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MONDAY, NOVEMBER 13.

[1950

At the Executive Council Chamber, Melbourne, the
thirty-first day of October, 1950.

PRESENT:

His Excellency the Governor of Victoria.

Mr. Inchbold
Mr. Mitchell

Mr. Brose
Mr. Harvey.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Education Act 1928*, the *University Act 1928*, the *Forests Act 1928*, and the *Teaching Service Act 1946* and all other powers thereto enabling, doth hereby direct that the whole of the Regulations of the Education Department be rescinded and that the following Regulations be substituted in lieu thereof:—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. 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 appropriate grade or form as follows:—

- (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 paragraph 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 paragraph (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.

2. Notwithstanding anything contained in clause 1 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 the 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.

3. 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 that the school fills in the community.

(c) The work programs mentioned in sub-clause (b) (ii) 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.

3. In gauging the progress of pupils, the inspector shall—

(a) attach due importance to the examinations conducted by the head teacher and recorded in the *Examination Register*;

(b) take into consideration the courses of study followed by pupils up to the time of his visit as revealed by the school work program or programs; and

(c) take such measures as he deems necessary and desirable to enable him to estimate the efficiency of the instruction.

4. In respect of any subject or subjects, the inspector may assign in the *Examination Register* a numerical value or its equivalent, and the mark so assigned shall be regarded as the measure of the efficiency of the instruction in that subject or those subjects.

5. When assessing the value of the work of any teacher, the inspector shall take into account any special circumstances affecting the work of the school, including the length of time the teacher has been in charge of the school, or of the grade, or of the group of subjects, and shall make such allowance in respect thereof 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 the work of 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 efforts 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, 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).—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. (B).—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' secondary 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 the 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 the 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 the 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;
- or*
- in English and in any other two subjects in Group A as set out in clause 5 below and have completed an approved course of not less than four periods per week in each of the subjects Cookery, Household Management (including Laundry Work), Needlecraft (including Dressmaking and Millinery), Art and Craftwork as prescribed for girls' secondary schools, and have obtained a pass in three of these subjects, provided that a candidate may not receive credit for both Drawing in Group A and Art and Craftwork.

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 the 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 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 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. (C).—JUNIOR TECHNICAL CERTIFICATE.

1. The Junior Technical Certificate 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, second, and third 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. (D).—INTERMEDIATE TECHNICAL CERTIFICATE.

1. The Intermediate Technical Certificate 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 IV. (E).—ACCOUNTANCY CERTIFICATE.

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

2. A candidate shall, within three months of commencing a course for the Accountancy Certificate, furnish to the head teacher of the school at which he is in attendance evidence that he has gained the School Intermediate Certificate or an equivalent qualification.

3. Except where a special exemption from part of the course is granted by the Director, candidates for the certificate shall continue their studies for three years and shall pass examinations in the subjects listed in clause 4.

4. The subjects of the course for the certificate shall be the following subjects and/or such others as may be determined from time to time by the Director:—

First Year—

Accounting, Part I.
Auditing, Part I.
Commercial Law, Part I.

Second Year—

Accounting, Part II.
Auditing, Part II.
Commercial Law, Part II.
Law of Bankruptcy.

Third Year—

Accounting, Part III.
Banking and Foreign Exchange.
Company Law (excluding Liquidation).
Income Tax Law and Practice.

5. Candidates may proceed to subjects in the second or third year before completing the previous year or years, provided that they may not take a higher part of any subject unless they have already passed in the lower part or parts.

6. A board of examiners which may make recommendations concerning courses of study, examination standards, and all matters relating to the award of the certificate shall be appointed by the Director and shall consist of at least five members, two of whom shall represent accountancy institutes.

REGULATION IV. (F).—GIRLS' SECONDARY SCHOOL INTERMEDIATE CERTIFICATE.

1. The Girls' Secondary School Intermediate Certificate shall be granted to qualified candidates in accordance with the conditions mentioned hereunder.

2. Candidates for this certificate shall—

- (a) have obtained the Proficiency Certificate with passes in Cookery, and either Needlecraft or Art and Craftwork;
- (b) have pursued an approved course of study of at least seven subjects in a girls' secondary school for an additional year; and
- (c) have, at the conclusion of the additional year, been recommended for passes in six subjects, including English, Cookery, Dressmaking, and at least one other subject from each of the following groups:—

(A) Arithmetic, History and Civics, Social Studies, Geography, General Science, Bookkeeping and Office Routine, provided that a pupil counting Social Studies as one of the six subjects required for a pass cannot also count either History or Geography.

(B) Household Management, Art, Crafts, Art and Craftwork, Shorthand and Typewriting, provided that if either of the two single subjects, Art and Crafts, be counted, the subject Art and Craftwork may not be counted as one of the six subjects required for the certificate.

REGULATION V.—SPECIAL SCHOOLS AND CLASSES.

1. Special schools and classes may be established as hereinafter provided.

Night Schools.

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

3. 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.

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

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

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

Part-time Schools.

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

8. 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.

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

Subsidized Schools.

10. 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 five 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.

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

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

13. 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 £25 per pupil up to a limit of £125 per annum.

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

15. 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.

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

17. (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.

18. (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.

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

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

21. 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.

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

23. 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.

24. Persons employed in subsidized schools shall not be regarded as teachers within the meaning of the *Teaching Service Act 1946*.

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

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

(b) shall—

(i) have satisfactorily completed the course prescribed for Grade VIII. in State primary schools 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.

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

Schools for Mentally Deficient and Physically Handicapped Children.

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

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

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

30. 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.

31. 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.

Opportunity Classes for Backward Pupils.

32. 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.

33. The number of pupils required for the establishment or continuance of an opportunity class shall from time to time be determined by the Director.

34. 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.

35. 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.

Correspondence Tuition in Primary School Subjects.

36. 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 three 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.

37. 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.

Correspondence Tuition in Secondary School Subjects.

38. 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.

39. 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.

40. 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.

41. 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.

Schools at Institutions and Establishments.

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

43. 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.

School for Recruits of the Police Force.

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

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

School of Agriculture and Horticulture.

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

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

Kindergarten Classes.

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

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

Training Schools.

50. The Minister, on the recommendation of the Director, may establish any State school or part thereof as a training school for the purpose of enabling students and other approved persons to receive practice in teaching.

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

REGULATION VI.—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) Certificate of Competency in Visual Education.
- (xxii) Certificate of Competency in Handwork.
- (xxiii) Teacher's Certificate in Woodwork.
- (xxiv) Science Certificates.

- (xxv) Trained Primary Teacher's Certificate.
- (xxvi) Trained Infant Teacher's Certificate.
- (xxvii) Trained Secondary Teacher's Certificate.
- (xxviii) Trained Domestic Arts Teacher's Certificate.
- (xxix) Trained Manual Arts Teacher's Certificate.
- (xxx) Trained Technical Instructor's Certificate.
- (xxxi) Trained Trade Instructor's Certificate.
- (xxxii) Trained Special Teacher's Certificate.
- (xxxiii) Diploma of Domestic Arts.

(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), (xxii), (xxiii), and (xxiv), 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), (xxii), (xxiii), and (xxiv) 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), (xxii), (xxiii), and (xxiv) 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 the 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 VII. (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.;

and

(f) shall, after passing the examinations specified in paragraphs (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 VII. (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.;

and

- (c) shall, after passing the examinations specified in paragraph (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 an assistant teacher for not less than two years.

REGULATION VIII. (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 and Child Study,

(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;

(d) shall complete a satisfactory course of lectures and demonstrations at an approved school of instruction for candidates presenting themselves for this certificate;

and

(e) shall, after passing the examinations specified in paragraph (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 (e) 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 VIII. (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 and Child Study,
 - (ii) Education,
 - (iii) Infant School Method,
 - (iv) Educational Handwork (practical),
 - (v) Drawing and Pastelwork,
 - (vi) Hygiene,
 - (vii) Literature and Art;
- (c) shall complete a satisfactory course of lectures and demonstrations at an approved school of instruction for candidates presenting themselves for this certificate;

and

- (d) shall, after passing the examinations specified in paragraph (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 (d) 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 IX. (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) 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;

and

(e) 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 V.
and
Practical Music, Grade VI., 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 paragraph.

2. For the purposes of paragraph (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 paragraphs (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 servicemen within the meaning of the *Discharged Servicemen's Preference Act 1943* 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.

REGULATION IX. (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 VII., and Musical Perception, Grade VII., as conducted by the Australian Music Examinations Board.

and

Practical Music, Grade VII., 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 paragraph;

- (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 report of an investigation of an approved educational topic, the report to contain evidence of original thought and criticism and to consist of not less than 1,500 words.

2. Details of the courses and examinations mentioned in paragraphs (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.

5. In the case of teachers who are discharged servicemen within the meaning of the *Discharged Servicemen's Preference Act 1943* 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.

REGULATION X. (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 paragraph (b) of this clause.

REGULATION X. (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 paragraph (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 sections (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.

REGULATION X. (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 paragraph (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 paragraph (b) (iii) of this clause—*A modelled study of a head from life;

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

and

- (e) pass, after having complied with the conditions specified in paragraphs (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.

REGULATION X. (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 in the group of subjects corresponding to the group taken under paragraph (b) of this clause as follows:—

(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 showing 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 ecclesiastical 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 designed and executed by the candidate, and showing an adequate 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 Department until the candidate has qualified for the diploma.

REGULATION XI. (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 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 XI. (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 Certificate;

- (b) pass the following examinations conducted by the Education Department:—
- (i) A practical test in sight-singing from sol-fa and staff notations,
 - and*
 - (ii) a practical test in voice cultivation;
- (c) pass the following examinations conducted by the Australian Music Examinations Board:—
- (i) Musical Perception, Grade VII.,
 - (ii) Singing, Grade VII.,
 - (iii) Pianoforte, Grade III.;
- (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*.

REGULATION XII. (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 paragraph (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 XII. (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 paragraph (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 XII. (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 the 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 paragraph (d) of this clause, taught in a satisfactory manner for a period of one year the lessons mentioned in the aforesaid paragraph;

(f) submit a plan, certified to by the district inspector, of the schoolground 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 schoolground, 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 paragraphs (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 XII. (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 the 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 paragraph (c) of this clause, taught in a satisfactory manner for a period of one year the lessons mentioned in the aforesaid paragraph;

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 XII. (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 shall—

- (a) produce satisfactory evidence at the beginning of each year of the course that they are physically capable of undertaking all required activities;
- (b) complete satisfactorily a fortnight's intensive training in each of two years under conditions to be prescribed from time to time by the Director;
- (c) undertake such reading, furnish such reports, and pass such theoretical and practical examinations as may be required and determined from time to time by the Director;
- (d) take charge, at a time during the course to be determined by the Director, for a prescribed period of the physical education at an approved school;

and

- (e) carry out in their own schools for the period of one year an approved program of physical education, and at the end of the period submit to the Director a certificate from the district inspector that the work has been satisfactorily performed.

3. Details of courses and examinations mentioned in paragraph (c) of clause 2 shall be published from time to time in the *Education Gazette and Teachers' Aid*.

REGULATION XII. (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 XII. (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 paragraph (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 examination 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.

REGULATION XII. (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 an approved vacation school.

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 XII. (I).—CERTIFICATE OF COMPETENCY IN VISUAL EDUCATION.

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

2. Candidates for this certificate shall—

- (a) complete a satisfactory course of lectures, demonstrations, and practical work at an approved school of instruction in visual education;
- (b) pass a theoretical examination in the course covered by the lectures and demonstrations mentioned in paragraph (a) of this clause;
- (c) pass a practical test which shall be taken in connexion with the school of instruction mentioned in paragraph (a) of this clause, and which shall be conducted by examiners appointed for the purpose by the Director;
- (d) submit a detailed report on some individual experiment in visual education conducted by the candidate, an outline of the proposed experiment having beforehand been submitted to, and approved by, the Director;
- (e) submit a certificate from the district inspector that the candidate has after complying with the conditions specified in paragraphs (a), (b), (c), and (d) of this clause carried out satisfactorily an approved program of visual education for a period of at least one year;

and

- (f) plan and gather the material for one film strip, which shall be submitted to, and approved by, the Director, together with an approved plan in detail of a lesson showing exactly how the film strip is to be used.

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

4. All material for the film strip referred to in clause 2 (f) above shall upon being submitted to, and approved by, the Director become the property of the Education Department and may be made into a departmental film strip.

REGULATION XII. (J).—CERTIFICATE OF COMPETENCY IN HANDWORK.

