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Teaching Service Act 1946.

REGULATIONS.

THE Teachers Tribunal, in pursuance of the powers conferred by the *Teaching Service Act 1946*, hereby repeals the Teaching Service (Teachers Tribunal) Regulations and makes the following Regulations, to take effect on the first day of July, 1951:—

TEACHING SERVICE (TEACHERS TRIBUNAL) REGULATIONS.

PRELIMINARY.

1. These Regulations may be cited as the "Teaching Service (Teachers Tribunal) Regulations."
2. In these Regulations, unless inconsistent with the context or subject-matter—
 - "Director" means the Director of Education.
 - "Member" means member of the Teaching Service.
 - "Minister" means Minister of Education.
 - "Tribunal" means the Teachers Tribunal constituted under the *Teaching Service Act 1946*.
 - "Standard Salary" means salary excluding any cost of living adjustment.

REGULATION 1.

Reimbursement of Expenses.

1. Members of the teaching service must avoid unnecessary travelling and must not claim payment of any amount in excess of the rate prescribed in this Regulation. No reimbursement shall be payable unless a member has incurred an expenditure which he would not have incurred in ordinary circumstances.
2. The Director and Certifying Officers shall be responsible for ensuring that travelling, for which payment is claimed, was necessary; that it could not have been more economically arranged; and that the claims are correct.
3. Reimbursement for personal expenses shall, except where otherwise stated, be in addition to the cost of conveyance.

4. Reimbursement of personal expenses, except such as may be granted by the Teachers Tribunal, shall not be allowed within an area of 15 miles radius of a member's headquarters. The question as to which is a member's headquarters shall be decided by the Director.

5. No member shall be allowed personal expenses in excess of £100 during any financial year unless the Director certifies that the expenditure is necessary in the interests of the efficient working of the Education Department, and the approval of the Tribunal is obtained.

6. The rates set forth in this Regulation, except as otherwise indicated, are fixed to cover the cost of three meals a day and lodging when a member is necessarily absent from his headquarters overnight. The reimbursement in respect of each meal and of bed shall be one-fourth of the daily rate.

Reimbursement in respect of breakfast, lunch or tea shall not be allowed unless a member commences travelling earlier than or is absent later than the time or times respectively prescribed hereunder, viz.:—

		Time of Leaving.	Time of Returning.
Breakfast	7 a.m.	8.30 a.m.
Lunch	12 noon	2 p.m.
Tea	6 p.m.	7 p.m.:

Provided that the Tribunal may, in any special case, authorize reimbursement beyond the hours prescribed, where the circumstances warrant.

7. No reimbursement of personal expenses, except such as may be granted by the Tribunal on the recommendation of the Director, shall be payable to a member who is absent from his headquarters when he leaves and returns the same day: Provided that the Director may authorize payment of—

- (a) 3s. 6d. for breakfast where a member is required to leave before 7 a.m. and is unable to return until after 9.30 a.m.
- (b) 4s. for tea where a member is required to leave before 5 p.m. and is unable to return until after 7 p.m.
- (c) 3s. 6d. for lunch where a member is required to leave before 12 noon and is unable to return until after 3 p.m. and is absent for a period of at least seven hours.

8. A member appointed on the recommendation of the Tribunal to act in the place of a member of higher classification may be paid the reimbursement for travelling expenses payable to that member while so acting.

9. The following shall be the scale of reimbursements for personal expenses:—

(a) Abroad—

Such reimbursement as the Tribunal may determine having regard to the classification of the member concerned and the country to be visited.

(b) Capital cities other than Canberra and Melbourne—

<i>Full Rate</i> <i>(less than</i> <i>One Week).</i>	<i>One Week but</i> <i>not more than</i> <i>Four Weeks.</i>
<i>a day.</i>	<i>a day.</i>
<i>s. d.</i>	<i>s. d.</i>
35 0	30 0

Where the visit of a member extends to more than four weeks, the rate of reimbursement thereafter shall be as determined by the Tribunal.

(c) Canberra—

<i>Full Rate</i> <i>(less than</i> <i>One Week).</i>	<i>One Week but</i> <i>not more than</i> <i>Four Weeks.</i>
<i>a day.</i>	<i>a day.</i>
<i>s. d.</i>	<i>s. d.</i>
40 0	35 0

Where the visit of a member extends to more than four weeks, the rate of reimbursement thereafter shall be as determined by the Tribunal.

(d) Melbourne and all other places—

<i>Men.</i>	<i>Full Rate</i>	<i>One Week but</i>
	<i>(less than</i>	<i>not more than</i>
	<i>One Week).</i>	<i>Four Weeks.</i>
	<i>a day.</i>	<i>a day.</i>
	<i>s. d.</i>	<i>s. d.</i>
(i) Members whose salaries are more than £900 a year	27 0	22 6
(ii) Members whose salaries are £900 a year or less	23 0	20 0
<i>Women.</i>		
(iii) Members whose salaries are more than £740 a year	27 0	22 6
(iv) Members whose salaries are £740 a year or less	23 0	20 0

Where the visit of a member of the teaching service extends to more than four weeks, the rate of reimbursement thereafter shall be as determined by the Tribunal.

- (e) Where the actual and necessary expenses incurred by a member exceed the rates specified in this clause the Tribunal may allow additional reimbursement.

10. (a) Teachers who are required to teach for at least two hours in an evening as part of their normal full-time allotment shall be reimbursed an amount of 4s. for a meal: Provided that no payment shall be made unless the teacher is on full-time duty during the afternoon session of the evening concerned; provided also that this reimbursement shall not be paid to any teacher who is receiving extra payment for evening work.

(b) Professional Officers who are required to work after office hours shall be reimbursed the sum of 4s. for a meal: Provided that no such reimbursement shall be allowed unless an officer works after the prescribed time of ceasing duty for at least two hours in addition to the interval taken for such meal.

11. (a) (i) Commuted reimbursements for District Inspectors using their own motor cars on official business:—

	£
Metropolitan No. 1	60 a year.
Metropolitan No. 2	60 a year.
Metropolitan No. 3	60 a year.
Metropolitan No. 4	60 a year.
Metropolitan No. 5	60 a year.
Metropolitan No. 6	80 a year.
Metropolitan No. 7	130 a year.
Metropolitan No. 8	100 a year.
Bairnsdale	330 a year.
Ballarat	110 a year.
Beechworth	320 a year.
Benalla	275 a year.
Bendigo	180 a year.
Castlemaine	240 a year.
Colac	290 a year.
Dandenong	210 a year.
Geelong	160 a year.
Hamilton	290 a year.
Horsham	320 a year.
Kerang	310 a year.
Maryborough	230 a year.
Mildura	320 a year.
Seymour	290 a year.
Shepparton	210 a year.
South Gippsland	275 a year.
Swan Hill	310 a year.
Traralgon	280 a year.
Warracknabeal	275 a year.
Warragul	255 a year.
Warrnambool	240 a year.

(ii) Commuted reimbursements to cover personal expenses of District Inspectors using Government-owned motor cars on official business:—

	£
Metropolitan No. 1	Nil.
Metropolitan No. 2	Nil.
Metropolitan No. 3	Nil.
Metropolitan No. 4	Nil.
Metropolitan No. 5	Nil.
Metropolitan No. 6	Nil.
Metropolitan No. 7	12 a year.
Metropolitan No. 8	10 a year.
Bairnsdale	90 a year.
Ballarat	Nil.
Beechworth	90 a year.
Benalla	45 a year.
Bendigo	25 a year.
Castlemaine	40 a year.
Colac	40 a year.
Dandenong	35 a year.
Geelong	Nil.
Hamilton	65 a year.
Horsham	65 a year.
Kerang	85 a year.
Maryborough	25 a year.
Mildura	60 a year.
Seymour	75 a year.
Shepparton	25 a year.
South Gippsland	50 a year.
Swan Hill	55 a year.
Traralgon	15 a year.
Warracknabeal	55 a year.
Warragul	50 a year.
Warrnambool	5 a year.

(b) Teachers travelling between part-time schools shall be reimbursed at the following rates:—

Minimum distance 3 miles—3s. a mile (one way) a week.

The maximum reimbursement under this sub-clause shall not exceed £1 10s. a week.

(c) Teachers engaged at agricultural exhibitions at the Royal Agricultural Show shall be reimbursed at the following rate:—

Metropolitan teachers (4)—7s. 6d. a day.

12. When the actual and necessary expenses incurred by members exceed the rates allowed by this Regulation, such increases may be granted as the Tribunal, on the recommendation of the Director, shall determine:

Provided that the actual amount of the expenses incurred for sleeping berths when travelling on the railways may be reimbursed if approved by the Director.

13. Where a member who is reimbursed a commuted amount for expenses is absent from duty, either on leave or through illness, for any period over a fortnight, he shall be reimbursed only such portion of the commuted amount as may be approved by the Tribunal.

14. When any fare paid for the Department includes maintenance, such smaller reimbursement shall be paid as the Tribunal deems reasonable: Provided, however, that such reimbursement shall not exceed one-quarter of the rate to which the member would otherwise be entitled.

Mode of Travelling.

15. Members shall travel by railway whenever practicable.

16. Whenever travelling by railway is not practicable, members entitled to charge for cost of travelling shall be repaid the actual cost of the necessary and most economical means of conveyance upon furnishing receipts for such payments.

