the purpose on one or two school days in each week.

2. Applications for permission to give religious instruction shall be made to the Education Department through the head teacher who shall obtain a recommendation from the school committee and shall then forward them accompanied by—

(a) the recommendation of the school committee,

(b) a statement showing—

(i) the names of the instructors and the name of the religious body controlling the instruction,

(ii) the days and times of instruction proposed,

and

(iii) any other relevant information.

3. The time for religious instruction shall be the first or last half-hour of the morning or afternoon meeting but no religious instruction shall be given during the first half-hour on a Monday morning meeting.

4. (a) No child shall be allowed to attend for religious instruction unless the parent or guardian has signified his consent in writing on the form provided for the purpose.

(b) The head teacher shall file the completed forms mentioned in sub-clause (a) of this clause and keep them so long as the pupils concerned remain in attendance at the school.

5. During the time when religious instruction is being given in any school no secular instruction shall be given to the children who do not attend the classes for religious instruction.

6. On days of inclement weather, the religious instruction, unless it is given during the last half-hour of the afternoon meeting, shall be

mitted in schools in which there is no adequate outdoor shelter for the children or in which the accommodation is not such as to admit of the assembling of the children who do not receive religious instruction in rooms other than those in which such instruction is being given.

7. The head teacher shall keep a record of the names of all children allowed by their parents or guardians to receive religious instruction and shall, if required, make such record available for inspection by the instructors.

8. The head teacher shall keep an attendance book in which instructors shall sign the time of arrival and of departure on each day on which religious instruction is given.

9. The head teacher shall report cases where instructors in religious instruction are unpunctual in attendance or are frequently absent or where classes have been discontinued.

10. Permission to give religious instruction may be withdrawn if the instructors are irregular or unpunctual in their attendance at the classes.

11. The head teacher shall be held responsible for the arrangements for the assembly and dismissal of classes for religious instruction.

12. For the purposes of religious instruction in State school buildings of pupils whose parents or guardians have signified their consent as provided in clause 4 (a) above, pupils may be divided into classes and, in such cases, the division shall be according to the school grades or forms of the pupils concerned.

And the Honorable Sir John Harris, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,  
Clerk of the Executive Council.

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