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

2. Candidates for this certificate shall—

- (a) complete a prescribed course of study in two forms of handwork as follows:—
 - (i) Woodwork and bookcraft,
 - or*
 - (ii) woodwork and one such other craft as may from time to time be prescribed by the Director,
 - or*
 - (iii) bookcraft and one such other craft as may from time to time be prescribed by the Director;

- (b) pass a theoretical examination in one of the groups of handwork, (i), (ii), or (iii), set out in paragraph (a) of this clause;
 - (c) complete a satisfactory course of lectures, demonstrations, and practical work at an approved school of instruction;
 - (d) pass a practical test in woodwork or bookcraft which shall be taken in connexion with the school of instruction mentioned in paragraph (c) of this clause, and which shall be conducted by examiners approved for the purpose by the Director;
- and*
- (e) submit a certificate from the district inspector stating that the candidate has after complying with the conditions specified in paragraphs (a), (b), (c), and (d) of this clause carried out satisfactorily an approved program of handwork for a period of at least one year.

3. Details of the examination, the practical test, and the courses 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.—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 the course of instruction mentioned in clause 2 (c) above.

4. Details of the examinations, test, and course mentioned in paragraphs (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.—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.—TUITION FEES FOR SECONDARY EDUCATION.

1. Fees as provided in clause 2 below shall be payable for instruction at State secondary schools, including the Secondary Correspondence School, by or on behalf of pupils who, being fourteen years of age or over—

- (a) return to school in any year for the purpose of continuing with the course for the School Leaving Certificate or for Matriculation, having failed in the previous year, as the case may be—
 - (i) to obtain the School Leaving Certificate,

or

 - (ii) to qualify for Matriculation;

- (b) return to school for the sole purpose of completing at the supplementary examinations the course for the School Leaving Certificate;
- (c) attend part-time to receive instruction in single subjects;
- (d) attend a special class established by the Minister under the provisions of Regulation XXXVII.

2. Fees payable under the provisions of clause 1. above shall be as follows:—

- (a) For a full year's course in Form VI. or Form V. of a district high school or a girls' secondary school or in Form V. of a higher elementary school—Six pounds (£6) per annum.
- (b) For single subjects taken by pupils who return to school for the sole purpose of completing at the supplementary examinations the course for the School Leaving Certificate—Ten shillings (10s.) per subject.
- (c) For single subjects other than those mentioned in paragraph (b) above, taken at school with ordinary classes during school hours—
 - (i) for each subject of the course for the School Intermediate Certificate—Fifteen shillings (15s.) per term;
 - (ii) for each subject of the course for the School Leaving Certificate or for Matriculation—One pound (£1) per term;
 - (iii) for cookery (one session per week or the equivalent)—One pound (£1) per term;
 - (iv) for needlework or woodwork or sheetmetal work—one half-day per week or the equivalent, Fifteen shillings (15s.) per term; one full day per week or the equivalent, One pound (£1) per term.
- (d) For correspondence tuition in a full course for the School Leaving Certificate or for Matriculation—Three pounds (£3) per annum.
- (e) For each single subject of the School Intermediate Certificate course taken by correspondence tuition—Fifteen shillings (15s.) per annum.
- (f) For each single subject of the course for the School Leaving Certificate or for Matriculation taken by correspondence tuition—One pound (£1) per annum.
- (g) For special classes established by the Minister under the provisions of Regulation XXXVII.—The fees prescribed in that regulation.

3. The Minister may remit tuition fees in all cases where he is satisfied that the pupil or the parents of the pupil, with the assistance (if any) of members of his family, are not in a position to pay such fees.

4. The Minister may grant free tuition in any case where he is satisfied that the pupil may have been adversely affected in his studies by physical incapacity, ill-health, transfer during the year, or other circumstances.

5. Fees shall be remitted in the case of pupils who—

- (a) having failed to obtain the School Leaving Certificate, have received the permission of the Registrar of the University of Melbourne to proceed to the Matriculation year,
or
- (b) having failed in the previous year in any one of the cases stated in paragraphs (a) and (b) of clause 1, are yet considered by their head master able to profit by attempting the course a second time.

6. Fees chargeable under the provisions of paragraph (b) of clause 1 above shall be remitted if the student completes the examination and continues at school for full-time instruction until at least the end of the first term of the year in which such completion takes place.

7. The Minister may remit the fees payable under paragraph (c) of clause 1 above by or on behalf of pupils who, being in full-time attendance at registered schools outside the metropolitan area or outside Ballarat, Bendigo, or Geelong, attend a State secondary school for instruction there in single subjects for part of the course taken by the pupils, provided that this concession shall not be granted to

pupils who come within the categories specified in paragraphs (a), (b), and (d) of clause 1 above, and provided also that no additional staff at the State secondary school is required for the purpose.

8. No fees under paragraph (e) of clause 2 above shall be payable by or on behalf of pupils who, being in full-time attendance at a secondary school, receive instruction in single subjects from the Correspondence School.

9. No fees under paragraph (f) of clause 2 above—

(a) shall, in respect of art or any requisite subject of the course for the School Leaving Certificate, be payable by or on behalf of persons who, with the approval of the Council of Public Education, are undergoing courses of training with a view to qualifying for registration as teachers,

or

(b) shall be payable by or on behalf of pupils in full-time attendance at country schools outside Ballarat, Bendigo, and Geelong in which tuition cannot be provided in the subject or subjects required by the pupils.

10. Notwithstanding anything contained in this regulation, any teacher employed by the Education Department may be admitted without fee to any course provided by the Secondary Correspondence School, on condition that the fee may be recoverable by the Department should the student fail to complete the course satisfactorily.

11. Application for exemption from payment of fees under the provisions of clauses 2, 3, 4, 5, 6, and 7 above shall be made on the prescribed form.

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

REGULATION XVI.—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 not less than 3 miles from the nearest existing State school by the shortest practicable route the allowance, if granted, shall be not more than One shilling for each day's attendance.

3. Notwithstanding anything contained in clause 2 above, the Minister may, in special circumstances, grant an allowance for conveyance to any pupil in attendance at a State or registered primary school who is over fourteen years of age and resides not less than 3 miles from the nearest existing State school.

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

(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 initiated 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 reimbursed to the parents or guardians at the end of each quarter.

5. Application for an allowance under clause 2 or 3 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 the year in which application is first made.

6. Payments of the allowance under clause 2 or 3 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.

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

8. Notwithstanding anything contained in clause 7 above, children in attendance at State primary schools may be permitted to travel free by means of a transport service established for the conveyance of pupils to post-primary schools under the following conditions:—

- (a) That there is accommodation available on the existing bus without overcrowding;
- (b) that children so permitted to travel shall, unless they have been otherwise directed by the Department, attend the nearest primary school on the route;
- (c) that children so permitted to travel shall reside not less than 3 miles from the nearest existing State primary school providing the type of education approved for them by the Department;
- (d) that an undertaking shall be given by the parents or guardians of children so permitted to travel to make other arrangements should the bus accommodation become insufficient;

and

- (e) that preference shall be given to children who have the furthest distance to travel or who have physical disabilities.

9. Notwithstanding anything contained in clause 7 above children in attendance at registered primary schools may, in very special cases at the discretion of the Minister and under the conditions set out in clause 8 above, be permitted to travel free by means of a transport service established for the conveyance of pupils to post-primary schools.

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

REGULATION XVII.—CONVEYANCE OF PUPILS TO POST-PRIMARY SCHOOLS AND CLASSES.

1. (a) The Minister may, if he considers the circumstances warrant it, allow to a pupil attending a district high school, a higher elementary school, a central school, central classes, a girls' secondary school, or a technical school such sum as will cover the cost of conveyance to and from school, provided that the place of residence of the pupil is not less than 3 miles from the nearest State school or State educational centre providing the required standard of education.

(b) The Minister may, if he considers the circumstances warrant it, allow to a pupil attending a registered secondary school such sum as will cover the cost of conveyance to and from school, provided that the place of residence of the pupil is not less than 3 miles from the school attended and provided that there is not within 3 miles of his place of residence a State school or State educational centre providing the required standard of education.

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 the end of February, wherever possible, in each year.

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

4. (a) The Minister may, if he considers the circumstances warrant it, provide the full 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' secondary school, or a technical school by means of an approved transport service, provided that all pupils so conveyed shall attend the nearest centre of State secondary education providing the required standard of education and that pupils who reside less than 3 miles from the school will not be conveyed unless there is accommodation for them in the vehicle used for the transport service.

(b) Where arrangements have been made for the establishment of a transport service under sub-clause (a) of this clause, the Minister may, if he considers the circumstances warrant it, permit pupils attending a registered secondary school to travel by the same transport service, provided that pupils so permitted to travel reside at least 3 miles from the school attended, and attend the nearest centre of secondary education providing the required standard of education.

Pupils who reside less than 3 miles from the school attended shall not be conveyed under the provisions of this sub-clause unless there is accommodation for them in the vehicle used for the transport service.

5. Applications for the establishment of an approved transport service shall be made by the head teacher of the school to which pupils are to be conveyed, and shall contain full particulars of the proposed service, including the full names, ages, classification, qualifications, and addresses of the pupils, and the distances to be travelled.

6. No provision under clause 1 or clause 4 above shall be made in respect of any pupil who has not successfully completed the course of study for Grade VI. prescribed for State primary schools or obtained an approved equivalent or a higher qualification.

7. (a) The head teacher and the district inspector of State primary schools and a representative of the Transport Regulation Board shall confer as to the requirements of a transport service for the conveyance of pupils to a school, and when necessary the head teacher shall invite tenders for the service.

(b) All tenders shall be forwarded to the Minister for his consideration.

8. (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 the Minister of the second part.

(b) The owner of the vehicle referred to in sub-clause (a) of this clause shall 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. Payments for the conveyance of pupils under clause 4 above shall be made to the owner of the vehicle at the end of each calendar month.

10. 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.

11. Provision for the cost of transport under this regulation shall be conditional on moneys being placed by the legislature at the Minister's disposal.

REGULATION XVIII.—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 text-book 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 XIX.—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' secondary schools, technical schools, central schools, and central classes, in the manner and on the conditions hereinafter mentioned.

2. (a) An allowance for school requisites up to £1 5s. per annum may be granted to a pupil taking the first or second year of the post-primary course at a district high school, higher elementary school, girls' secondary school, junior technical school, central school, or central class.

(b) An allowance for school requisites up to £2 10s. per annum may be granted to a pupil taking the third or fourth year of the post-primary course at a district high school, higher elementary school, girls' secondary school, junior technical school, or to a pupil taking the course for the ninth or higher school year in a consolidated school or an approved post-primary school.

(c) An allowance for school requisites up to £3 per annum may be granted to a pupil taking—

(i) the course at a senior technical school, or

(ii) the fifth or sixth year of the post-primary course at a district high school, higher elementary school, or girls' secondary school.

3. (a) No allowance under the provisions of sub-clause (b) or (c) of clause 2 of this regulation shall be granted unless 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 school bags or cases or for the payment of sports fees.

4. An allowance for maintenance up to £39 per annum may be granted to a pupil taking the course at a district high school, higher elementary school, girls' secondary 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 satisfactorily completed the course prescribed for Grade VIII. in State primary schools, or an approved equivalent course, 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. A maintenance allowance up to £26 per annum may be granted to a pupil of a district high school who resides at home and who, having qualified for matriculation, returns to school to undertake a further year of study at the matriculation stage owing to his inability to enter upon a course at the University of Melbourne because of age or lack of accommodation in his chosen faculty; provided that the allowance shall not be granted to any pupil if the total combined income from all sources of the parents or guardians during the preceding year exceeded Four hundred pounds: provided further that where such total combined income exceeded Four hundred pounds but did not exceed the sum arrived at by multiplying the sum of Eighty pounds by the number of children in the family not in receipt of an income of Ten shillings or more weekly plus the number of the parents or guardians, the allowance may be granted.

6. No allowance under the provisions of clause 2 or clause 4 shall be granted, except in necessitous cases.

7. 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.

8. (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 styled "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 the 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, the 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.

9. (a) Notwithstanding anything contained in this regulation an allowance for maintenance up to £20 per annum may be granted on behalf of a pupil taking an approved secondary school course at a State secondary school or a registered secondary school or other approved school having technical courses, provided—

(i) that the school is situated not less than twenty miles from the General Post Office, Melbourne;

(ii) that there is no school bus service or suitable transport available for the conveyance of the pupil to the nearest school providing the required standard of education;

(iii) that it is necessary for the pupil to reside away from home in order to attend school;

and

(iv) that no allowance shall be granted to any pupil who has not satisfactorily completed the course prescribed for Grade VI. in State primary schools.

(b) Subject to the provisions of paragraphs (ii), (iii), and (iv) of sub-clause (a) of this clause, an allowance may be granted on behalf of a pupil attending a State secondary school or a registered secondary school or other approved school having technical courses situated within twenty miles of the General Post Office, Melbourne, provided that there is no other State secondary school or other approved school having technical school courses nearer to his home.

(c) An allowance granted under sub-clause (a) or (b) of this clause may be discontinued if it is considered that the pupil is not making satisfactory progress.