Travelling by Motor Car, Motor Cycle, or Bicycle.

17. Members who use their own cars, motor cycles, or bicycles, and who are not being reimbursed a commuted amount in which the cost of locomotion is included, may, with the approval of the Director, be reimbursed at the rates set out hereunder, or such weekly or yearly reimbursement as may from time to time be fixed by the Tribunal.

	For the first 5,000 miles in a financial year.	Mileage over 5,000 miles in a financial year.
Motor cars—		
Over 20 h.p.	8½d. a mile	6½d. a mile
Over 12 h.p. and up to 20 h.p.	7½d. a mile	6¼d. a mile
Over 9 h.p. and up to 12 h.p.	7¼d. a mile	6d. a mile
9 h.p. and under	6¼d. a mile	5¼d. a mile
Motor cycles, with side cars	3d. a mile	2½d. a mile
Motor cycles	2½d. a mile	2d. a mile
Bicycles	1d. a mile	irrespective of mileage.

H.p. means horse-power as registered in accordance with Regulations under the Motor Car Acts:

Provided that, in any case where the Tribunal is satisfied that a rate as above-mentioned paid to a member should be increased, such increased rate of reimbursement may be allowed as the Tribunal shall determine:

Provided also that a member shall not incur an expenditure in excess of £200 during any financial year, either for the use of his own car on official business or for motor car hire or both, unless the Director certifies that the expenditure is necessary in the interests of the efficient working of the Department, and the approval of the Tribunal is obtained.

A member authorized to claim reimbursement in respect of the use of his own motor vehicle shall not be reimbursed for the hire of motor cars, except in cases where it is proved to the satisfaction of the Director that the hiring was unavoidable or was justified by the circumstances of the case, and the approval of the Tribunal is obtained.

18. (a) Travelling expenses of members, their wives and children, and reasonable cost of removing furniture, shall be reimbursed when such members are promoted from one centre to another or are removed, not by way of punishment.

(b) For the purpose of sub-clause (a) of this clause, members possessing motor cars may use them for transport, in which case they shall be reimbursed at the rate of 3½d. a mile in respect of the distance travelled by them by the shortest practicable route on removal from one centre to another.

(c) For the purpose of sub-clause (a) of this clause, members possessing motor cycles may use them for transport, in which case they shall be reimbursed at the rate of 1½d. a mile in respect of the distance travelled by them by the shortest practicable route on removal from one centre to another.

19. Furniture shall, when practicable, be removed by railway.

20. When, in response to an advertisement, a member applies for transfer, and is transferred, he shall be reimbursed travelling expenses as specified in clause 18 if he has served for at least five years in the position from which he is being transferred, or if the Director considers that the circumstances are such as to warrant the payment of the whole or part of such expenses.

21. The Tribunal may authorize reimbursement of other special expenses under the following circumstances:—

(a) Where a married member of the teaching service is transferred or promoted to a position, and being unable to obtain a suitable residence, he is required to—

(i) live away from his home and pay board and lodging, or

(ii) pay board and lodging for himself and his family, or

(iii) incur additional expenditure,

the Tribunal may authorize the payment to him of such allowance, by way of reimbursement, as it considers reasonable.

- (b) where the standard salary of an unmarried member of the teaching service does not exceed £273 a year, and he is appointed or transferred to a position and is thereby required to live away from his home and to pay board and lodging in excess of 30s. a week, the Tribunal may authorize reimbursement of an amount equal to one-half of the excess over 30s. a week, provided that in no case shall the weekly reimbursement exceed 15s.;
- (c) where the standard salary of an unmarried member of the teaching service exceeds £273 a year but does not exceed £436 a year and he is appointed or transferred to a position and is thereby required to live away from his home and to pay board and lodging in excess of 50s. a week, the Tribunal may authorize reimbursement of an amount equal to one-half of the excess over 50s. a week, provided that in no case shall the weekly reimbursement exceed 10s.;
- (d) where a member of the teaching service is compelled to reside five miles or over from his school and there is no regular means of transport between his place of residence and his school, the Tribunal may authorize reimbursement of travelling expenses at the rates set out hereunder:—

Motor car—3½d. a mile.

Motor cycle—1½d. a mile.

Bicycle—

When the distance between the place of residence and the school is five miles or over but does not exceed eight miles—3s. 6d. a week.

When the distance between the place of residence and the school exceeds eight miles—5s. a week.

Horse or horse-drawn vehicle—10s. a week:

Provided that in no case shall the reimbursement to a member travelling by motor car exceed 30s. a week or to a member travelling by motor cycle exceed 12s. 6d. a week.

- (e) Where, in the opinion of the Director, special circumstances exist, for which provision is not made in the foregoing, the Teachers Tribunal shall authorize such reimbursement as it deems reasonable.

22. Where a member of the teaching service has been selected to attend a school of instruction or refresher course held wholly or partly during a school vacation and is required to travel more than 20 miles from his permanent place of residence in order to attend, reimbursements may be granted by the Tribunal under the following conditions:—

- (a) Where railway transport is available, an order for a return railway ticket will be issued: Provided that application is made to the Education Department beforehand.
- (b) Where railway transport is not available, a reimbursement of the return fares for travel by other recognized means of public transport will be made on production of the necessary receipts: Provided that approval to travel by such means is obtained from the Education Department beforehand.
- (c) In special cases where the Director is satisfied with the reason given, members of the teaching service travelling by means other than recognized public transport may be reimbursed to the extent of the return fare by public transport: Provided that approval to travel by such means is obtained from the Education Department beforehand.

REGULATION 2.

ELECTION OF A TEACHER TO A COMMITTEE OF CLASSIFIERS.

1. The Tribunal may from time to time appoint some fit and proper person to be the Returning Officer to conduct the election of a teacher either to the Committee of Classifiers for the Primary Schools Division or to the Committee of Classifiers for the Secondary Schools Division, or to the Committee of Classifiers for the Technical Schools Division.

2. The Returning Officer may, by writing under his hand, appoint some person to be his substitute, and may in like manner appoint such other persons as he may deem fit to assist him in the conduct of the election.

3. The cost of each election shall be borne by the Education Department.

4. The Returning Officer's substitute shall have the like powers that a substitute for a returning officer for an electoral district has at an election of a member of the Legislative Assembly.

5. The Returning Officer and the substitute of the Returning Officer and every person appointed to assist in the conduct of any election shall before entering on any of his duties in connexion with such election make and sign before some justice a declaration to the effect following:—

I, _____, do solemnly declare that I will faithfully and impartially, according to the best of my skill and judgment, exercise and perform all the powers, authorities, and duties reposed in or required of me by the Regulations under the *Teaching Service Act 1946* as Returning Officer (or substitute of the Returning Officer or assistant of the Returning Officer) with regard to the election of a member of a Committee of Classifiers to be held on the _____ day of _____ 19____. And I do further solemnly promise and declare that I will not, at the said election, attempt to ascertain how any person has voted; and that, if in the discharge of my duties at or concerning the said election I learn how any person has voted, I will not by word or act, directly or indirectly, divulge the same.

6. Each election of a member of a Committee of Classifiers shall be held within a period of thirteen weeks before or after the occurrence of a vacancy.

7. In connexion with each election of a member of a Committee of Classifiers the Returning Officer—

(a) shall give notice in the *Education Gazette* and the *Government Gazette* of his intention to proceed to hold the election, and

(b) shall name in such notice—

(i) the closing date for such election, which shall be at least twenty-one days after the notice,

(ii) a day, being not less than fourteen days prior to the day named for closing the election, on or before which all candidates for election must be nominated as hereinafter provided, and

(iii) the time and place when and where nominations will be received.

8. Within seven days after the publication of the notice in the *Education Gazette* as aforesaid, the Director of Education shall forward to the Returning Officer a list of all teachers on the appropriate classified roll, arranged in alphabetical order of surnames, together with the address of each such teacher, made up to the day of the publication of the notice, and the list so forwarded shall be the roll of teachers qualified to vote at the election, provided that, if the Returning Officer so determines, it shall be sufficient if, forthwith after the close of nominations, the said Director forwards to the Returning Officer a set of envelopes addressed to all such teachers, together with a certificate that an envelope in respect of every such teacher has been so forwarded.

9. Every nomination—

(a) shall be in the form of the First Schedule hereto or to the like effect,

(b) shall be signed by at least ten teachers qualified to vote at the appropriate election and also by the candidate in token of his acceptance of such nomination, and

(c) shall be lodged with the Returning Officer, at the place named in the notice aforesaid, before noon on the day fixed for the close of nominations.

10. (a) Any candidate may by written notice addressed to the Returning Officer withdraw his consent to his nomination.

(b) Such notice shall be lodged with the Returning Officer not later than noon on the day fixed for the close of nominations, and such candidate shall thereupon be considered as not having been nominated.

(c) The Returning Officer shall, where a poll is required, thereupon omit the name of such candidate from the ballot-papers.

11. If before polling day a candidate dies—

(a) he shall be considered as not having been nominated, and

(b) the Returning Officer—

(i) shall, if there is only one remaining candidate, declare by notice in the *Education Gazette* and the *Government Gazette* the remaining candidate elected, and forward a copy of such notice to the Minister of Education, or

(ii) shall, if there are two or more remaining candidates, erase from the ballot-papers the name of such deceased candidate and the number placed opposite such name; and every such ballot-paper shall be given effect to as if the numbers opposite the names of the remaining candidates were altered to the appropriate numbers indicated by the voter's order of preference in respect of such remaining candidates.