10. Allowances for maintenance shall be paid half-yearly to the parents or guardians of the pupils concerned.

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

REGULATION XX. (A).—TRAINED PRIMARY TEACHER'S CERTIFICATE.

The Trained Primary Teacher's Certificate shall be granted to a candidate—

(i) who has obtained the School Leaving Certificate of the University of Melbourne or has passed in five subjects of the School Leaving examination including English or holds an approved equivalent or higher qualification; and

(ii) who has completed satisfactorily at an approved training institution a course including—

(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) Art;
- (n) Handwork (men only);
- (o) Needlework (women only);
- (p) Craft Work;
- (q) Nature-study and Rural Science;
- (r) Arithmetic.

REGULATION XX. (B).—TRAINED INFANT TEACHER'S CERTIFICATE.

The Trained Infant Teacher's Certificate shall be granted to a candidate—

- (i) who has obtained the School Leaving Certificate of the University of Melbourne or has passed in five subjects of the School Leaving examination including English or holds an approved equivalent or higher qualification;
- (ii) who has completed satisfactorily at an approved training institution the course for the Trained Primary Teacher's Certificate; and
- (iii) who has completed satisfactorily at an approved training institution a course including—
 - (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) Art;
 - (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.

REGULATION XX. (C).—TRAINED SPECIAL TEACHER'S CERTIFICATE.

The Trained Special Teacher's Certificate shall be granted to a candidate—

- (i) who has obtained the School Leaving Certificate of the University of Melbourne or has passed in five subjects of the School Leaving examination including English or holds an approved equivalent or higher qualification;
- (ii) who has completed satisfactorily at an approved training institution the course for the Trained Primary Teacher's Certificate; and
- (iii) who has completed satisfactorily at an approved training institution a course including—
 - (a) Psychology of Dull and Mentally Handicapped Children;
 - (b) Education of Dull and Mentally Handicapped Children;
 - (c) Manual, Industrial, and Household Arts and Crafts;
 - (d) Health and Physical Defects;
 - (e) Speech Defects and Remedial Measures;

- (f) Physical Training (with special reference to mentally handicapped children);
- (g) Music and Rhythmic Expression;
- (h) Horticulture;
- (i) practice of teaching and observation in a class or school for dull or mentally handicapped children.

REGULATION XX. (D).—TRAINED DOMESTIC ARTS TEACHER'S CERTIFICATE.

1. The Trained Domestic Arts Teacher's Certificate shall be granted to a candidate—

- (i) who has obtained the School Leaving Certificate of the University of Melbourne or has passed in five subjects of the School Leaving examination including English or holds an approved equivalent or higher qualification; and
- (ii) who has completed satisfactorily at an approved training institution a course including—

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.

2. 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.

3. The Director from time to time may 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.

REGULATION XX. (E).—DIPLOMA OF DOMESTIC ARTS.

1. The Diploma of Domestic Arts shall be granted to a candidate—

- (i) who has obtained the School Leaving Certificate of the University of Melbourne or has passed in five subjects of the School Leaving examination including English or holds an approved equivalent or higher qualification; and
- (ii) who has completed satisfactorily at an approved training institution a course including—

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—

Needlework, Grade III.; Dressmaking, Grade II.; Cookery, Grade III.; Cookery, Large Quantity; Dietetics and Physiology; Science (Bacteriology, Bio-chemistry, Food Chemistry, Special Course); English; an approved craft; Physical Education.

Fourth Year—

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

2. Provision may be made for instruction in essential work in Millinery during the second or third year of the course.

REGULATION XXI.—SCHOLARSHIPS AND BURSARIES.

1. The Minister of Education shall annually award scholarships, free places, and bursaries 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 under-mentioned groups of schools or classes, as the Director, with the approval of the Minister, may from time to time determine—

- (a) one thousand and fifty Junior scholarships, or any less number, among qualified candidates in attendance at State primary schools, central schools, central classes, higher elementary schools, consolidated schools, group schools, approved girls' secondary schools, district high schools, registered schools, and among candidates receiving instruction from the State Correspondence School;
- (b) six hundred and fifty free places at State secondary schools, or any less number, among qualified candidates in attendance at State central schools, central classes, higher elementary schools, approved girls' secondary schools, district high schools, consolidated schools, and group schools.

3. No Junior scholarship or free place shall be awarded to any candidate whose age 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 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' secondary school or from a district high school—

- (i) the following subjects as prescribed for Grade VIII in State primary schools, namely, English, Arithmetic, and General Intelligence;

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), Elementary Science, and General Intelligence;

Second Group.—French, Latin, and German;

Third Group.—History and Civics, and Geography;

provided that candidates shall present for examination in the four 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 shall be made on a prescribed form, and shall be forwarded through the head teacher together with an entry fee of Two shillings and sixpence for each candidate.

(b) Applications 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.

(c) Applications 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 approved course of an equivalent or higher standard.

(d) Any candidate for a Junior scholarship or free place 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 sixpence.

6. (a) The Junior scholarships or free places 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 or free place shall remain, a student at an approved State secondary school or other approved State educational institution.

(ii) The holder shall obtain satisfactory reports on his attendance, conduct, and progress from the head teacher or principal of the school that he is attending.

(iii) The holder shall follow a course of study 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.

(c) Holders of Junior scholarships may attend, in lieu of State secondary schools or other approved State educational institutions, such other schools having technical courses as may be approved for the purpose, after inspection, by the Director.

(d) The holder of a Junior scholarship or free place who has completed the School Leaving Certificate, but who would be too young to qualify in the following year for entrance to the University, may with the approval of the Director have his Junior scholarship or free place extended for an additional year to enable him to pursue an approved two-year course of study for matriculation.

(e) The holder of a Junior scholarship or free place who has qualified for matriculation but who, by reason of age, is not qualified to enter upon a course at the University of Melbourne or who, through lack of accommodation, cannot be admitted by his chosen faculty, may, with the approval of the Director, have his Junior scholarship or free place extended for an additional year to enable him to pursue an approved course of study.

7. (a) The conditions under which a registered secondary school may be approved for the purpose of clause 6 (b) 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 Matriculation 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 Matriculation examination 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) shall be made on the prescribed form.

(c) Applications to have schools with technical courses approved for the purpose of clause 6 (c) shall be made on the prescribed form.

8. (a) Where the holder of a Junior scholarship or free place attends an approved State secondary school or other approved State educational institution, he shall receive free tuition thereat, and, in addition, an allowance for school requisites as follows:—

- (i) For the School Intermediate Certificate year or any lower year—£4 per annum.
- (ii) For the School Leaving Certificate year or any higher year—£5 per annum.

(b) Where the holder of a Junior scholarship attends an approved registered secondary school, or other approved school having technical courses, he shall receive an allowance of £17 per annum towards his expenses of tuition, and, in addition, an allowance for school requisites as follows:—

- (i) For the School Intermediate Certificate year or any lower year—£4 per annum.
- (ii) For the School Leaving Certificate year or any higher year—£5 per annum.

Teaching Bursaries.

9. There shall be awarded annually 600 teaching bursaries, or any less number, to qualified candidates in attendance at State secondary schools and at registered schools.

10. Of these teaching bursaries, 400, or any less number, shall be known as Leaving Certificate bursaries and shall be awarded to qualified candidates who obtain the Intermediate Certificate of the University of Melbourne during the year immediately preceding the year in which the award is made or who, in schools not presenting pupils for the Intermediate Certificate, produce satisfactory evidence from the head master that they have reached the standard of the Intermediate Certificate examination and who intend to proceed in the next year to the School Leaving Certificate, and 200, or any less number, shall be known as Matriculation bursaries and shall be awarded to qualified candidates who have obtained the School Leaving Certificate of the University of Melbourne.

11. Candidates for Leaving Certificate bursaries shall present for a qualifying examination during the year in which they will sit for, or in which they are taking the final year of the courses for, the Intermediate Certificate examination.

12. No Leaving Certificate bursary shall be awarded to any candidate whose age will be more than sixteen years and six months on the first day of January of the year in which the award is made.

13. The qualifying examination for Leaving Certificate bursaries referred to in clause 11 shall include a general intelligence test and written examinations in English and Mathematics.

14. The examinations in English and Mathematics shall be at the standard expected for candidates who have completed the first six months of the fourth year of an approved course for the Intermediate Certificate.

15. Following the qualifying examination, candidates shall be ranked in order of merit, the order being determined by their aggregate scores in the examination.

16. Leaving Certificate bursaries shall be awarded under the provisions of clauses 10, 11, and 12 to candidates in the order in which their names appear on the list of order of merit.

17. Applications to present for the qualifying examination for a Leaving Certificate bursary 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 thirty-first day of July in each year provided that, in any special cases, applications received not later than fourteen days after the thirty-first day of July may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings for each candidate.

18. Any candidate for a Leaving Certificate bursary may obtain a list of marks gained by him in each part of the qualifying examination on payment of a fee of Two shillings and sixpence.

19. A Leaving Certificate bursary shall be tenable for one year only and a holder thereof shall become at the commencement of the term immediately following the award of the bursary, and thereafter during the currency of the bursary shall remain, a student at an approved State secondary school or an approved registered secondary school.

20. The holder of a Leaving Certificate bursary shall during the tenure of the bursary follow a course of study approved by the Director, which will enable him to present at the end of the year for the School Leaving Certificate examination of the University of Melbourne.

21. Matriculation bursaries shall be awarded on the recommendation of a special selection committee set up for this purpose by the Director to candidates who obtain the School Leaving Certificate of the University of Melbourne.

22. No Matriculation bursary shall be awarded to any candidate whose age will be more than seventeen years and six months on the first day of January of the year in which the award is made.

23. In recommending the award of Matriculation bursaries the selection committee shall take into account a candidate's school record, the results at the School Leaving Certificate examination, and the proposed course for the Matriculation examination.

24. Applications for Matriculation bursaries 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 each year, provided that, in any special cases, applications received not later than fourteen days after the twenty-fifth of November may, with the approval of the Director, be accepted on payment of a late fee of Ten shillings for each candidate.

25. A Matriculation bursary shall be tenable for one year only and a holder shall become at the commencement of the term immediately following the award of the bursary, and thereafter during the currency of the bursary shall remain, a student at an approved State secondary school or an approved registered secondary school.

26. The holder of a Matriculation bursary shall during the tenure of the bursary follow a course of study, approved by the Director, which will enable him to present at the end of the year for the Matriculation examination of the University of Melbourne.

27. Notwithstanding anything in clauses 25 and 26, the Minister may, in special circumstances, make a further award of a Matriculation bursary to the holder of a Matriculation bursary who has completed successfully the course for Matriculation, to enable the holder to undertake a second year of Matriculation study.

28. No teaching bursary shall be awarded to a candidate who is not a natural born or naturalized British subject.

29. Each candidate for a teaching bursary shall forward his application through his head master who shall furnish on the prescribed form a report on the candidate's suitability for the work of teaching.

30. The award of any teaching bursary may be subject to the report of an inspector of schools or other approved officer of the Education Department, following a personal interview with a candidate.

31. The holder of a teaching bursary 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.

32. The tenure of a teaching bursary shall depend on satisfactory attendance, conduct, and progress on the part of the holder.

33. The provisions of clause 7 of this regulation shall apply with respect to the approval of registered secondary schools for the purpose of attendance by holders of teaching bursaries.

34. The holder of a teaching bursary shall be entitled to an allowance of £50 per annum towards any or all of the following charges:—

Cost of tuition, board and lodging, travelling, books and materials, laboratory charges.

35. Notwithstanding anything contained in this regulation, the holder of a teaching bursary may hold or continue to hold during the currency of the bursary any scholarship, free place, or bursary to which he is otherwise entitled, provided that the holder of a teaching bursary may not continue to hold a teaching scholarship.

36. The holder of a teaching bursary shall be required, as a condition of such bursary, to enter into an agreement with the Minister and an approved surety in the form set forth in Schedule I. or Schedule II.

Public Service Scholarships.

37. There shall be awarded annually, on the result of a competitive examination, one hundred Public Service scholarships or any less number as may be determined by the Public Service Board among qualified male candidates in attendance at State secondary schools and at registered schools.

38. No Public Service scholarship shall be awarded to any candidate—

(a) whose age will be less than fourteen years or more than fifteen years and six months on the first day of January immediately succeeding the competitive examination;

or

(b) who is not a natural born or naturalized British subject.

39. The competitive examination for scholarships under clause 37 shall include a general intelligence test and a written examination in English and Arithmetic as prescribed for the third year of the course in district high schools.

40. Applications to compete for Public Service scholarships shall be made on a prescribed form and shall be forwarded, together with an entry fee of Two shillings and sixpence 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.

41. (a) A pupil will not be admitted as a candidate for a Public Service scholarship unless he is a pupil of Form III. or of an equivalent or higher form.

(b) A candidate for a Public Service scholarship shall forward his application through the head teacher or principal who shall certify thereon the form or class in which the candidate is a pupil.

42. A candidate for a Public Service scholarship 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 sixpence.

43. A candidate shall not be entitled to be awarded a Public Service scholarship unless he is of sound bodily health, and any candidate on being requested to do so shall produce a certificate from a legally qualified medical practitioner as to the state of his health.

44. Public Service scholarships shall be tenable for a period, not exceeding two years, that will enable a holder to complete a course of study under the following conditions:—

(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 at an approved district high school or registered secondary school, or alternatively at an approved higher elementary school for one year and thereafter during the currency of the scholarship at an approved district high school or registered secondary school, provided that such registered secondary school shall be approved by the Director for the reception of scholarship holders at the appropriate standard.

- (b) The holder shall obtain from the head teacher or principal of the school that he is attending satisfactory reports on his attendance, conduct, and progress.
45. The course of study taken by a holder shall be as follows:—
- (a) *Intermediate Certificate*: A course of at least six subjects which shall include English Expression and a branch of Mathematics,
- or*
- (b) *Leaving Certificate*: A course of at least four subjects which shall include English and a branch of Mathematics,
- or*
- (c) *Matriculation*: A course of at least three subjects: provided that Musical Appreciation, Music (both Practical and Theoretical), Domestic Science, Physical Education, and Craft shall not be regarded as subjects of any of these approved courses.
46. The holder of a Public Service scholarship shall receive during the tenure of his scholarship an allowance of £25 per annum towards tuition fees and living expenses and, in addition, an allowance for school requisites as follows:—
- (i) For the School Intermediate Certificate year—£4 per annum.
- (ii) For the School Leaving Certificate year or any higher year—£5 per annum.
47. The holder of a Public Service scholarship shall be required as a condition of his 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.

Intermediate Technical Scholarships.

48. There shall be awarded annually on competitive examination two hundred and 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.
49. Intermediate Technical scholarships 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.
50. No Intermediate Technical scholarship shall be awarded—
- (a) to any candidate whose age will exceed fifteen 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 III. or its equivalent at State or registered schools providing the course for the Junior Technical Certificate.
51. (a) Application to compete for Intermediate Technical scholarships shall be made on a prescribed form and shall be forwarded together with an entry fee of Two shillings and sixpence 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.
- (b) Each candidate for an Intermediate Technical scholarship 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 III. or its equivalent.
- (c) Any candidate for an Intermediate Technical scholarship 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 sixpence.

52. Intermediate Technical scholarships 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 that he is attending satisfactory reports on his attendance, conduct, and progress.

53. The holder of an Intermediate Technical scholarship shall receive free tuition and, in addition, an allowance of £10 towards the cost of travelling, books and materials, and laboratory charges.

Senior Technical Scholarships.

54. There shall be awarded annually two 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, consolidated schools or group schools taking secondary courses, higher elementary schools, girls' secondary 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 towards any or all of the following charges:—
 - board and lodging, travelling, books and materials, laboratory charges;
- (b) twenty-five, of which twenty shall be awarded to boys and five to girls, shall be tenable for the full length of approved part-time courses in technical schools and shall entitle the holders to free tuition and to an allowance of £10 per annum towards the cost of travelling, books and materials, and laboratory charges;
- (c) fifty shall be awarded to boys who have successfully completed the course for the Junior Technical Certificate or the Intermediate Technical Certificate or an approved equivalent course, and shall be tenable for the full length of approved part-time 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 are natural born or naturalized British subjects and 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 towards any or all of the following charges:—
 - board and lodging, travelling, books and materials, laboratory charges,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 six years,

and

 - (ii) the length of the approved day course shall not exceed four years;

- (e) one hundred shall be awarded to boys who have successfully completed the course for the Intermediate Technical Certificate or an approved equivalent course and shall be tenable for the first year of an approved Diploma course in Science, Engineering, or Architecture, and shall entitle the holders to free tuition and to an allowance of £30 per annum towards any or all of the following charges:—
board and lodging, travelling, books and materials, laboratory charges.

55. Senior Technical scholarships 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 that he is attending satisfactory reports on his attendance, conduct, and progress.
- (c) The holder of a scholarship in a part-time 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 54 (d)—
- (i) shall be required as a condition of the scholarship 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,
- and*
- (ii) shall satisfy a school medical officer that he is suitable for permanent appointment to the Teaching Service.

56. (a) Senior Technical scholarships shall be awarded on the recommendation of a committee 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) The 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.

57. (a) Applications for Senior Technical scholarships 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 shall forward his application through the principal who shall furnish, on the prescribed form, a report and recommendation.

58. The courses in which Senior Technical scholarships 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 Science; Architecture; Building and Contracting; Engineering (Aeronautical, Automotive, Civil, Electrical, Mechanical, Mining, Metallurgical, Chemical); Industrial Art; Metallurgy; Wool Classing and Sorting; Cookery and Institutional Management; and Needlecraft.

Part-time Courses (Professional)—

Architecture and Building Construction; Chemistry; Engineering (Electrical, Mechanical, Metallurgical, Municipal, and Hydraulic); Industrial Art; and Land Surveying.

Part-time 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.

Senior Scholarships.

59. There shall be awarded annually forty-four Senior scholarships, or any less number, of which—

- (a) forty shall be open to candidates in attendance 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.

60. (a) Five of the Senior scholarships mentioned in clause 59 (a) 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 office in Ballarat, Bendigo, Geelong, and Melbourne, provided that—

- (i) the candidate is awarded at least thirty-two points under the provisions of clause 63,

and

- (ii) the home of the parents or guardians of the candidate is situated in Victoria not less than 20 miles from the main post office in Ballarat, Bendigo, Geelong, and Melbourne.

(b) Not more than one of the four Senior scholarships mentioned in clause 59 (b) 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 has not previously been awarded, one of the Senior scholarships mentioned in clause 59 (b).

61. (a) Applications for Senior scholarships 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 Matriculation 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 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 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 59 (a) shall be awarded to any candidate whose age will exceed eighteen years and six months on the first day of January in the year in which the scholarship is to be awarded.

62. Senior scholarships shall be awarded on the recommendation of a committee 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.

63. The recommendation of the committee mentioned in clause 62 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—two points shall be allotted.
- (b) For each subject in which the number of candidates presenting for the Matriculation 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) | <i>Percentile.</i> | <i>Points.</i> |
|-----|----------------------|----------------|
| | 1st to 5th | 12 |
| | 6th to 10th | 10 |
| | 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 Matriculation 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, 6, or 4 points, according to the marking of the examiners.
- (d) Any subject shall count only at the highest standard reached in it.
- (e) Points shall be allotted for other examinations passed, on a basis of equivalence to be determined by the committee.
- (f) The committee shall take into consideration the number of times the candidates have presented for the Matriculation examination, and 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.

64. (a) Senior scholarships 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, and provided further that for the last two years of the course for the degree of Master of Science the allowance shall be £20 per annum.

(b) Senior scholarships 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.

65. Senior scholarships under clause 59 (a) or (b) 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.

66. (a) On the recommendation of the Professorial Board, the Director may grant permission to the holder of a Senior scholarship under clause 59 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 64 and 65, 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.

Free Places at the University of Melbourne.

67. 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, or Mining.
- (b) Fifty 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 (other than teachers in the Education Department) in the permanent 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.

68. Notwithstanding anything contained in this regulation—

- (a) of the free places under clause 67 (a) and (b) 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 67 (b) 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.

69. A free place under clause 67—

- (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 67 (c) shall obtain reports from the permanent head of the Department in which he is employed, showing that he is performing his official duties satisfactorily.

70. Every person awarded a free place under clause 67(c) 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.

71. (a) Every person awarded a free place under clause 67 (a) 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 benefit of which he has received as a result of the award of such free place.

(b) Every person awarded a free place under clause 67 (c) 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 the course of studies to which he has been admitted without the permission in writing of the Minister, that he will not discontinue service with the Government of Victoria for any cause within his control during the period of the said course and that, if required, he will remain and continue in the employment of the said Government during the period of five years after the termination of his free place and, if his free place extends over more than five years, during an additional year for each year by which the term of his free place exceeds five years.

72. (a) Applications for free places under clause 67 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 Matriculation 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 67 (a) and (b) 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 67 (c) 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 67 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 67 (c) shall, on the first day of January in the year in which the free places are to be awarded, have been in the permanent employment of the Government of Victoria for at least one year and, except in special cases determined by the committee mentioned in clause 73 (b), be not over 25 years of age.

73. (a) The free places under clause 67 (a) and (b) shall be awarded on the recommendation of a committee 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 67 (c) shall be awarded on the recommendation of a committee 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 committee 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 committee 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 committees 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 committee shall recommend only such applicants as possess the prescribed qualifications.

Travelling Scholarships.

74. On the recommendation of a committee consisting of the Chairman of the Teachers' Tribunal as chairman, the Director, the Chief Inspector of Primary Schools, the Chief Inspector of Secondary Schools, and the Chief Inspector of Technical Schools, 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 to an inspector of schools or an officer of a teachers' college having the status of lecturer or higher;
- (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;

and

- (c) five Travelling scholarships, tenable for a period of one or two years, as the Minister may determine, for the purpose of enabling the holders to undertake such studies and investigations outside Victoria as may be approved by the Minister shall be awarded annually to teachers in the service of the Education Department.

75. (a) The holder of a Travelling scholarship under clause 74 (a) 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 74 (b) or (c) shall be granted £150 per annum, together with such allowance (if any) for travelling as may be approved by the Minister.

76. The holder of a Travelling scholarship under clause 74 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.

General Conditions.

77. 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.

78. 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, free place, or bursary, except a free place under clause 67 (c) or a Travelling scholarship under clause 74, shall be awarded to any candidate who is not in attendance at a school in Victoria.

79. (a) No scholarship or free place under clause 2 or 48 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 clause 2 or 48 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.

80. (a) (i) If the Minister considers the circumstances warrant it, he may grant an allowance for maintenance up to £130 per annum to holders of Senior scholarships under clause 59 (a) or (b), to holders of Senior Technical scholarships under clause 54 (a) or (d), to holders of free places under clause 67 (a) or (b), and may, in addition, grant an allowance up to £39 per annum to those holders of the scholarships and free places named herein who, in the opinion of the Director, are required to live away from home.

(ii) In consideration of any allowance granted under paragraph (i) of this sub-clause, the Minister may require all such holders of scholarships and free places to serve the State for three years after the completion or cessation of their university or technical school courses.

(b) Allowances under sub-clause (a) of this clause may be granted in accordance with the scale set out below on the adjusted income of parents or guardians, and for the purpose of this sub-clause "adjusted income" shall be taken to mean the total amount of net profits, emoluments, and income of parents or guardians less £50 for each living child other than the applicant under the age of fourteen years and for any child attending the University or any school within the meaning of the Education Acts:—

Adjusted Income Not Exceeding—				Allowance.		
				Living at Home.	Additional if Living Away from Home.	Total.
£	Per annum			Per annum £	Per annum £	Per annum £
250	130	39	169
260	126	39	165
270	122	39	161
280	118	39	157
290	114	39	153
300	110	39	149
310	106	39	145
320	102	39	141
330	98	39	137
340	94	39	133
350	90	39	129
360	86	39	125
370	82	39	121
380	78	39	117
390	74	39	113
400	70	39	109
410	66	39	105
420	62	39	101
430	58	39	97
440	54	39	93
450	50	39	89
460	46	39	85
470	42	39	81
480	38	39	77
490	34	39	73
500	30	39	69
510	26	39	65
520	22	39	61
530	18	39	57
540	14	39	53
550	10	39	49
560	6	39	45
570	39	39
580	39	39
590	39	39
600	26	26
610	26	26
620	26	26
630	26	26
640	26	26

When the adjusted income exceeds £640, no allowance shall be paid.

81. (a) Where it is necessary for the holder of a scholarship, bursary, or free place under clause 2, 9, 48, or 54 (e) 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 £52 per annum.

(b) Where a scholarship, bursary, or free place has been awarded under clause 2, 9, 48, or 54 (e) and the total combined income from all sources of the parents or guardians of the holder does not exceed the basic wage, and the holder is residing with his parents or guardians, the Minister may grant to the holder an allowance for maintenance up to £52 per annum.

(c) The allowance mentioned in sub-clause (a) of this clause shall not be granted to any holder of a scholarship or free place if the total combined income from all sources of the parents or guardians during the preceding year exceeded Four hundred pounds: Provided that where such total combined income exceeded Four hundred pounds but did not exceed the sum arrived at by multiplying the sum of Eighty pounds by the number of children in the family not in receipt of an income of Ten shillings or more weekly plus the number of parents or guardians, the allowance may be granted.