12. If there is only one candidate duly nominated, the Returning Officer shall by notice in the *Education Gazette* and the *Government Gazette* declare such candidate to have been duly elected a member of the Committee of Classifiers, and shall forward a copy of such notice to the Minister of Education.

13. (a) If there is more than one candidate duly nominated, a poll shall be taken and the Returning Officer shall forthwith cause ballot-papers to be printed in the form of the Second Schedule hereto or to the like effect, and shall, by himself or his substitute, initial each of such ballot-papers.

(b) The Returning Officer shall, not less than ten days before the closing day for the election, transmit by post to every teacher qualified to vote one of such ballot-papers, and shall enclose therewith an unsealed return-envelope addressed to the Returning Officer.

14. If any teacher who is qualified to vote makes and transmits to the Returning Officer a notice signed in his own handwriting that he has not received a ballot-paper or that the ballot-paper received by him has been lost or spoilt or destroyed, and that he has not already voted, the Returning Officer may issue a duplicate ballot-paper to him.

15. The voter shall mark his ballot-paper by placing the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2," "3," "4" (and so on as the case requires), in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate, provided that where there are only two candidates the ballot-paper shall be valid if marked in any way which in the opinion of the Returning Officer indicates the voter's first preference only.

16. When the voter has marked his vote on the ballot-paper, he shall place it in the addressed return-envelope referred to in clause 13 above, and he shall sign his name on the outside of such return-envelope and post it (or deliver it or cause it to be delivered) to the Returning Officer so that it shall be received by the Returning Officer before 4 p.m. on the day fixed as the closing day for the election.

17. (a) If any voter fails to comply with any of the provisions of this Regulation, his vote shall be void and shall not be counted, provided that the Returning Officer may in his discretion accept as valid any ballot-paper enclosed in an envelope (other than the aforesaid return-envelope) which has been signed by the voter.

(b) The decision of the Returning Officer as to the validity or invalidity of any ballot-paper shall be final.

18. Each candidate shall be entitled to appoint in writing one scrutineer to be present when the Returning Officer opens the return-envelopes and counts the votes.

19. (a) As soon as practicable after the hour fixed for closing the poll, the Returning Officer shall proceed, in the presence of such scrutineers as are present, to open the return-envelopes which have been received by him and count the votes, and may from time to time adjourn the counting to a day and hour to be fixed by him.

(b) At each election, the method of counting the votes and ascertaining the result shall be in accordance with the provisions of the law for the time being prescribing the method of counting the votes and ascertaining the result at any election of a member of the Legislative Assembly.

20. At the conclusion of each election, the Returning Officer shall, by notice in the *Education Gazette* and the *Government Gazette*, declare the result of the election and shall forward a copy of such notice to the Minister of Education.

21. The Returning Officer is empowered in respect of any election to take such action (consistent with the provisions or objects of this Regulation) as he deems reasonable and proper to meet any contingency not provided for in the Regulation and, in all such cases, shall be guided as far as possible by the practice followed at State Parliamentary elections.

22. The Returning Officer shall within seven days after the declaration of the result of the election cause all ballot-papers received by him to be destroyed.

FIRST SCHEDULE.

Form of Nomination.

Primary }
 Secondary } Schools Division.
 Technical }

We, the undersigned teachers classified in the Primary Schools Division (or, as the case may be, Secondary Schools Division or Technical Schools Division), hereby nominate (state Christian or other name or names and surname), teacher classified in the Special

First or Second Class of the { Primary }
 { Secondary } Schools Division, of
 { Technical }

school, for the office of Member of the Committee of Classifiers for the said Division.

(Here are to follow the signatures of not less than ten nominators.)

I, the above-named teacher, hereby consent to such nomination.

Dated the day of 19 .
 (Signed.)

SECOND SCHEDULE.

Ballot-paper.

Election of a Classifier for the { Primary }
 { Secondary } Schools Division.
 { Technical }

(Names of Candidates.)

DIRECTIONS.

1. The voter must place the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2," "3," "4" (and so on as the case requires) in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate.

2. After marking the ballot-paper the voter must fold it and then place it in the accompanying envelope, which is addressed to the Returning Officer, sign the envelope and post or deliver it or cause it to be delivered in time to reach the Returning Officer not later than 4 p.m. on the day of , 19 .

REGULATION 3.

PREPARATION AND FORM OF CLASSIFIED ROLLS.

1. A classified roll shall be prepared by the appropriate Committee of Classifiers for each of the divisions, Primary, Secondary, and Technical.

2. The classified rolls shall show the following divisions:—

(a) *Primary Schools Division.*

Men.		Women.
Class IV.		Class IV.
Class III.		Class III.
Class II.		Class II.
Class I.		Class I.
Special.		Special.

(b) *Secondary Schools Division.*

Men.		Women.
Class IV.		Class IV.
Class III.		Class III.
Class II.		Class II.
Class I.		Class I.
Special.		Special.

(c) *Technical Schools Division.*

Men.		Women.
Class IV.		Class IV.
Class III.		Class III.
Class II.		Class II.
Class I.		Class I.
Special.		Special.

3. The following form shall be used in the preparation of the Classified Roll and, when necessary, of a Supplementary Classified Roll for all classes of each division:—

Record No.	Name.	Qualifications.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

4. The Classifiers, after the publication of the Classified Roll, may, if they think fit, cause to be prepared and published in the *Education Gazette and Teachers' Aid*, a supplementary roll in the form prescribed in clause 3, showing the changes that have been made by deaths, retirements, resignations, and dismissals, and by the appointments, promotions, and reductions made since the publication of the Classified Roll. Such Supplementary Rolls shall be read with and as part of the Classified Roll until the next triennial revision thereof.

5. For the purpose of the revision of any Classified Roll the appropriate Committee of Classifiers—

(a) shall have placed before them the departmental record of the work of each teacher;

and

(b) shall record any changes in classification which have been made since the last revision.

6. The appropriate Committee of Classifiers shall determine the relative position in order of precedence of all teachers in each class in each division, having regard to—

(a) the length of service in the class (service as a professional officer in an equivalent position or as a teacher on a Classified Roll in an equivalent position shall be deemed service in the class in which the member of the teaching service is placed on the Classified Roll for that division, and the period spent by a student in a teachers' college or approved institution for the training of teachers shall count as service in the Fourth Class);

and

- (b) the length of service as a teacher in the Education Department. (In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.)

7. Persons who have been awarded studentships in a course of training at a teachers' college or at any prescribed institution for the training of teachers, and who are deemed and taken to be provisionally classified in the Fourth Class during the currency of their studentships shall, at the end of the period of such course of training, be placed in the Fourth Class, and in such relative position in order of precedence as the classifiers may determine, having regard to—

- (a) the period of the course of training taken at a teachers' college or prescribed institution for the training of teachers;
- (b) the order of merit as determined by a system of grouped percentile ranking on the basis of examination results; conduct, diligence, efficiency, and interest in work during the aforesaid course of training, such system to be prescribed by the Director;
- and
- (c) length of service:

Provided that those persons who successfully completed their course of training shall be placed in a higher position than those who did not successfully complete the course.

8. (a) Teachers receiving appointments in the Secondary or the Technical Schools Divisions under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in any class above the Fourth Class shall be classified after all teachers already in the class in such relative position in order of precedence as the Classifiers may determine.

(b) The appointments of such teachers shall be on probation for one year.

9. (a) Teachers receiving appointments in the Secondary or the Technical Schools Divisions under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in the Fourth Class shall be classified in such relative position in order of precedence as the classifiers may determine, having regard to—

- (i) the qualifications possessed by such teachers,
and
- (ii) the length of time properly and necessarily spent in securing the qualifications,
and
- (iii) the length of approved experience.

(b) The appointments of such teachers shall be on probation for one year.

10. For the purpose of determining the relative position in order of precedence on the Classified Roll for the Technical Schools Division, the Classifiers shall regard teachers who have satisfactorily completed full courses of training as student instructors in technical schools as having completed courses equivalent in duration to that required for the Trained Manual Arts Teacher's Certificate.

11. Teachers may apply for transfer (with or without promotion) and be transferred (with or without promotion) from one classified roll to another, but a teacher classified on one classified roll shall not be transferred to another unless the transfer is recommended by a majority of the members of the two Committees of Classifiers concerned at a joint meeting of the committees.

12. Whenever a teacher is re-transferred to a classified roll from which he has been transferred, the Committee of Classifiers for the Division to which such teacher is so re-transferred shall have power, if it thinks fit, to assign to such teacher the classification to which he would have been entitled if he had at all times remained on the classified roll to which he is re-transferred as aforesaid.

13. (a) A professional officer may apply for any advertised vacancy in the Primary Schools Division or the Secondary Schools Division, or the Technical Schools Division. In such case the Committee of Classifiers for the respective division shall give due consideration to his qualifications and general suitability for the particular

appointment in comparison with other applicants from the three divisions of the teaching service. If he is appointed to the vacancy he shall be classified in his order of appointment below all other teachers previously promoted to the class. In determining the relative seniority of such applicant with regard to other teachers promoted to the class at the same meeting consideration shall be given by the Committee of Classifiers to the relative order of seniority he occupied with regard to contemporaries before his appointment to a professional position.

(b) On the recommendation of the Director and with the approval of the Tribunal a professional officer may be transferred to the Primary Schools Division or the Secondary Schools Division, or the Technical Schools Division because of inability to carry out satisfactorily the duties of his existing position, or on account of ill health or other reason deemed satisfactory by the Tribunal. In such case his class and relative seniority in the class shall be determined by the appropriate Committee of Classifiers after due consideration of the relative order of seniority which such officer occupied in regard to contemporaries before his appointment to a professional position.

(c) When a professional officer is transferred to a position on the Classified Roll in accordance with the procedure prescribed in either of sub-clauses (a) and (b) of this clause the appropriate Committee of Classifiers shall recommend to the Tribunal the subdivision in which such officer shall be classified and the Tribunal after due consideration of his salary as a professional officer shall finally decide the subdivision in which he shall be classified.

(d) A professional officer who is transferred or appointed to a position on a classified roll of one of the three teaching divisions shall be immediately eligible for consideration by the appropriate Committee of Classifiers in the compilation of any promotion list or for any vacancy in a higher class for which he is a qualified applicant.

Employment Register for Candidates for Appointment as Teachers.

14. (a) An employment Register arranged in three Divisions, designated respectively Division A, Division B, and Division C, and containing the names of all fit and qualified candidates for employment as teachers shall be prepared by the Classifiers in the form set out hereunder:—

Record No.	Name.	Sex.	Qualifications.	Date of Placing Name on Register.	Order of Precedence in Division.	Remarks.

Division A.

1. Candidates who have qualified for—
 - (a) Trained Secondary Teacher's Certificate,
or
 - (b) Trained Primary Teacher's Certificate,
or
 - (c) Trained Infant Teacher's Certificate,
or
 - (d) Trained Special Teacher's Certificate.
2. Candidates who possess an approved equivalent qualification.

Division B.

1. Candidates who have qualified for—
 - (a) Primary Teacher's Certificate, First Class, or Infant Teacher's Certificate, First Class,
or
 - (b) Primary Teacher's Certificate, Second Class, and the Infant Teacher's Certificate, Second Class.
2. Candidates who possess an approved equivalent qualification.

Division C.

1. Candidates who have qualified for the Primary Teacher's Certificate, Second Class.

2. Candidates who possess an approved equivalent qualification.

(b) The order of precedence for appointment of candidates in each division shall be determined by the Committee of Classifiers.

(c) The Classifiers may, if they consider there are satisfactory reasons for doing so, and with the concurrence of the Director, remove the name of any candidate recorded in the employment register.

Qualified Candidates for Employment as Student Teachers.

15. An employment register of all fit and qualified candidates for employment as student teachers shall be prepared in the form set out hereunder:—

Name Candidate.	Order of Precedence for Appointment.	Schools Applied for in Order of Preference.	Remarks.	School to which Appointed.	Date.

Qualified Candidates for Employment as Sewing Mistresses.

16. An employment register of all fit and qualified candidates for employment as sewing mistresses shall be prepared in the form set out hereunder:—

Name of Candidate.	School for which Application is Made.	Remarks.	School to which Appointed.	Date.

(When no person is recorded for transfer, and there is more than one candidate, precedence for appointment shall be determined by competitive examination.)

REGULATION 4.

APPOINTMENTS, PROMOTIONS AND TRANSFERS OF MEMBERS OF THE TEACHING SERVICE.

1. No teacher shall be eligible for promotion from one class to a higher class unless he has served three years in his class:

Provided that in the Primary Schools Division a teacher shall be eligible for inclusion in a promotion list if he will have served at least three years in his class on the 31st day of December of the year in which the promotion list is compiled:

Provided also that in special cases, the Tribunal, after consultation with the Director, may approve the promotion of a teacher with less than three years' service in his class.

2. In the Primary Schools Division unless the Committee of Classifiers certifies in the case of any applicant that there are satisfactory reasons for the transfer, an applicant shall not be transferred to a vacancy without having served—

(a) in the case of an applicant for a vacant position higher than the fourth class—at least three years,

and

(b) in the case of an applicant for a vacant position in the fourth class—at least two years in the position then held by the applicant.

3. In the Secondary Schools Division and in the Technical Schools Division unless the Committee of Classifiers certifies that there are

satisfactory reasons for the transfer, an applicant shall not be transferred to a vacancy without having served at least three years in his existing position:

Provided that in cases of—

(a) transfers from one metropolitan school to another,
and

(b) all transfers of Principals, Head Masters and Head Mistresses in the Special Class and in Classes I. and II.,
an applicant shall not be transferred to a vacancy without having served at least five years in his existing position, unless the appropriate Committee of Classifiers certifies that there are satisfactory reasons for the transfer.

For the purposes of this Regulation the metropolitan area is defined as the area bounded by a line which passes through and includes the following places:—

Laverton, Deer Park, Digger's Rest, Somerton, South Morang, Diamond Creek, Research, Warrandyte, Croydon, Ferntree Gully, Dandenong and Carrum.

4. (a) Any head teacher who is in charge of a school with an attendance lower than that fixed for his class in the Regulations under the provisions of the *Teaching Service Act 1946* may be transferred to a position corresponding with his class as prescribed in such Regulations, and if he refuses such transfer he shall therefrom be paid the maximum salary of the class next below his class.

(b) Any assistant teacher employed in a school where the attendance is below that of schools in which assistant teachers of his class may be employed under the Regulations made under the provisions of the *Teaching Service Act 1946* may be transferred to a position corresponding with his class under such Regulations, and if he refuses such transfer he shall thereupon be paid the maximum salary of the class next below his class.

(c) This section shall apply with respect to teachers, head teachers, and assistant teachers, in primary, or secondary, or technical schools.

5. Applicants for the position of head teacher in a higher elementary school shall have obtained either (a) First Class Honours, or (b) Second Class Honours and passes in at least three subjects of an approved course for a University degree or diploma. In addition they shall be required to furnish satisfactory evidence of their ability to carry out the duties of the position.

6. As a condition of his promotion from any class to the next higher class any teacher may be required to take charge of any school or to accept transfer to any assistantship for which a teacher of such higher class is needed, and any such teacher refusing to take charge of such school or to accept such transfer shall be deemed to have waived for the time being his right to promotion.

7. (a) Where any person is appointed on probation to an office in the Teaching Service, the Director shall, on the expiration of the period of probation, report to the Tribunal as to the conduct of such person and the manner in which he has performed his duties, and the Tribunal may thereupon confirm or annul the appointment or extend the probation for a further period.

(b) The Tribunal may at any time during an extended period of probation, upon a report from the Director, confirm or annul the appointment.

(c) Upon the expiration of the extended period of probation of any probationer whose appointment has not been confirmed or annulled under the provisions of the last preceding sub-clause, the Tribunal shall, upon a report from the Director, confirm or annul the appointment.

(d) Where any appointment is annulled, the annulment shall take effect from such date as may be determined by the Tribunal.

8. The provisions of clause 7 of this Regulation shall apply to any promotion or transfer to a professional position:

Provided that, if at any time during the period of probation of a professional officer the Director reports to the Tribunal that the conduct of the officer and the manner in which he is performing his duties are satisfactory, the Tribunal may thereupon confirm such promotion or transfer.

REGULATION 5.

APPEALS.

A. *Professional Officers.*

1. The Director shall furnish the Tribunal with a requisition for the making of an appointment to any vacancy which occurs for a professional officer in the Education Department and shall attach thereto a summary of the duties and of the appropriate qualifications for such position.

2. The Tribunal, after discussion with the Director, may alter, vary, or amend such duties and qualifications and shall cause the position to be advertised in the *Education Gazette and Teachers' Aid*.

3. Applications will close with the Tribunal on the date stated in such advertisement, which date shall be not less than fourteen days after the date upon which the advertisement is published in the *Education Gazette and Teachers' Aid*.

4. Applications will be forwarded to the Director for consideration by a special committee.

5. The Director shall, within twenty-one days after the date on which the applications are received by him, notify the Tribunal of the name of the applicant recommended by the special committee and submit to the Tribunal such information as the Tribunal requires. The Director shall at the same time notify in writing all applicants of the name of the recommended applicant.

6. Any applicant who feels aggrieved by the failure of the special committee to recommend him for appointment may appeal, in writing, to the Tribunal within fourteen days of the notification to him by the Director of the name of the recommended applicant, or in special cases determined by the Tribunal, within seven days of the notification. The appellant shall state—

(a) the grounds of his appeal; and

(b) whether he desires to appear in person before the Tribunal.

7. Subject to clause 13 of this Regulation any appellant shall be entitled to appear in person before the Tribunal to support his appeal.

B. *Position on the Classified Roll in the Primary, Secondary, and Technical Schools Divisions.*

8. (a) Every appeal by a teacher who feels aggrieved at the decision of any committee of classifiers—

(i) with respect to the position in which he is placed on any revision of the classified roll; or

(ii) with respect to any revision of his classification by which his classification is reduced—

shall be made in writing, shall set forth fully the grounds of the appeal, and whether or not the appellant desires to appear in person on the hearing of the appeal, and shall be delivered to the Tribunal on or before the expiration of fourteen days after the day on which he was notified by the classifiers of the decision against which the appeal is made, or, in special cases determined by the Tribunal, within seven days of the notification.