(d) Notwithstanding anything contained in this regulation the Minister may grant an allowance for maintenance up to £20 per annum to the holder of a scholarship, bursary, or free place under clause 2, 9, or 48, provided—

- (i) that it is necessary for the holder to reside away from home in order to attend school;
- (ii) that the holder is attending an approved school situated not less than twenty miles from the main post office in Melbourne; and
- (iii) that there is no school bus service or suitable transport service available for the conveyance of the holder to the nearest approved school.

(e) Subject to the provisions of paragraphs (i) and (iii) of sub-clause (d) of this clause, an allowance may be granted on behalf of a holder of a scholarship, bursary, or free place under clause 2, 9, or 48, who is attending an approved school situated within twenty miles of the main post office in Melbourne, provided that there is no other approved school nearer to his home.

82. (a) Payments of allowances in connexion with scholarships, free places, and bursaries shall be made half-yearly, 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 entitled "Allowances for Requisites School" at a branch of the State Savings Bank; 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 the register at the end of the year.

(d) All payments for requisites supplied to holders shall be made from the account mentioned in paragraph (ii) of sub-clause (b) of this clause and shall be supported by vouchers.

(e) If, after payment for school requisites, there remains any balance of the allowance for school requisites granted under clause 8, the 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 54 (c), the 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 bursaries and with Senior scholarships and Senior Technical scholarships, with the exception of allowances for school requisites, shall be payable to the holder of the scholarship or bursary.

(i) Allowances towards expenses of tuition on behalf of holders of scholarships attending approved registered secondary schools shall be payable to the principal. 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 or bursary attending an approved registered secondary school, the head teacher or principal of the school may claim the allowance for maintenance, if authorized on a prescribed form by the parent or guardian.

(j) Applications for the Minister's approval of the allowances mentioned in clauses 80 and 81 shall be made on a prescribed form, and shall be forwarded early in each year.

(k) In district high schools, higher elementary schools, and technical schools, all books, vouchers, 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.

83. All payments and all awards of scholarships, free places, and bursaries by the Minister shall be conditional on moneys being placed at his disposal by the legislature.

84. The Minister may at any time cancel any scholarship, free place, or bursary 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 the scholarship, free place, or bursary shall cease and determine.

85. (a) The head teacher or principal shall immediately report to the Education Department any case where the conditions of tenure of a scholarship, free place, or bursary are not being complied with or any withdrawal from school of the holder.

(b) A holder who relinquishes a scholarship, free place, or bursary 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.

86. A holder of a scholarship, free place, or bursary, if he produces satisfactory evidence, may, on the certificate of the Director, have it suspended by the Minister for such period as may be deemed necessary, but no suspension of a free place awarded under clause 67 shall be granted during the first year of the free place, except in a case where the holder has enlisted or been called up for service in the Australian Defence Forces.

87. (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.

(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.

88. 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 the scholarships is not at least equivalent to the amount of the fees for which remission is desired.

89. If the holder of a Junior, Public Service, Intermediate Technical, or Senior Technical scholarship, or of a free place at a State secondary school, or of a bursary wishes to transfer from one approved school to another, the parent or guardian shall forward to the Secretary, Education Department, through the head teacher or principal, for his endorsement or comment, an application stating the reasons for the desired transfer.

90. Candidates awarded scholarships, free places, Teaching bursaries, Public Service scholarships, and Intermediate Technical scholarships shall submit a certificate of birth or, in the event of such a certificate being unobtainable, other proof of age.

SCHEDULE I.

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 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 Regulations XXI. relating to scholar-
 ships the student has been awarded a Leaving Certificate bursary: And
 whereas it is provided by the said Regulation that every student awarded a
 Leaving Certificate bursary shall upon accepting such bursary 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 Regulation 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 bursary as provided by the Regulations relating thereto or any amendments thereof for the time being in force.
2. That the student will not relinquish or discontinue his course of study under or in connexion with the said bursary without the permission in writing of the Minister first had and obtained.
3. That the student will within the period of one year after completion of the said course of study apply for and accept appointment to the teaching service within the meaning of the *Teaching Service Act 1946* provided that with the written consent of the Minister the said period of one year shall be extended to such period as is specified in the said consent.
4. That the student will for and through the period of three years next as from the date of his accepting appointment to the said teaching service serve as a member of the said teaching service.
5. That in the event—
 - (a) of the cancellation by the Minister of the said bursary on the ground that the student failed to make satisfactory progress or for any of the reasons referred to in Regulation XXI; or
 - (b) of the failure of the student to obtain the School Leaving Certificate or to apply for and accept a permanent appointment to the said teaching service; or
 - (c) of the termination of the services of the student in the said teaching service during the period of three years aforesaid by resignation or any other cause except retirement under the provisions of the Superannuation Acts or the death of the student; or
 - (d) 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 all allowances the benefit of which the student has received during and by virtue of his tenure of the said bursary. Provided however that in the event of the termination of the services of the student as a member of the said teaching service by resignation or any other cause except retirement under the provisions of the Superannuation Acts or 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 study aforesaid but during the period of three years aforesaid 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 member of the said teaching service.

6. It is hereby agreed between the parties hereto that notwithstanding anything herein contained the student and the surety and his or their executors or administrators shall not be required to make any payment under clause 5 hereof by reason only of the failure of the student to obtain the School Leaving Certificate if the student is permanently appointed to the said teaching service within the period of one year referred to in clause 3 hereof.

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 clause 5 of this agreement may be extended or altered.

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

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 }
Student in the presence of— }

Signed Sealed and Delivered by the said }
Surety in the presence of— }

Signed Sealed and Delivered by the said }
Minister 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 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 Matriculation bursary: And whereas it is provided by the said Regulation that every student awarded a Matriculation bursary shall upon accepting such bursary 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 Regulation 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 bursary as provided by the Regulations relating thereto or any amendments thereof for the time being in force.
2. That the student will not relinquish or discontinue his course of study under or in connexion with the said bursary without the permission in writing of the Minister first had and obtained.
3. That the student will within the period of one year after completion of the said course of study apply for and accept appointment to the teaching service within the meaning of the *Teaching Service Act 1946* provided that with the written consent of the Minister the said period of one year shall be extended to such period as is specified in the said consent.
4. That the student will for and through the period of three years next as from the date of his accepting appointment to the said teaching service serve as a member of the said teaching service.
5. That in the event—
 - (a) of the cancellation by the Minister of the said bursary on the ground that the student failed to make satisfactory progress or for any of the reasons referred to in Regulation XXI.; or
 - (b) of the failure of the student to matriculate or to apply for and accept a permanent appointment to the said teaching service; or
 - (c) of the termination of the services of the student in the said teaching service during the period of three years aforesaid by resignation or any other cause except retirement under the provisions of the Superannuation Acts or the death of the student; or
 - (d) 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 all allowances the benefit of which the student has received during and by virtue of his tenure of the said bursary. Provided however that in the event of the termination of the services of the student as a member of the said teaching service by resignation or any other cause except retirement under the provisions of the Superannuation Acts or 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 study aforesaid but during the period of three years aforesaid 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 member of the said teaching service.

6. It is hereby agreed between the parties hereto that notwithstanding anything herein contained the student and the surety and his executors or administrators shall not be required to make any payment under clause 5 hereof by reason only of the failure of the student to matriculate if the student is permanently appointed to the said teaching service within the period of one year referred to in clause 3 hereof.

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 clause 5 of this agreement may be extended or altered.

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

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 }
Student in the presence of— }

Signed Sealed and Delivered by the said }
Surety in the presence of— }

Signed Sealed and Delivered by the said }
Minister in the presence of— }

SCHEDULE III.

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 Public Service scholarship: And whereas it is provided by the said Regulation that every student awarded a scholarship shall upon accepting such scholarship 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 Regulation 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 and 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 amendments thereof for the time being in force.

2. That the student will not relinquish or discontinue his course of 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 at the first examination held for admission to the Administrative Division of the Public Service of Victoria after completion of the said course of study enter for and present himself as a candidate for such examination provided that he may enter for and present himself as a candidate at any such examination held during the said course of study.

4. That the student will for and throughout the period of three years next as from the date of his appointment to the Administrative Division of the Public Service of Victoria serve as an officer of the said Administrative Division of the Public Service of Victoria.

5. That in the event (a) of the cancellation by the Minister of the said scholarship on the ground that the student failed to make satisfactory progress or for any of the reasons referred to in Regulation XXI., or (b) of the failure of the student to reach the educational standard prescribed for appointment to the Administrative Division of the Public Service of Victoria, or to enter and present himself as a candidate at the examination referred to in clause 3 hereof, or (c) of the termination of the services of the student as an officer of the Administrative Division of the Public Service of Victoria during the period of three years aforesaid by resignation or any other cause except the retirement under the provisions of the Superannuation Acts or the death of the student, or (d) 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 all tuition fees and allowances for school requisites and living expenses the benefit of which the student has received during and by virtue of his tenure of the said scholarship. Provided however that in the event of the termination of the services of the student as an officer of the Administrative Division of the Public Service of Victoria by resignation or any other cause except the retirement under the provisions of the Superannuation Acts or 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 study aforesaid but during the period of three years aforesaid 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 an officer of the Administrative Division of the Public Service of Victoria.

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 Public Service Board of the resignation of the student from his position as an officer of the Administrative Division of the Public Service of Victoria at any time during the period for which he is required by this agreement to serve as an officer of the said Administrative Division of the Public Service of Victoria.

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 a 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 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 at a technical school in the said State: And whereas it is
 provided by the said Regulation 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 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 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 at a technical school or elsewhere 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 on the ground that the student failed to make satisfactory progress or for any of the reasons referred to in Regulation XXI., 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 equal to the total amount of all allowances which the student has received in respect 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 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 who after commencing service as a teacher 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 two years' service as a teacher. And provided further that if the student is a female who either before the termination of the course of training and study or after the expiration thereof but before commencing service as a teacher resigns or retires in order to marry the sum other than the amount of any advances payable by such student to the Minister under this clause shall if the Minister so directs be reduced by an amount equal to two third parts of such sum.
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 }
 Student in the presence of— }
 Signed Sealed and Delivered by the said }
 Surety in the presence of— }
 Signed Sealed and Delivered by the said }
 Minister 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 paragraph (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 section (ii) of this paragraph 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 the 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.—RECORDS.

1. The head teacher of each school shall be held responsible for the proper keeping of the following school records and documents:—
- (a) Absence Register. (May be destroyed two years after completion.)
 - (b) Attendance Rolls. (May be destroyed five years after completion.)
 - (c) Book of Regulations and General Instructions. (May be destroyed five years after issue of new book.)
 - (d) Classified Rolls. (Not to be destroyed.)
 - (e) Courses of Study. (Not to be destroyed without the approval of an inspector of schools.)
 - (f) The *Education Gazette and Teachers' Aid*, including supplements. (Not to be destroyed.)
 - (g) Examination Register. (May be destroyed five years after completion.)
 - (h) Inspector's Report Book. (Not to be destroyed.)
 - (i) Inventories of furniture, apparatus, books, and other requisites. (To be retained until new inventory is drawn up and endorsed by an inspector of schools.)

- (j) Obsolete Books. (Not to be destroyed without the approval of an inspector of schools.)
- (k) Official correspondence files. (May be destroyed after five years.)
- (l) Official documents. (Not to be destroyed.)
- (m) Pupils' Register. (Not to be destroyed.)
- (n) Register of Corporal Punishment. (Entries to be removed one month after being perused and initialled by an inspector of schools.)
- (o) School Committee's Book. (Not to be destroyed.)
- (p) Student Teacher Record Book. (Not to be destroyed.)
- (q) Teachers' Time Book. (May be destroyed two years after completion.)
- (r) Time-tables. (May be destroyed after a new one has been in operation for one year.)
- (s) Transfer Notes. (Not to be destroyed.)
- (t) Work programs. (May be destroyed one year after completion.)
- (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 years and a half 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 years and a half 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 the *Teachers' Time Book* 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 XXIV.—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.

8. (a) The Director, with the approval of the Minister, may issue such orders and instructions as he may consider necessary for safeguarding health and maintaining order and discipline in State schools.

(b) Pupils shall comply with such orders and instructions as may be issued under sub-clause (a) of this clause.

9. (a) Pupils who—

- (i) do not comply with such orders and instructions as are mentioned in clause 8 above,
or
- (ii) fail to observe the prescribed patriotic ceremony,
or
- (iii) fail to comply with the lawful orders of their teachers,
or
- (iv) are so unclean as to be offensive to, or dangerous to the health of, their teachers or other pupils,
or
- (v) are guilty of misconduct or of improper or disgraceful conduct—

may, by order of the Director, with the approval of the Minister, be expelled from a State school.

(b) Notwithstanding anything in sub-clause (a) of this clause, no pupil shall be expelled from a State school on any ground relating to the religious or political opinions or beliefs of the pupil or of his parents, provided that such opinions or beliefs do not prevent the inculcation of a love of country or the observance of any prescribed patriotic ceremony in the school.