(b) A teacher shall be deemed to have been notified of a decision of a committee of classifiers affecting his classification on the day on which there is published a copy of the *Education Gazette and Teachers' Aid*, or any supplement thereto, or any circular issued by the Education Department, in which there appears notification of such decision: Provided that when there is a delay in the issue of the *Education Gazette and Teachers' Aid* the Tribunal will accept appeals within a period of fourteen days from the date of its general issue to schools.

C. *Promotions in the Secondary and Technical Schools Divisions.*

9. The provisions of clause 8 of this Regulation with such adaptations as are necessary shall apply to every appeal to the Tribunal by an applicant against an appointment whereby a vacancy in the Secondary Schools Division or the Technical Schools Division is filled—

(a) by way of promotion, or

(b) by way of transfer of a junior applicant.

D. Promotion List for the Primary Schools Division.

10. The provisions of clause 8 of this Regulation with such adaptations as are necessary shall apply to every appeal to the Tribunal by a teacher who is not placed in an annual promotion list.

E. General.

11. When an appeal is allowed the Tribunal may authorize reimbursement of train fares and reasonable personal expenses to a successful appellant who is required to travel to Melbourne to support his appeal.

12. When a recommended applicant is appointed to a vacant office the Tribunal may authorize reimbursement of train fares and reasonable personal expenses to him if he is required to travel to Melbourne to support his application, and the Tribunal may authorize such reimbursement to a recommended applicant who is not appointed to a vacant office.

13. An appellant who is not a member of the teaching service shall not have the right to appeal in person before the Tribunal, but may be granted permission by the Tribunal to do so.

REGULATION 6.

QUALIFICATIONS OF MEN TEACHERS IN THE PRIMARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of men teachers in the several classes of the Primary Schools Division shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

(a) For promotion to Class I. or to Special Class—

(i) Classification in First Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for First Class Honours,

or

(iii) the Trained Primary Teacher's Certificate and a degree of the University of Melbourne.

(b) For promotion to Class II.—

(i) Classification in Second Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for Second Class Honours,

or

(iii) the Trained Primary Teacher's Certificate and a degree of the University of Melbourne.

(c) For promotion to Class III.—

(i) The Trained Teacher's Certificate,

or

(ii) the Trained Secondary Teacher's Certificate,

or

(iii) the Trained Primary Teacher's Certificate,

or

(iv) the Primary Teacher's Certificate, First Class, if employed before the 12th December, 1905,

or

(v) the Primary Teacher's Certificate, First Class, and the subjects of the examination for the Trained Teacher's Certificate, passed either at an examination for the Trained Teacher's Certificate or at some examination of the University of Melbourne regarded as equivalent by the Director.

(d) For appointment to Class IV.—

The Primary Teacher's Certificate, Second Class.

2. The literary qualification for any class is held to include that of each lower class.

3. If the Committee of Classifiers for the Primary Schools Division reports that certificates granted by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clause 1, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications as it deems a fair equivalent.

4. In this Regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

5. For the purposes of clause 1 (c) (v), the following is regarded as equivalent to the subjects of examination for the Trained Teacher's Certificate:—

(a) A pass in the requisite examinations for matriculation at the University of Melbourne,

or

(b) a pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(c) a pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(d) a pass in the subjects of the first year of an approved technical school day diploma course.

6. (a) Notwithstanding anything contained in clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Primary Schools Division may appoint to Classes III., II. and I. respectively any teacher who was appointed to the Primary Schools Division before the first day of January, 1933, who has a qualification at least equivalent to the Primary Teacher's Certificate First Class, and who has an outstanding record of service.

(b) Notwithstanding anything contained in clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Primary Schools Division may appoint to Classes III., II. and I. respectively any teacher who is a discharged serviceman, who has a qualification at least equivalent to the Primary Teacher's Certificate First Class, who has a very good record of service, and who submits satisfactory evidence that, as a result of war service, he is suffering from disabilities which prevent him from obtaining the qualifications prescribed for the higher classes.

REGULATION 7.

QUALIFICATIONS FOR WOMEN TEACHERS IN THE PRIMARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of women teachers in the several classes of the Primary Schools Division shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

(a) For promotion to Class I. or to Special Class—

(i) Classification in First Class Honours,

or

(ii) the Trained Primary Teacher's Certificate and a degree of the University of Melbourne,

or

(iii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for First Class Honours,

or

(iv) the Trained Primary Teacher's Certificate, and either the Trained Infant Teacher's Certificate or the Trained Special Teacher's Certificate, and in addition to have passed the prescribed examination in Education for First Class Honours,

or

(v) the Infant Teacher's Certificate, First Class, and a pass in the prescribed examinations in English A and in Education for Second Class Honours, together with one of the following certificates:—

The Trained Teacher's Certificate, or the Trained Primary Teacher's Certificate, or the Primary Teacher's Certificate, First Class.

Notwithstanding anything contained in the preceding paragraphs of this sub-clause, teachers who, on the first day of January, 1946, under the Regulations in force prior to the first day of June, 1945, were qualified for appointment or promotion to Class IIA., shall be considered as qualified for promotion to Class I. and the Special Class.

(b) For promotion to Class II.—

- (i) Classification in Second Class Honours,
or
- (ii) the Trained Primary Teacher's Certificate and a degree of the University of Melbourne,
or
- (iii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for Second Class Honours,
or
- (iv) the Trained Infant Teacher's Certificate,
or
- (v) the Trained Special Teacher's Certificate,
or
- (vi) the Infant Teacher's Certificate, First Class, together with one of the following certificates:—
The Trained Teacher's Certificate, or the Trained Primary Teacher's Certificate, or the Primary Teacher's Certificate, First Class.

(c) For promotion to Class III.—

- (i) The Trained Teacher's Certificate,
or
- (ii) the Trained Primary Teacher's Certificate,
or
- (iii) the Primary Teacher's Certificate, First Class, if employed before the 12th of December, 1905,
or
- (iv) the Primary Teacher's Certificate, Second Class, and the Infant Teacher's Certificate, First Class,
or
- (v) the Primary Teacher's Certificate, First Class, and the Infant Teacher's Certificate, Second Class,
or
- (vi) the Primary Teacher's Certificate, First Class, and the subjects of the examination for the Trained Teacher's Certificate, passed either at an examination for the Trained Teacher's Certificate, or at some examination of the University of Melbourne regarded as equivalent by the Director.

(d) For appointment to Class IV.—

The Primary Teacher's Certificate, Second Class.

2. The literary qualification for any class shall be held to include that of each lower class.

3. If the Committee of Classifiers for the Primary Schools Division reports that certificates granted by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clause 1, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications as it deems a fair equivalent.

4. In this Regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

5. For the purposes of paragraph (vi) of clause 1 (c), the following shall be regarded as equivalent to the subjects of examination for the Trained Teacher's Certificate:—

- (a) A pass in the requisite examinations for matriculation at the University of Melbourne,

or

(b) a pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(c) a pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(d) a pass in the subjects of the first year of an approved technical school day diploma course.

6. (a) Notwithstanding anything contained in clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Primary Schools Division may appoint to Classes III., II. and I. respectively any teacher who was appointed to the Primary Schools Division before the first day of January, 1933, who has a qualification at least equivalent to the Primary Teacher's Certificate, First Class, and who has an outstanding record of service.

(b) Notwithstanding anything contained in clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Primary Schools Division may appoint to Classes III., II. and I. respectively any teacher who is a discharged serviceman, who has a qualification at least equivalent to the Primary Teacher's Certificate, First Class, who has a very good record of service, and who submits satisfactory evidence that, as a result of war service, he is suffering from disabilities which prevent him from obtaining the qualifications prescribed for the higher classes.

REGULATION 8.

QUALIFICATIONS OF TEACHERS IN THE SECONDARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, except in the cases of teachers of Domestic Arts subjects, Manual Art subjects, Physical Education subjects and Music subjects, be those prescribed hereunder, or approved equivalent or higher qualifications:—

(a) For promotion to Class I. or to Special Class—

An approved University degree, together with the Diploma of Education.

(b) For promotion to Class II.—

An approved University degree, together with the Diploma of Education.

(c) For promotion to Class III.—

An approved University degree, together with the Diploma of Education.

(d) For appointment to Class IV.—

A Trained Teacher's Certificate, together with either four subjects of an approved University course or in the case of ex-servicemen three subjects of an approved Arts, Commerce, or Science Course or the first year of the course for the Diploma in Physical Education of the University of Melbourne.

2. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Manual Arts subjects, shall be those prescribed hereunder or approved equivalent or higher qualifications:—

(a) For promotion to Class I. or to Special Class—

(i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;

or

(ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;

or

(iii) the Art Teacher's Certificate.

- (b) For promotion to Class II.—
- (i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;
 - or
 - (ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;
 - or
 - (iii) the Art Teacher's Certificate.
- (c) For promotion to Class III.—
- (i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;
 - or
 - (ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;
 - or
 - (iii) the Art Teacher's Certificate.
- (d) For appointment to Class IV.—
- (i) Trained Teacher's Certificate, Manual Arts;
 - or
 - (ii) an approved qualification in Manual Arts and at least one year's training as a teacher.

3. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Domestic Arts subjects, shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

- (a) For promotion to Class I. or to Special Class—
- (i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;
 - or
 - (ii) Diploma of Institutional Management and at least one year's training as a teacher.
- (b) For promotion to Class II.—
- (i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;
 - or
 - (ii) Diploma of Institutional Management and at least one year's training as a teacher.
- (c) For promotion to Class III.—
- (i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;
 - or
 - (ii) Diploma of Institutional Management and at least one year's training as a teacher.
- (d) For appointment to Class IV.—
- (i) Trained Teacher's Certificate, Domestic Arts;
 - or
 - (ii) Diploma of Institutional Management and at least one year's training as a teacher.

4. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Physical Education subjects, shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

- (a) For promotion to Class I. or to Special Class—
- Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours.

(b) For promotion to Class II.—

Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours.

(c) For promotion to Class III.—

Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours.

(d) For appointment to Class IV.—

Trained Primary Teacher's Certificate and First Year of the Diploma of Physical Education.

5. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Music subjects, shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

(a) For promotion to Class I. or to Special Class—

The Degree of Bachelor of Music and the Diploma of Education.

(b) For promotion to Class II.—

The Degree of Bachelor of Music and the Diploma of Education.

(c) For promotion to Class III.—

The Degree of Bachelor of Music and the Diploma of Education.

(d) For appointment to Class IV.—

Trained Primary Teacher's Certificate and the First Year of the course for the Degree of Bachelor of Music.

6. (a) If there are no qualified applicants for any advertised or consequential vacancy in any class, the Committee of Classifiers may appoint to such vacancy any teacher who may be considered to have sufficient literary or specialist qualifications.

(b) The literary qualification for any class shall be held to include that of each lower class.

(c) If the Committee of Classifiers for the Secondary Schools Division reports that certificates gained by any other approved examining-body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clauses 1, 2, 3, 4 and 5, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications under this Regulation as it deems a fair equivalent.

(d) Notwithstanding anything contained in the clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Secondary Schools Division may appoint to Classes III., II., and I., respectively, any teacher appointed to the teaching service before 1st January, 1933, and who has the qualifications prescribed for Class IV.: Provided that such teacher has an outstanding record of service, and that the Committee of Classifiers or the Tribunal is satisfied that he is capable of carrying out the duties of the higher position.

(e) Notwithstanding anything contained in clauses 1, 2, 3, 4 and 5, the Committee of Classifiers for the Secondary Schools Division may appoint to Classes III., II., and I., respectively, any teacher who is a discharged serviceman and who has the qualifications prescribed for Class IV.: Provided that such teacher has a very good record of service and submits satisfactory evidence that he is suffering from disabilities as the result of his war service which prevent him from obtaining the necessary qualifications, and that the Committee of Classifiers or the Tribunal is satisfied that he is capable of carrying out the duties of the higher position.

(f) Notwithstanding anything contained in this Regulation the Committee of Classifiers for the Secondary Schools Division may promote to Classes III. and II. teachers who were appointed to classified positions in secondary schools before the 24th July, 1928, and who possess the qualification of Trained Teacher's Certificate (Manual Arts) or an approved equivalent qualification.

(g) Under this Regulation, unless inconsistent with the context or subject matter, "approved" means approved by the Tribunal, after consultation with the Director.

REGULATION 9.

QUALIFICATIONS OF TEACHERS IN THE TECHNICAL SCHOOLS DIVISION.

The qualifications for the appointment of teachers to the Fourth Class in the Technical Schools Division shall be those prescribed hereunder, or approved equivalent or higher qualifications:—

1. *For Appointment to Class IV.*

Teachers of—

- (a) English or History or Geography or Social Studies—
A Trained Teacher's Certificate, together with four subjects of an approved University course.
- (b) Commercial Subjects—
A Trained Teacher's Certificate, together with an approved diploma and approved industrial experience.
- (c) Mathematics and Science—
(i) The Trained Technical Instructor's Certificate in Mathematics and Science or in Mathematics, or in Science;
or
(ii) four subjects of an approved University course and approved training as a teacher;
or
(iii) an approved technical school diploma, together with approved industrial experience and at least one year's approved teaching experience.
- (d) Technical Drawing—
(i) The Trained Technical Instructor's Certificate in Technical Drawing;
or
(ii) an approved technical school diploma, together with approved drawing office experience and at least one year's approved teaching experience.
- (e) Art and Applied Art—
Drawing Teacher's Secondary Certificate or equivalent qualifications requiring skill and experience in the practice of art applied to some branch of industry.
- (f) Trade Subjects (including trade instructors)—
(i) The Trained Trade Instructor's Certificate or the Trained Technical Teacher's Certificate for the appropriate trade;
or
(ii) an approved trade course of training, together with at least five years' approved trade experience and at least one year's approved teaching experience.
Preference will be given to applicants qualified under sub-clause (i).
- (g) Institutional Management or Cookery or Housewifery—
(i) The Trained Technical Instructor's Certificate in Cookery and Institutional Management;
or
(ii) the Diploma of Cookery and Institutional Management, together with approved industrial experience, and at least one year's approved teaching experience.
- (h) Music—
The Trained Primary Teacher's Certificate and the First Year of the Course for the Degree of Bachelor of Music.

2. *For Promotion to Class III.*

For promotion to Class III, teachers shall be required to hold the qualifications prescribed hereunder, or approved equivalent or higher qualifications:—

Teachers of—

- (a) English or History or Geography or Social Studies—
An approved University degree, together with the Diploma of Education.

(b) Commercial Subjects—

An approved commercial diploma and approved industrial experience, and experience as a teacher.

(c) Mathematics—

(i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate in Mathematics, including in each case passes in Mathematics, Grades I., II., and III. (or equivalent qualifications), and for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications);

or

(ii) an approved University degree, including Pure and Applied Mathematics, Parts I. and II.;

or

(iii) an approved technical school diploma, including passes in Mathematics, Grades I., II., and III., and for teachers appointed to the service after 1939, Physics, Grade II., and approved industrial experience.

(d) Science—

(i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate in Science, and for teachers appointed to the service after 1939, Physics, Grade II.;

or

(ii) an approved University degree, including Physics, Parts I. and II., or Chemistry, Parts I. and II.;

or

(iii) an approved technical school diploma, including, for teachers appointed to the service after 1939, Physics, Grade II., and approved industrial experience.

(e) Technical Drawing—

(i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate, or an approved technical school diploma,

and

(ii) passes in the following subjects:—

(a) Engineering Drawing, Grades I., II., and III., and Applied Mechanics, Grade II. and III.;

or

(b) Building Construction, Grades I., II., and III., and Applied Mechanics, Grade II.

(f) Art and Applied Arts—

(Men).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First and Second Years, and special knowledge of some branch of industrial art;

or

(Women).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First Year, together with a pass in Decorative Needlework, Grade II., and special knowledge of some branch of industrial art.

(g) Trade Subjects—

The qualifications prescribed for teachers of trade subjects for Class IV., together with—

(i) A sound knowledge of modern trade methods;

or

(ii) (For special positions).—Wide experience as a foreman or forewoman (or similar position) in modern trade workshops or workrooms, and a sound knowledge of modern trade methods.

(h) Applied Science (Engineering)—

(i) A University degree in the appropriate branch of Engineering;

or

- (ii) an approved technical school diploma in the appropriate branch of Engineering, and at least two years' industrial experience.
- (i) Applied Science (special positions)—
 - (i) An approved University degree or technical school diploma,
 - and
 - (ii) approved industrial experience in the appropriate branch of Applied Science.
- (j) Institutional Management or Cookery or Housewifery—
The qualifications required for Class IV., and a sound knowledge of modern trade requirements.
- (k) Music—
The Degree of Bachelor of Music and First Year of the course for the Degree of Bachelor of Education.

3. For Promotion to Class II.

For promotion to Class II. teachers shall be required to hold the qualifications prescribed hereunder, or approved equivalent or higher qualifications:—

- (a) General teaching positions other than Principal, Vice-Principal, Art and Applied Art, or special positions—
The qualifications prescribed for Class III.
- (b) Principal or Vice-Principal—
 - (i) The qualifications prescribed for Class III., together with a sound knowledge of the principles and problems of vocational education and of industrial requirements, and at least three years' approved experience in charge of a technical school department.
 - (ii) Headmaster or Headmistress—
The qualifications prescribed for Class III., together with at least three years' teaching and organizing experience in a technical school.
- (c) Art and Applied Art—
 - (i) (Men).—The Art Teacher's Certificate, and special knowledge of some branch of industrial art;
or
(Women).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First and Second Years, together with a pass in Decorative Needlework, Grade II., and special knowledge of some branch of industrial art;
or
 - (ii) equivalent qualifications requiring skill and experience in the practice of Art applied to some branch of industry.
- (d) Engineering or other Applied Science—
 - (i) A University degree in the appropriate branch of Engineering or Applied Science, and approved industrial experience;
or
 - (ii) an approved technical school diploma in the appropriate branch of Engineering or Applied Science, and approved industrial experience.
In the case of holders of technical school diplomas, more extensive industrial experience will be required.
- (e) Mathematics—
An approved University degree, including Pure Mathematics, Parts I., II., and III., and Applied Mathematics, Parts I. and II.