10. (a) In extreme cases, such as misconduct or improper or disgraceful conduct or failure to observe the prescribed patriotic ceremony or want of cleanliness, a head teacher may, pending an official decision, suspend a pupil from attendance at school.

(b) A head teacher, on suspending a pupil from attendance as provided in sub-clause (a) of this clause, shall immediately report the matter to—

- (i) the Education Department,
- (ii) the school committee or advisory council,
and
- (iii) the parent or guardian of the pupil.

(c) On receipt of the head teacher's report, the Education Department shall cause an inquiry to be held into the circumstances of the case, and after such inquiry it shall be determined by the Director, with the approval of the Minister, whether the pupil shall be re-admitted to, or expelled from, the school.

11. Any pupil expelled from a State school pursuant to this regulation before attaining the age of fourteen years shall be afforded an opportunity (whether by means of correspondence or otherwise) of continuing his education up to that age.

12. The whole of the documents and records in the possession of the Education Department relating to the expulsion of any pupil from a State school pursuant to this regulation shall be destroyed—

(a) within a period of twelve months after the pupil attains the age of fourteen years,

or

(b) within a period of twelve months after the pupil is expelled—

whichever is the later period.

**REGULATION XXV.—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 of the last full week 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 paragraph (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 the child to forward an excuse for the 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 the 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. If a child of school age does not reside within statutory distance of a State school, the parent or guardian of the child shall report to the head teacher of the nearest State school the child's full name, age, and address and such other particulars as may be required and this information shall be recorded by the head teacher in the school rolls.

4. If a parent or guardian referred to in clause 3 above fails to supply the information therein required, the child shall be deemed to be absent from a State school without a reasonable excuse and the parent or guardian shall be liable to prosecution in accordance with the provisions of section 30 of the *Education Act 1928*.

5. When a child is reported as required in clause 3 above and the child is not being educated in an approved manner, the head teacher of the State school shall forward to the head teacher, Correspondence School, Napier-street, Fitzroy, N.6, the particulars required on the prescribed form and the child shall be enrolled at a correspondence school of the Education Department.

6. When a child is enrolled at a correspondence school of the Education Department, the parent or guardian shall cause the child to carry out satisfactorily all lessons forwarded to the child by post from such school.

7. If the provisions of clause 6 above are not complied with in respect of any child in any week and the head teacher of a correspondence school of the Education Department certifies accordingly, the child shall be deemed to be absent from a State school without a reasonable excuse and the parent or guardian shall be liable to prosecution in accordance with the provisions of section 30 of the *Education Act 1928*.

8. (a) When a child is presented for enrolment in any State school, the child shall furnish to the head teacher of the 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 the 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 the pupil with a transfer note giving the particulars of the last week's attendance of the pupil and the number of half-days on which the school was open during that 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 in 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 the zoned area.

9. (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 the 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 the school shall at once write to the head teacher of the school that 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 the child shall not be enrolled until a transfer note is received.

10. (a) When a child attending a State secondary school applies for a transfer note to a State primary school, the head teacher of the 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.

11. 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.

12. (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 that 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 recorded.

13. 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 the school.

14. The 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 _____ 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*.

15. 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 or more than fourteen years of age.

Section 25 of the *Education Act* 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 (measured according to the nearest practicable route) from the residence of the child—

(i) of two miles if the child is under nine years of age; or

(ii) of three miles if the child is at least nine years of age—

and that the child is being educated by correspondence tuition.

(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.
“Being educated by correspondence tuition” means—
(a) that the child is receiving tuition by correspondence from a correspondence school of the Education Department pursuant to registration of the child for enrolment thereat effected by the parent of the child by notification as prescribed to the head teacher of the State school nearest the child's place of residence; or
(b) that the child is receiving efficient and regular tuition by correspondence in manner approved by the Minister.

REGULATION XXVI.—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 Grades 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 XXVII.—EFFORTS FOR SCHOOL FUNDS.

1. Entertainments or other local efforts, including those organized by mothers' clubs and other parents' associations, having as their object the establishment or augmentation of school funds may be arranged provided the joint approval of the head teacher and the school committee is first obtained.
2. The head teacher and the school committee shall co-operate in making arrangements to raise funds and in carrying out such arrangements.
3. If disagreement arises as to the arrangements made for the raising or disposal of school funds the matter shall be referred to the Education Department for decision.
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 the club or other parents' association for any specific object approved in accordance with the provisions of clause 1 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 the mothers' club or parents' association may disburse the funds for the approved object provided that a statement of receipts and expenditure 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. (a) Within fourteen days of the holding of any entertainment or local effort for school funds the head teacher shall—
- (i) obtain from the school committee or mothers' club or other body responsible for the arranging of the entertainment or local effort a statement of receipts and expenditure of the entertainment or effort;
 - (ii) file the statement of receipts and expenditure at the school for a period of twelve months from the date on which the entertainment or effort took place.
- (b) The statement of receipts and expenditure in connexion with any entertainment or effort held to raise school funds shall be made available by the head teacher when required for inspection by the district inspector or by any person authorized by the Department or the school committee.
6. 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.
7. (a) No teacher who is required to attend a school entertainment as provided in clause 6 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 6 above shall not be put to expense, either in connexion with travelling or for meals.
8. 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 XXVIII.—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 the 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 the 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 _____, do hereby bind myself to pay to the Honorable the Minister of Education 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) Except as provided in clause 10 (b) the guarantee form, when completed, shall be forwarded immediately by the head teacher to the Education Department.

5. When a school building is used by a school organization with the approval of the Minister for purposes other than those specified in clause 10 (a) 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 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 except in the cases provided for in clause 10 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 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 sixpence 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 and no guarantee 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, or for entertainments or efforts in aid of school funds arranged with the joint approval of the head teacher and the school committee.

(b) With the joint approval of the head teacher and the school committee school rooms may be used without charge for meetings of ex-pupils' organizations connected with and working for a school, provided that the guarantee form is completed and signed and lodged with the head teacher, who shall retain the form for a period of twelve months.

(c) Seven clear days' notice of the desire to use the school building for any such purpose shall be given by the organization concerned 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) 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;

(b) a school building or ground shall not be used on a Sunday for any purpose other than 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 XXIX.—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) The 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 reappointment, 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 the 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. Fourteen days before the date fixed for the meeting of parents and guardians the head teacher shall—

(a) notify parents and guardians in the form prescribed of the date, hour, place, and object of the meeting, and of the prescribed manner of making nominations;

and

(b) post a notice, containing such particulars, on the door of the school building.

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 in writing on the prescribed form, which shall be lodged at the school with the head teacher.

(b) The nomination form shall bear the date on which the nomination is made, together with the signature of—

(i) the person nominated,

(ii) the person making the nomination,

(iii) the person seconding the nomination.

(c) Except as provided in clause 9 the head teacher shall not accept a nomination lodged with him after 4 p.m. on the date seven days before the date fixed for the holding of the meeting of parents and guardians.

(d) As soon as possible after the closing of nominations the head teacher shall post a notice on the door of the school building showing the name of each person nominated, together with the names of the persons making and seconding the nomination.

(e) The head teacher or his deputy shall, if required, produce at the meeting of parents or guardians each nomination form lodged with him prior to the closing of nominations.

(f) Each nomination form shall be filed at the school by the head teacher for a period of twelve months after the holding of the meeting of parents and guardians.

(g) No person other than the parent or guardian of an enrolled pupil shall be entitled to nominate a candidate.

(h) The head teacher or his deputy may require a person claiming as a guardian the right to nominate a candidate to produce satisfactory evidence that he is the *bona fide* guardian of an enrolled child.

(i) Persons nominated may be of either sex and need not be the parents or guardians of pupils attending the school.

(j) A person employed in any capacity at a school or the wife or husband of such a person shall not be, in respect of that school, eligible—

- (i) for nomination;
- (ii) to make or second a nomination;
- (iii) to vote;
- (iv) to continue as a member of the school committee on acceptance of such employment.

(k) A person who is not a natural born or a naturalized British subject shall not be eligible for nomination.

9. (a) If on the date fixed for the closing of nominations there are for any reason no nominations or a less number of nominations than is necessary for the constitution of the school committee the date for the closing of nominations shall be extended until the same day of the following week, and the holding of the meeting of parents and guardians shall also be adjourned for seven days from the date originally fixed.

(b) If it is necessary for the date for the closing of nominations to be extended or for the meeting of parents to be adjourned the head teacher shall—

- (i) notify parents and guardians in the form prescribed of the new dates fixed for the closing of nominations and the holding of the meeting of parents and guardians,

and

- (ii) post a notice containing such particulars on the door of the school building.

(c) If at the expiry of the extended period for the lodging of nominations there are 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 take such steps as he considers desirable for the appointment of the committee.

10. If at the time fixed for the closing of nominations the number of candidates equals the number of persons to be appointed to the school committee, the head teacher or his deputy shall—

- (a) forthwith declare the candidates to be elected,
- (b) post a notice to that effect on the school door,
- (c) notify parents and guardians in the form prescribed—
 - (i) that the holding of a ballot under the provisions of clause 11 is unnecessary,

and

- (ii) that the meeting of which notification had been given in accordance with the provisions of clause 6 is cancelled unless for any reason he considers a meeting of parents and guardians for some other school purpose desirable,

and

- (d) notify the Education Department, on the prescribed form, of the full names (including the full Christian names) of the persons so elected.

11. If the number of candidates exceeds the number of persons to be appointed to the school committee, the head teacher shall proceed at the meeting 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.
- (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 black board 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 that 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 the ballot proves inconclusive, lots shall be drawn.

12. (a) Whenever a vacancy on a school committee occurs during the triennial period the correspondent of the 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 filling the vacancy, and for that purpose the relevant provisions of clauses 6, 8, 9, 10, and 11 hereof shall apply.
- (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.

13. The head teacher shall as early as possible after an election under the provisions of clause 12 (b) (i) hereof or a nomination under the provisions of clause 12 (b) (ii) hereof notify the Education Department of the full name (including the full Christian names) of each person so elected or nominated (as the case may be) for appointment to a vacancy on a school committee.

14. 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.

15. (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 the meeting, notify the Education Department of the full names of the members appointed to the respective offices of chairman, correspondent, and treasurer.

16. (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.

17. 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.

18. (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.

19. No person shall take any part in the deliberations of the school committee unless his election or nomination as a member has been approved by the Minister.

20. All meetings of the school committee shall conform to the rules, forms, and usages of debate followed by municipal councils.

21. 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 acting upon the reports of visits paid to schools;

(f) ordinary business not elsewhere included;

and

(g) incidental business which any member may bring forward for consideration.

22. (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.

23. 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.

24. 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 an audited balance-sheet which shall be made available for perusal by the head teacher or by any parent or guardian upon request.

Nothing in this clause contained shall apply to the "School Works and Buildings Account" as set out in clause 35.

25. All cheques or withdrawal forms against the "State School Committee Account" shall be signed by the treasurer and another member of the committee appointed for that purpose.

26. Office-bearers as in the case of other members shall be entitled to vote on all matters under consideration by the school committee.

27. (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 the special meeting.

(c) The correspondent shall summon all members in writing stating the object of the special meeting.

(d) The business of the special meeting shall be confined to the object for which it is convened.

28. (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.

29. 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.

30. 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 of 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 carry out works that may be done under the direction of the committee in accordance with clauses 35 and 36, to provide, if required, for the necessary sanitary services of the school, and to give assistance to the head teacher in obtaining labour for the cleaning of the school;
- (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 members 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 it as to the conduct of teachers and as to the relations between teachers and parents and, after the investigation, to 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.
31. The school committee shall not commit itself to any expenditure unless its ability to meet in full any liability accepted is beyond doubt.
32. 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.
33. 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.
34. Members of school committees may check and sign the attendance rolls at each visit.

Works That May Be Done under the Direction of Committees.

35. (a) The Minister may place at the disposal of school committees—
- (i) an allowance for expenditure on State school buildings and grounds;
 - (ii) an allowance for expenditure on minor works at each school residence;
- and these allowances shall be placed to the credit of an account opened with a local branch of either the State Savings Bank of Victoria or the Commonwealth Savings Bank of Australia.
- (b) The account referred to in sub-clause (a) of this clause shall be styled " School Works and Buildings Account ", and shall be operated upon by either the chairman or the correspondent of the school committee and the head teacher.
- (c) No expenditure shall be incurred on leased buildings and grounds.
36. The allowances referred to in the immediately preceding clause may be expended on the following objects only:—
- (a) Repainting of internal walls and ceilings affected with stains;
 - (b) repairing floors;
 - (c) maintaining all school furniture in a serviceable condition;
 - (d) keeping chimneys clean;
 - (e) keeping all locks, latches, stoppers to basins, keys and handles to doors and cupboards, glass in windows and doors in proper repair;
 - (f) keeping all spouting, down-pipes, roof gutters, valleys, and tanks free from dirt;
 - (g) keeping all drains clean and free from stoppages;
 - (h) effecting repairs to school buildings, including out-buildings, tanks and stands, furniture, boundary fences and grounds, to prevent damage or dilapidation to school property, or to prevent accidents to pupils and teachers;
 - (i) effecting minor repairs to school residences.
37. (a) The expenditure shall not exceed the amount of the allowances placed at the disposal of the committee.
- (b) A detailed record of the expenditure of these allowances, together with receipts for all payments, shall be kept at the school by the head teacher, and shall be available for inspection by the

district inspector or other authorized officer; and a statement showing the amounts received and expended shall be forwarded by the head teacher to the Department in the month of July in each year.

38. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

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 a rate not less than £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.

(d) Claims for payment shall, immediately on completion of the work, be submitted, on the form prescribed for the use of school committees, by the persons 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 the expenditure shall accompany the claim, which shall be submitted by the correspondent or treasurer of the school committee and certified to by the chairman.

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 35 and 39.

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, the 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 summoned in writing at least three days in advance may be removed from the committee by the Governor in Council.

46. The Governor in Council may at any time remove any member of a school committee and fill 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 XXX.—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 hours and a half.
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 a 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 XXXI.—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 hours and a half.

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 XXXII.—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 is a sufficient number of 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 or the Junior Technical 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,

and

(b) where the attendance at the class warrants it, the third year of the course for the Proficiency Certificate.

5. In all central schools and central classes, all teachers for whatever purpose assigned 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 XXXIII.—CONSOLIDATED SCHOOLS AND GROUP SCHOOLS.

Establishment.

1. Consolidated schools to provide suitable courses of instruction up to the standard of Proficiency Certificate may be established by the Minister in approved localities.

2. The courses of instruction in consolidated schools may, with the approval of the Minister, be extended for a further period of one year.

3. A consolidated school shall not be established unless the following conditions are complied with:—

(a) The number of pupils who will attend the school for full-time instruction shall exceed 200.

(b) The parents of pupils in the area shall be in favour of its establishment.

(c) An area of land of not less than 5 acres which in the opinion of the Minister is suitable as a site for a consolidated school shall be acquired and the title vested in the Minister.

4. A group school may be established where the number of pupils who will attend the school for full-time instruction is, in the opinion of the Minister, sufficient to warrant it and where the establishment of the group school will result in the amalgamation of not less than four primary schools.

5. (a) When a consolidated school is established all State primary schools within a radius of 5 miles of the consolidated school shall be closed on and from a day to be determined by the Minister.

(b) The Minister may also close State primary schools which are in the proximity of the consolidated school but are outside a radius of 5 miles.

Advisory Councils.

6. (a) For each consolidated school or group school the Governor in Council may appoint an advisory council which shall consist, unless otherwise determined by the Minister, of not fewer than nine or more than fifteen members.

(b) The Governor in Council may, after considering a recommendation from the Director that it is expedient to do so, appoint such an advisory council for a higher elementary school.

(c) 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 reappointment except as provided in clause 7 (d) below.

(d) 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 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 the intervening period.

7. (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 the vacancy and, if the nomination is approved by the Minister, the person shall hold office until the end of the triennial period.

(b) 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 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 the removal or for such further period as may be determined by the Minister.

8. (a) Each district supplying pupils to a consolidated school or group school shall be, as far as is practicable, adequately represented upon the advisory council.

(b) The advisory council shall include three members to be elected by the parents or guardians of pupils residing within a radius of 3 miles of the consolidated school or group school.

(c) The other members shall be elected or nominated in such manner as the Minister directs to represent the parents or guardians of pupils residing more than 3 miles from the consolidated school or group school.

9. (a) The head teacher 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 teacher shall, immediately after such meeting, notify the Education Department of the full names of the members elected, stating the offices to which they have been appointed.

10. (a) The head teacher 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 a reasonable excuse from three consecutive meetings to which he has been summoned shall thereby forfeit his seat on the council.

11. Five members of the council shall form a quorum.

12. The duties of the advisory council shall be—

(a) to exercise a general oversight of the buildings and grounds, and to report to the Education Department 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, 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 (except in the case of an advisory council appointed under the provisions of clause 6 (b) above) 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 teacher, for suitable board and lodging at reasonable rates for resident pupils, and to exercise general supervision over such pupils;
- (g) to arrange, where necessary, for suitable board and lodging at reasonable rates for teachers (especially women teachers) appointed to the school;
- (h) to carry out works that may be done under the direction of the advisory council in accordance with clauses 18 and 19, to provide, if required, for the necessary sanitary services of the school, and to give any assistance to the head teacher in obtaining labour for the cleaning of the school;

and

- (i) to carry out any other prescribed duties.

13. 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.

14. 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.

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 teacher 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 teacher shall be allowed no voice in the conduct of the meetings or in the decisions of the council other than an expression of opinion 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. (a) The Minister may place at the disposal of the advisory council—

- (i) an allowance for expenditure on State school buildings and grounds;
- (ii) an allowance for expenditure on minor works at each school residence;

and these allowances shall be placed to the credit of an account opened with a local branch of either the State Savings Bank of Victoria or the Commonwealth Savings Bank of Australia.

(b) The account referred to in sub-clause (a) of this clause shall be styled "..... School Works and Buildings Account", and shall be operated upon by the chairman or the treasurer of the advisory council and the head teacher.

(c) No expenditure shall be incurred on leased buildings and grounds.

19. The allowances referred to in the immediately preceding clause may be expended on the following objects only:—

- (a) Repainting of internal walls and ceilings affected with stains;
- (b) repairing floors;
- (c) maintaining all school furniture in a serviceable condition;
- (d) keeping chimneys clean;
- (e) keeping all locks, latches, stoppers to basins, keys and handles to doors and cupboards, glass in windows and doors in proper repair;
- (f) keeping all spouting, down-pipes, roof gutters, valleys, and tanks free from dirt;
- (g) keeping all drains clean and free from stoppages;
- (h) effecting repairs to school buildings, including out-buildings, tanks and stands, furniture, boundary fences and grounds, to prevent damage or dilapidation to school property, or to prevent accidents to pupils and teachers;
- (i) effecting minor repairs to school residences.

20. (a) The expenditure shall not exceed the amount of the allowances placed at the disposal of the advisory council.

(b) A detailed record of the expenditure of these allowances, together with receipts for all payments, shall be kept at the school by the head teacher, and shall be available for inspection by the district inspector or other authorized officer; and a statement showing the amounts received and expended shall be forwarded by the head teacher to the Department in the month of July in each year.

21. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

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 a rate not less than £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.

(d) 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 the secretary of the advisory council, provided that, when the advisory council has expended any sums, receipts for the expenditure shall accompany the claim, which shall be submitted by the secretary or treasurer of the advisory council and certified to by the chairman.

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 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.

Allowances.

29. Allowances for maintenance and for school requisites may be granted to pupils in accordance with the provisions of the regulations relating to such allowances.

Conveyance.

30. The Minister may, if he considers the circumstances warrant it, provide the full cost of conveying a group or groups of children to a consolidated school or a group school by means of an approved transport service.

31. Where, in the opinion of the Minister, a pupil is unable to travel to a consolidated school or a group school by means of an approved transport service, a conveyance allowance of not more than One shilling for each day's attendance at a consolidated school or a group school may be granted.

32. A pupil shall not be conveyed to a consolidated school or a group school by means of an approved transport service or shall not receive a conveyance allowance unless the pupil resides three or more miles by the shortest practicable route from the consolidated school or group school.

33. Application for an allowance under the provisions of clause 31 shall be made on the prescribed form by the parent or guardian through the head teacher, and shall be forwarded in the year in respect of which the allowance is required. Where possible the application should be submitted before the end of February.

34. Where a conveyance allowance is paid, the parents or guardians shall make all arrangements for the conveyance of their children, and shall accept all responsibility in connexion therewith.

35. The district inspector shall furnish a report as to the requirements of a transport service for the conveyance of pupils to a consolidated school or a group school, and when necessary shall invite tenders for the service.

36. (a) The arrangements for the conveyance of pupils under clause 30 above shall be incorporated in an agreement entered into by the owner of the vehicle of the first part and the Minister of the second part.

(b) The owner of the vehicle referred to in sub-clause (a) of this clause shall 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 the vehicle.

37. Payments for the conveyance of pupils under clause 30 above shall be made to the owner of the vehicle at the end of each calendar month.

38. 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 the failure immediately to the Education Department.

39. Provision for the cost of transport under this regulation shall be conditional on moneys being placed by the Legislature at the Minister's disposal.

Courses of Study.

40. The course of study in a consolidated school or a group school shall, up to Grade VI., conform generally to the requirements of the course of study for State primary schools.

41. The course of study for pupils beyond Grade VI. shall be as determined by the Director, and shall include training in subjects bearing on the primary industries of the locality.

General.

42. In every consolidated school adequate provision shall be made for manual and domestic training up to the Proficiency Certificate stage, and for a properly equipped library room, but equipment shall not be taken to include books.

43. The Minister shall be empowered to make grants to the advisory council or the head teacher of a consolidated school or a group school for the construction of out-buildings, the purchase of handcraft materials, and other special purposes.

44. For the purpose of purchasing minor items of equipment, the head teacher of a consolidated school and the head teacher of a group school shall be permitted to incur from a petty cash account expenses, in the case of a consolidated school not exceeding Fifteen pounds per annum, and in the case of a group school an amount per annum in accordance with a scale determined by the Director.

REGULATION XXXIV.—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 shall be furnished by the parents of at least 50 pupils, and at least twenty of these pupils shall have satisfactorily completed the course for Grade VIII. or an approved equivalent course.
- (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.
- (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;

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. (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.

12. 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 XXXV.—GIRLS' SECONDARY SCHOOLS.

Establishment.

1. (a) Girls' secondary 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' secondary 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 reappointment 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 the 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 the vacancy and, if the nomination is approved by the Minister, the person shall hold office until the end of the 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' secondary school the members of the council or committee of any other school with which the Director may decide to associate the girls' secondary 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 the 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 of 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 arrange, where necessary, for suitable board and lodging at reasonable rates for teachers (especially women teachers) appointed to the school;

(h) to carry out works that may be done under the direction of the advisory council in accordance with clauses 17 and 18, to provide, if required, for the necessary sanitary services of the school, and to give any assistance to the head mistress in obtaining labour for the cleaning of the school;

and

(i) 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 the 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. (a) The Minister may place at the disposal of the advisory council—

- (i) an allowance for expenditure on State school buildings and grounds;
- (ii) an allowance for expenditure on minor works at each school residence;

and these allowances shall be placed to the credit of an account opened with a local branch of either the State Savings Bank of Victoria or the Commonwealth Savings Bank of Australia.

(b) The account referred to in sub-clause (a) of this clause shall be styled "..... School Works and Buildings Account", and shall be operated upon by the chairman or the treasurer of the advisory council and the head mistress.

(c) No expenditure shall be incurred on leased buildings and grounds.

18. The allowances referred to in the immediately preceding clause may be expended on the following objects only:—

- (a) repainting of internal walls and ceilings affected with stains;
- (b) repairing floors;
- (c) maintaining all school furniture in a serviceable condition;
- (d) keeping chimneys clean;
- (e) keeping all locks, latches, stoppers to basins, keys and handles to doors and cupboards, glass in windows and doors in proper repair;
- (f) keeping all spouting, down-pipes, roof gutters, valleys, and tanks free from dirt;
- (g) keeping all drains clean and free from stoppages;
- (h) effecting repairs to school buildings, including out-buildings, tanks and stands, furniture, boundary fences and grounds, to prevent damage or dilapidation to school property, or to prevent accidents to pupils and teachers;
- (i) effecting minor repairs to school residences.

19. (a) The expenditure shall not exceed the amount of the allowances placed at the disposal of the advisory council.

(b) A detailed record of the expenditure of these allowances, together with receipts for all payments, shall be kept at the school by the head mistress, and shall be available for inspection by the district inspector or other authorized officer; and a statement showing the amounts received and expended shall be forwarded by the head mistress to the Department in the month of July in each year.

20. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

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 a rate not less than £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.

(d) 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 the secretary of the advisory council, provided that, when the advisory council has expended any sums, receipts for the 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. 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, the 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' secondary school.