(f) Trade Subjects—

Wide experience as a trade superintendent or factory manager (or similar position) in modern trade workshops or workrooms, and a sound knowledge of modern trade methods.

(g) Music—

The Degree of Bachelor of Music and First Year of the course for the Degree of Bachelor of Education.

4. For Promotion to Class I.

For promotion to Class I. teachers shall be required to hold the qualifications prescribed hereunder, or approved equivalent or higher qualifications:—

(a) Principal or Vice-Principal, other than special positions—

The qualifications prescribed for Vice-Principal, Class II.

(b) Special positions as Principals—

The qualifications prescribed for positions in Class II. appropriate to the special objectives of the school.

(c) Headmaster or Headmistress—

The qualifications prescribed for Class II. together with at least four years teaching and organizing experience in a technical school.

(d) Positions in Engineering or Applied Science—

The qualifications prescribed for positions in Class II. appropriate to the special objectives of the school.

5. For Promotion to Principal in the Special Class.

The qualifications prescribed for Principals in Class I.

6. Particular qualifications for any position may be specified (within the limits of the preceding schedule) to suit the requirements or objectives of any school: Provided that particular qualifications for any trade or professional position not included in clauses 1, 2, 3, 4 and 5 may be specified to suit the requirements of any school, by the Tribunal after consultation with the Director.

7. (a) If there are no qualified applicants for any advertised or consequential vacancy in any class, the Committee of Classifiers may appoint to such vacancy any teacher who may be considered to have sufficient literary or special qualifications.

(b) The literary qualification for any class shall be held to include that of each lower class.

(c) If the Committee of Classifiers for the Technical Schools Division reports that certificates gained from any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clauses 1, 2, and 3. the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications under this Regulation as it deems a fair equivalent.

(d) Notwithstanding anything contained in clauses 1, 2, 3, and 4, the Committee of Classifiers for the Technical Schools Division may appoint to Classes III., II., and I., respectively, any member of the teaching service appointed before 1st January, 1933, and who has the qualifications prescribed for a similar position in Class IV.: Provided that such teacher has an outstanding record of service and that the Committee of Classifiers for the Technical Schools Division or the Tribunal is satisfied that he is capable of carrying out the duties of the higher position.

(e) Notwithstanding anything contained in clauses 1, 2, 3, 4, and 5, the Committee of Classifiers for the Technical Schools Division may appoint to Classes III., II., and I., respectively, any teacher who is a discharged serviceman and who has the qualifications prescribed for a similar position in Class IV.: Provided that such teacher has a very good record of service and submits satisfactory evidence that he is suffering from disabilities as the result of his war service which prevent him from obtaining the necessary qualifications, and that the Committee of Classifiers or the Tribunal is satisfied that he is capable of carrying out the duties of the higher position.

(f) In this Regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

8. *First Appointments of Applicants from Outside the Teaching Service.*—Applicants who receive a first appointment to any class from outside the teaching service shall be required to hold the qualifications prescribed in clauses 1, 2, 3, and 4 for the particular class and position, but in lieu of the prescribed service in a lower class they shall be required to furnish evidence that they possess satisfactory teaching and organizing ability.

REGULATION 10.

STUDENT TEACHERS.

1. Candidates for appointment as student teachers—
 - (a) shall make application on a form approved by the Director which shall be forwarded through the head teacher of the school last attended;
 - (b) shall be not less than sixteen years of age;
 - (c) shall, except as hereinafter provided, have obtained the School Leaving Certificate of the University of Melbourne or have passed in at least five subjects of the School Leaving Examination of the University of Melbourne, including English, or shall hold an equivalent or higher qualification;
 - (d) shall furnish satisfactory evidence of good moral character;
 - (e) shall pass the prescribed medical examination by a school medical officer; and
 - (f) shall satisfy a district inspector or a board of inspectors of their aptitude and general suitability for the work of teaching.
2. Appointments of student teachers shall, subject to the provisions of clause 3 below, be made in order of merit as determined by—
 - (a) an assessment, given by the district inspector or a board of inspectors, for aptitude and general suitability for the work of teaching after consideration of the report of the head teacher of the school last attended and as a result of a personal interview and of any further tests deemed necessary; and
 - (b) an assessment given according to the number and value of the subjects passed at examinations.
3. (a) The Tribunal, after consultation with the Director, may from time to time determine the proportionate number of males and females to be appointed as student teachers.
 - (b) Holders of teaching scholarships or teaching bursaries who possess the qualifications prescribed in clause 1 shall have a preferential right of appointment over other qualified candidates.
 - (c) Where a vacancy for a student teacher occurs in a school outside a radius of 20 miles of the Melbourne General Post Office, special consideration shall be given to candidates whose parents reside in the district.
4. Where there is a vacancy for a student teacher and there is no candidate possessing the qualifications prescribed in clause 1, the vacancy may be filled by the appointment of the candidate who has the highest qualifications and who, in the opinion of the Director, is suitable for appointment.
5. A student teacher appointed under the provisions of clause 4 shall be required to secure the qualifications prescribed in clause 1 (c) within twelve months from the date of appointment, unless the student teacher enters on an approved course of training before the twelve months has elapsed.
6. Every person appointed as a student teacher shall be on probation during his full term of service as a student teacher.
7. Student teachers shall be divided into three grades as follows:—
 - (a) First Grade—

Those who have passed the matriculation examination of the Melbourne University or who hold approved equivalent or higher qualifications.

(b) Second Grade—

Those who have obtained the School Leaving Certificate of the University of Melbourne, or who have passed in at least five subjects, including English, of the examination for that Certificate, or of an approved equivalent or higher examination.

(c) Third Grade—

All other student teachers.

REGULATION 11.

SEWING MISTRESSES.

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

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

and

- (d) furnish, prior to appointment, satisfactory medical evidence that they are in good general health and of sound constitution, and that they are free from any physical defect likely to impair their efficiency in the work of a sewing mistress.

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

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

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

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

- (i) an examination in reading, writing, composition, dictation, grammar, arithmetic, geography, and history and civics, as prescribed for Grade VI. in the General Course of Study in primary schools;
- (ii) a practical test in all kinds of needlework required for girls in primary schools;

and

- (iii) a class lesson in needlework required for girls in primary schools, and in any other subjects prescribed for Grades I., II., and III. in primary schools.

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

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

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

REGULATION 12.

TEMPORARY EMPLOYMENT.

1. Every person applying to be recorded for temporary employment must forward to the Secretary, Education Department, an application in his own handwriting, stating his full name and address, the date and place of his birth, his qualifications and experience and, if required, must submit himself for test as to his suitability.

2. Every applicant must forward with his application satisfactory documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of his duties.

3. An applicant for temporary employment, if called upon so to do, must furnish a properly certified extract of his birth entry from some official register of births, or other satisfactory evidence of age.

4. Every applicant who, in the opinion of the Director, has complied with clauses 1, 2, and 3, and from the evidence furnished appears to be qualified to perform the work applied for, shall be deemed to be a fit and proper person to be recorded for temporary employment, and his full name and address and the date of his birth, together with the date of registration and such other particulars as the Director may determine, shall forthwith be entered in the Temporary Employment Register.

5. Whenever any person whose name is recorded in the Temporary Employment Register is selected for employment under the provisions of the *Teaching Service Act* 1946, an entry of such selection shall be made in the Register and his name removed therefrom. Any person so selected may, on the termination of his employment, apply for re-registration and, if the report of the Director as to his previous employment is satisfactory, his name may be again placed on the Register.

6. Whenever any person whose name is recorded in the Temporary Employment Register is not available for, or is not willing to accept temporary employment, his name may be removed from the Register.

7. If any person shall omit to reply within five days to any communication from the Director requesting him to state whether he is prepared to accept temporary employment, his name may be removed from the Register.

8. Every temporary teacher shall be deemed subject to the *Teaching Service Act* 1946, and the Regulations in force relating to efficiency, discipline, attendance and general conduct, so far as such Act and such Regulations are applicable to his position.

9. When a temporary teacher is replaced by the appointment or transfer of a classified teacher to any vacancy, the temporary teacher may be transferred to any other vacancy. If no vacancy exists the services of such temporary teacher shall be dispensed with.

10. Temporary teachers may be employed on part-time duty in primary, secondary, and technical schools.

REGULATION 13.

STUDENTSHIPS AT TEACHERS' COLLEGES AND APPROVED INSTITUTIONS FOR THE TRAINING OF TEACHERS.

1. The number of studentships to be awarded shall be determined annually by the Tribunal on the recommendation of the Director.

2. Holders of studentships admitted to teachers' colleges or approved institutions for the training of teachers shall have their names placed provisionally on the Classified Roll for the Primary Schools Division or for the Secondary Schools Division or for the Technical Schools Division as the case may be.

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

REGULATION 14.

STAFFING OF PRIMARY SCHOOLS.

1. Head Teachers shall be appointed to or retained in primary schools in accordance with the following scale:—

A Head Teacher of the Special Class to or in a school—

- (a) which has a net enrolment of at least 840 pupils; or
- (b) which has a net enrolment of at least 700 pupils, and is a training school, or a central school, or a school with post-primary classes; or
- (c) which has a net enrolment of at least 600 pupils and is recommended by the Director and approved by the Tribunal as an experimental school.