29. During their course in a girls' secondary 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' secondary 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' secondary school shall cover—

(a) a period of three years from the standard of Grade VI. up to the standard of the Proficiency Certificate,

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' secondary 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 XXXVI.—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 fifteen or fewer than nine 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 reappointment 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 the 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 the vacancy and, if the nomination is approved by the Minister, the person shall hold office until the end of the 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) five members elected by the parents or guardians of pupils;
- (ii) a total of not more than four members nominated by, and representative of, the municipal councils of the districts served by the school; provided that no one municipal council shall be entitled to nominate more than one representative;
- (iii) the district inspector of schools;
- (iv) five 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 fifteen 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 the 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. Five members of the council shall form a quorum.

10. The duties of the advisory council shall be—

- (a) to exercise a general oversight of 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 arrange, where necessary, for suitable board and lodging at reasonable rates for teachers (especially women teachers) appointed to the school;

(h) to carry out works that may be done under the direction of the advisory council in accordance with clauses 18 and 19, to provide, if required, for the necessary sanitary services of the school, and to give any assistance to the head master in obtaining labour for the cleaning of the school;

and

(i) 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 regulations 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. (a) The Minister may place at the disposal of the advisory council—

- (i) an allowance for expenditure on State school buildings and grounds;
- (ii) an allowance for expenditure on minor works at each school residence;

and these allowances shall be placed to the credit of an account opened with a local branch of either the State Savings Bank of Victoria or the Commonwealth Savings Bank of Australia.

(b) The account referred to in sub-clause (a) of this clause shall be styled "..... School Works and Buildings Account", and shall be operated upon by the chairman or the treasurer of the advisory council and the head master.

(c) No expenditure shall be incurred on leased buildings and grounds.

19. The allowances referred to in the immediately preceding clause may be expended on the following objects only:—

- (a) Repainting of internal walls and ceilings affected with stains;
- (b) repairing floors;
- (c) maintaining all school furniture in a serviceable condition;
- (d) keeping chimneys clean;

- (e) keeping all locks, latches, stoppers to basins, keys, and handles to doors and cupboards, glass in windows and doors in proper repair;
- (f) keeping all spouting, down-pipes, roof gutters, valleys, and tanks free from dirt;
- (g) keeping all drains clean and free from stoppages;
- (h) effecting repairs to school buildings, including out-buildings, tanks and stands, furniture, boundary fences and grounds, to prevent damage or dilapidation to school property, or to prevent accidents to pupils and teachers;
- (i) effecting minor repairs to school residences.

20. (a) The expenditure shall not exceed the amount of the allowances placed at the disposal of the advisory council.

(b) A detailed record of the expenditure of these allowances, together with receipts for all payments, shall be kept at the school by the head master, and shall be available for inspection by the district inspector or other authorized officer; and a statement showing the amounts received and expended shall be forwarded by the head master to the Department in the month of July in each year.

21. Work which involves structural alterations to departmental buildings shall not be undertaken unless the approval of the Minister has first been obtained.

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 a rate not less than £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.

(d) 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 the secretary of the advisory council, provided that, when the advisory council has expended any sums, receipts for the expenditure shall accompany the claim, which shall be submitted by the secretary or treasurer of the advisory council and certified to by the chairman.

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, the 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.

(b) *Second Stage.*—In the fourth, fifth, and sixth years, pupils may follow such courses for the School Leaving and Matriculation examinations 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 XXXVII.—SPECIAL CLASSES IN APPROVED SUBJECTS.

1. The Minister, on the recommendation of the Director, may establish a special class in any district high school, girls' secondary school, higher elementary school, consolidated school, group school, woodwork centre, 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 session of a special class shall be of at least two hours' duration.

6. The tuition fee to be paid by each student attending a special class 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 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 Teachers' Tribunal.

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' secondary schools or higher elementary schools.

REGULATION XXXVIII.—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 reappointment.

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 reappointed 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 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 the 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 of 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—
- (i) 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;
 - (ii) the payment of tea money to members of the full-time teaching staff in accordance with conditions specified from time to time by the Minister.
- (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 *Teaching Service Act 1946*.
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 serviceman within the meaning of the *Discharged Servicemen's Preference Act 1943*, 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 *Teaching Service Act 1946*.

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.

(d) Long-service leave may be granted under terms and conditions applicable for the time being to members of the Public Service.

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 *Teaching Service Act 1946*, 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, etc.

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 a rate not less than £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 the 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 shall 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, in the opinion of the Minister, is no longer required in the school, the 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) students who may from time to time be granted scholarships at the school by the Minister,

(ii) students in training and teachers, including student teachers, employed by the Education Department who 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

- (iii) students in full-time attendance at registered schools in country districts outside Ballarat, Bendigo, and Geelong who are nominated by the Director for tuition in single subjects at technical schools and who can be accommodated for the teaching of the subjects or subject in question in an existing class or existing classes therein;

and

- (b) may admit without fee qualified pupils for instruction in any subject or course, provided that the number of pupils so nominated in any year shall not exceed 10 per centum of the total number of pupils paying full fees for the 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 servicemen within the meaning of the *Discharged Servicemen's Preference Act 1943*

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 the 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 the 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 Five shillings 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 Ten shillings.

(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 the pupil an allowance to cover the increased cost involved in continuing his course at another technical school, provided that the amount of the 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.

(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 the 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 the 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 *Teaching Service Act 1946* 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 four 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 the junior technical school and for the 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 the 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 the school.

(d) Head masters or assistants-in-charge of junior technical schools 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 the 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 that are common to the course of study for junior technical schools and primary schools.

61. (a) A Junior Technical Certificate shall be granted to pupils who have completed, under such conditions as may from time to time be determined by the Director, the first, second, and third years of the course of study prescribed for junior technical schools.

(b) An Intermediate Technical Certificate 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. A record shall be kept by the head master or the 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 XXXIX.—JOINT ADVISORY COUNCILS FOR TECHNICAL SCHOOLS AND SECONDARY SCHOOLS.

1. In any district where there are 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 the 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 paragraph (d) of clause 3 above not more than four shall be nominated by the district inspector and the principal of the technical school, and not more than four shall be nominated by the district inspector and the 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' secondary schools or higher elementary schools as the case may be.

REGULATION XL.—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 the 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 the 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 the 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 the 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 the school unless the whole of the local contribution has been received by the Education Department.

REGULATION XLI.—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, class-rooms, 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 windows clean;
- (d) to keep the out-offices in a sanitary condition and to have the pans in earth closets emptied and disinfected;
- (e) 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;
- (f) to provide ink, chalk, and necessary stationery;
- (g) to keep the rooms adequately warmed and to provide fuel for the purpose;
- (h) to provide, where necessary, lighting for meetings of the school committee;

and

(i) 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' secondary schools shall be paid such fortnightly allowances for cleaners' wages as may from time to time be determined by the Minister.

REGULATION XLII.—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;
- (c) a recommendation from an accrediting committee of the Council for Christian Education in Schools as to the suitability as an instructor of any applicant who is a member of any religious denomination or organization which is affiliated with the said Council for Christian Education in Schools.
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 of 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 omitted 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 the 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.

REGULATION XLIII.—NOMINATION OF TEACHERS FOR COURSES AT THE UNIVERSITY OR OTHER APPROVED INSTITUTIONS.

1. The Director may nominate annually qualified teachers in the service of the Education Department to undertake—
- (a) courses in Arts, Commerce, Science, or Education at the University of Melbourne; or
 - (b) free courses in Physical Education at the University of Melbourne, or in Music at the Conservatorium of Music, University of Melbourne, or in Art, Handwork, and subjects prescribed for First Class Honours and Second Class Honours at approved technical schools, or for the Diploma of Agriculture at the Dookie Agricultural College, or in library training at the Library Training School, Public Library of Victoria, or in such other courses at other approved institutions as may be approved from time to time by the Director.

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, 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 the 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 Director for courses at the University of Melbourne under clause 1 above 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 _____ 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 Regulations made under the *Teaching Service Act 1946* the Director of Education of the said State has nominated the student for a course at the University of Melbourne or other approved institution in the said State: And whereas it is provided by the said Regulations 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 as 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 Regulations: 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 Regulations 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 either three years or of one year more than the term of years of his nominated course (whichever is the greater period) 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 on the ground that the student failed to make satisfactory progress, or for any of the reasons referred to in the said Regulations 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 who, after the termination of the nominated course and after having resumed full-time teaching duties, resigns or retires in order to marry, and
- (ii) if the period mentioned in clause 3 hereof is a period of three years and one half or more—

she shall, if the Minister so directs, be deemed to have completed an additional period of six months' service as a teacher: And provided further that if the student is a female who either before the termination of the nominated course or after the termination thereof but before resuming full-time teaching duties resigns or retires in order to marry, the sum other than the amount of any advances payable by each student to the Minister under this clause shall, if the Minister so directs, be reduced by an amount equal to one-seventh part of such sum.

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 first 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 XLIV.—SCHOOL HOURS AND ORGANIZATION.

1. (a) Subject to the provisions of the *Education Act* 1928 and the *Teaching Service Act* 1946 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. (a) The hours of duty to be observed by teachers in schools shall be as follows:—

- (i) 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.
- (ii) Teachers in schools other than primary schools shall be on duty at least ten minutes before the commencement of the morning meeting.
- (iii) Teachers shall be on duty at least ten minutes before the commencement of the afternoon meeting.
- (iv) Head teachers may assign to members of their staffs school duties requiring their attendance until 4.30 p.m.
- (v) 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.

(b) Notwithstanding anything contained in sub-clause (a) of this clause, the hours of duty of teachers employed in the Correspondence School shall be from 9 a.m. to 4.30 p.m. with a lunch period from 12.45 p.m. to 1.30 p.m. on days on which primary schools in the metropolitan area of Melbourne are open.

(c) Notwithstanding anything contained in sub-clause (a) of this clause the hours of duty of sewing mistresses shall be as follows:—

(i) Full-time sewing mistresses shall be on duty either from one o'clock to four o'clock on five afternoon meetings each week or from 9 a.m. to 4 p.m. on three specified days each week;

(ii) Sewing mistresses employed half-time shall be on duty either from one o'clock to four o'clock on five specified afternoon meetings in each two weeks or from 9 a.m. to 4 p.m. on three specified days in each two weeks:

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.

5. (c) 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 paragraph (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 paragraphs (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 his 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 times 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 XLV.—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 six weeks and one day.
- (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 a public holiday proclaimed for an agricultural or horticultural show except as provided in clause 3 (a).

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) With the approval of the school committee in each calendar year, one holiday for the purpose of a school or other local celebration, and one holiday for attendance at a local agricultural or horticultural show, provided that the two holidays shall not be taken on consecutive school days, and that neither of them shall be given for a race meeting or on the day immediately preceding or immediately following 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 paragraphs (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) With the sanction of the district inspector schools may be closed for two days 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 paragraphs (a), (b), and (c) of clause 1 above may be granted because of transport difficulties, provided that this 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 the 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 XLVI.—SCHOOL ENDOWMENT PLANTATIONS.

1. School endowment plantations for the planting and the care 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 Education, be secured provided that the 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 the 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. (a) When a school having an established school endowment plantation is closed and the pupils of the school are transferred to a consolidated school, the plantation, together with accumulated funds, shall become vested in a body of trustees at the consolidated school, who shall have all powers and duties given elsewhere in this regulation to trustees of school endowment plantations.

(b) The body of trustees at a consolidated school shall for a period of five years after the establishment of the consolidated school consist of the head teacher of the consolidated school, the district inspector of schools, the chairman of the advisory council, two representatives of each school having an established school endowment plantation, and one representative of each other school absorbed; and thereafter of the head teacher of the consolidated school, the district inspector of schools, the chairman of the advisory council, and at least one representative of each school absorbed.

8. (a) When a school having a school endowment plantation is closed and the pupils thereof are not transferred to a consolidated school the Minister, after consulting the trustees thereof and the Director, may transfer the plantation together with accumulated funds to any other school.

(b) Whenever the Minister is of opinion that the trustees of any school endowment plantation have failed properly to maintain and develop it he may transfer the plantation together with accumulated funds to any other school.

(c) The Minister may, if he considers the conditions warrant it, restore to its original school any plantation transferred under the foregoing provisions of this clause.

(d) Whenever a plantation is transferred under this clause the Minister shall appoint new trustees therefor, and in so appointing trustees shall have regard to the provisions of paragraph (b) of clause 3 of this regulation, and may if he sees fit appoint as a trustee any person who was a trustee of the plantation in respect of the school from which the plantation has been transferred.

(e) Upon the transfer of a plantation under this clause and the appointment of new trustees therefor, the persons formerly the trustees of the plantation shall transfer all moneys and other property held by them in trust on account of the plantation to the persons appointed to be the new trustees, and the receipt of such new trustees therefor shall be a sufficient discharge to the old trustees.

9. 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.

10. 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.

11. 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 the plantation.

12. The district inspector shall furnish a report, at least once a year, on each school endowment plantation in his district.

REGULATION XLVII.—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 the ballot-paper, mark the 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 the 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.

And the Honorable Percival Pennell Inghold, His Majesty's Minister of Education for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.