A Head Teacher of the First Class to or in a school—

- (a) which has a net enrolment of at least 330 pupils; or
- (b) which has a net enrolment of at least 300 pupils, and is a training school, or a higher elementary school, or a consolidated school, or a central school, or a school with central or post-primary classes.

A Head Teacher of the Second Class to or in a school—

- (a) which has a net enrolment of at least 120 pupils; or
- (b) which has a net enrolment of at least 110 pupils, and is a training school.

A Head Teacher of the Third Class to or in a school with a net enrolment of at least 50 pupils.

A Head Teacher of the Fourth Class to or in a school with a net enrolment of less than 50 pupils: Provided that except in special circumstances approved by the Committee of Classifiers, a teacher who has served at least five years as a classified teacher after completing the course for Trained Primary Teachers Certificate—

- (a) shall not be retained in a school with a net enrolment of less than ten pupils, and
- (b) shall not be eligible for transfer to a school having a net enrolment of less than fifteen pupils.

2. Assistant Teachers shall be appointed to or retained in primary schools in accordance with the following staffing schedule:—

Net Enrolment.	Men Assistants.		Women Assistants.			Additional Assistants.	Total Assistants.
	II.	III.	I.	II.	III.		
40- 79	1	1
80- 109	1	1	2
110- 154	1	2	3
155- 199	1	1	2	4
200- 239	1	..	1	1	2	5
240- 279	1	..	1	1	3	6
280- 319	1	1	..	1	1	3	7
320- 359	1	1	..	1	1	4	8
360- 399	1	1	..	1	1	5	9
400- 439	1	2	..	1	1	5	10
440- 484	1	2	1	..	1	6	11
485- 529	1	2	1	..	1	7	12
530- 574	1	3	1	..	1	7	13
575- 619	1	3	1	..	2	7	14
620- 664	1	3	1	..	2	8	15
665- 709	1	3	1	..	2	9	16
710- 754	1	3	1	..	2	10	17
755- 799	1	3	1	1	2	10	18
800- 844	1	3	1	1	3	10	19
845- 889	2	3	1	1	3	10	20
890- 934	2	3	1	1	3	11	21
935- 974	2	3	1	1	3	12	22
975-1,019	2	3	1	1	3	13	23
1,020-1,064	2	3	1	1	3	14	24
1,065-1,109	2	3	1	1	3	15	25
1,110-1,154	2	3	1	1	3	16	26
1,155-1,199	2	3	1	1	3	17	27

Provided that—

- (a) a Man Assistant of the First Class shall be substituted for one additional assistant in a school which is classified in the Special Class;

(b) a Woman Assistant of the Special Class shall be substituted for a Woman Assistant of the First Class in a school classified in the Special Class—

(i) which has a net enrolment of at least 375 pupils in the Infant Department, or

(ii) which has a total net enrolment of at least 375 pupils under the control of the Infant Mistress in the Infant Department and the Junior Department or part of the Junior Department, or

(iii) which has a net enrolment of at least 300 pupils in the Infant Department and is a training school or has an Infant Department detached from the main building.

(c) a Woman Assistant of the Second Class shall be substituted for one additional assistant in a school which has a net enrolment of less than 755 pupils and which has a Woman Assistant of the Special Class.

3. Student Teachers allotted to schools for training purposes shall not be included as members of the staff when the staffing schedule is being computed.

4. In any Primary School where Secondary School work is undertaken, the total net enrolment of both Primary and Secondary Sections shall be reckoned in determining the classification of the Head Teacher, but the classification of all other positions in the Primary School shall be determined on the basis of the net enrolment in the Primary Section of the school.

5. In any Primary School where Secondary School work is undertaken, the Assistant Teachers appointed to undertake the Secondary School work shall be allotted in accordance with the provisions of the Regulations made for or with respect to the allotment of staffs in Secondary Schools.

6. In a school held in buildings situated at a distance apart, and in other special cases approved by the Tribunal on the recommendation of the Director, an additional Assistant (or a Sewing Mistress) may be appointed.

7. A Sewing Mistress may be appointed to or retained in any school with a net enrolment of not less than 30 pupils or to any school which has no woman teacher on the staff thereof, and which has a net enrolment of not less than fifteen girls.

8. A part-time Sewing Mistress may be appointed to two or more schools, each of which is in charge of a man Head Teacher and has a net enrolment of not less than ten girls:

Provided that in special circumstances a part-time Sewing Mistress may be appointed to a school when recommended by the Director and approved by the Tribunal.

9. When a new school is opened, teachers shall be allotted in accordance with the estimated net enrolment at the school.

10. In addition to the number of classified teachers provided for, 60 relieving teachers may be appointed to and employed in Primary Schools. Six of these positions may be reserved for teachers classified in Class 3.

11. The additional positions in Classes 1, 2, and 3 consequent on this Regulation shall be advertised by regular instalments in the *Education Gazette and Teachers' Aid* over the period extending from 1st January, 1951, to 31st August, 1951, and appointments shall be made from time to time by the Committee of Classifiers for the Primary Schools Division in order that the prescribed staffing schedule shall be fully operative from 1st January, 1952.

12. On the recommendation of the Director the Tribunal may approve the appointment of Teachers' Advisors in country inspectorial districts.

REGULATION 15.

STAFFING OF TRAINING SCHOOLS.

1. The classification and number of Assistant Teachers to be allotted to training schools shall be in accordance with the following staffing schedule:—

Net Enrolment.	Men Assistants.		Women Assistants.			Additional Assistants.	Total Assistants.
	II.	III.	I.	II.	III.		
40- 74	1	1
75- 109	1	2
110- 154	1	1	1	3
155- 194	1	..	1	1	1	4
195- 234	1	..	1	1	2	5
235- 274	1	..	1	1	3	6
275- 309	1	1	..	1	1	3	7
310- 349	1	1	..	1	1	4	8
350- 389	1	2	..	1	1	4	9
390- 419	1	2	..	1	1	5	10
420- 459	1	3	1	..	1	5	11
460- 499	1	3	1	..	2	5	12
500- 539	1	3	1	..	2	6	13
540- 584	1	3	1	..	2	7	14
585- 629	1	4	1	..	2	7	15
630- 674	1	4	1	1	2	7	16
675- 719	2	4	1	1	2	7	17
720- 764	2	4	1	1	3	7	18
765- 809	2	4	1	1	3	8	19
810- 854	2	4	1	1	3	9	20
855- 899	2	5	1	1	3	9	21
900- 944	2	5	1	1	4	9	22
945- 989	2	5	1	1	4	10	23
990-1,034	2	5	1	1	4	11	24
1,035-1,079	2	5	1	1	5	11	25
1,080-1,124	2	5	1	1	5	12	26
1,125-1,169	2	5	1	1	5	13	27

Provided that—

- (a) a Man Assistant of the First Class shall be substituted for one additional assistant in a school which is classified in the Special Class;
- (b) a Woman Assistant of the Special Class shall be substituted for a Woman Assistant of the First Class in a school which is classified in the Special Class and which has a net enrolment of at least 300 pupils in the Infant Department;
- (c) a Woman Assistant of the Second Class shall be substituted for one additional assistant in a school which has a net enrolment of less than 630 pupils and which has a Woman Assistant of the Special Class.

2. Applicants for positions as teachers in training schools shall possess such qualifications, and shall satisfy such requirements as may be prescribed from time to time by the Tribunal after consultation with the Director.

3. (a) Appointments, transfers, or promotions to positions as teachers in training schools shall be made by the Committee of Classifiers for the Primary Schools Division.

(b) In making such appointments, the Classifiers shall take into consideration the special duties and qualifications of the teachers required for the positions, and shall appoint the applicant who in their opinion is best qualified for the position, having regard to the special attainments, record, experience, and training of the applicants and their positions on the Classified Roll.

4. Where there is a special unit in a training school, such as a Rural Training School, a Country Infant Room, or an Opportunity Grade, such unit shall be staffed independently. The net enrolment of such unit shall be subtracted from the total net enrolment of the school for the purpose of determining the number of assistants in the main school, but the number of positions in the respective classes of teachers above Class 4 shall be determined on the total net enrolment of the school.

5. As positions for Assistants in charge of Rural Training Schools become vacant, they shall be advertised as vacancies in Class 3 of the Primary Schools Division. The Director may, however, authorize the re-classification and advertisement of any such position at any time if the circumstances warrant it.

6. Where only part of a school is used for training purposes, such modifications in staffing may be made as the Tribunal, after consultation with the Director, shall determine.

REGULATION 16.

STAFFING OF CONSOLIDATED SCHOOLS.

1. The position of Head Teacher of a consolidated school shall be advertised as a special position and, in the making of an appointment, the Committee of Classifiers shall give preference to applicants who have shown ability in developing rural activities in schools to which they have been attached.
2. The number of assistant teachers in a consolidated school shall be fixed on the following basis, except as otherwise determined by the Tribunal:—
 - (a) One assistant teacher for every 33 pupils in net enrolment in Grades I. to VI.; and
 - (b) one assistant teacher for every 28 pupils in net enrolment beyond Grade VI.
3. The Director may, when he considers it necessary, appoint to the staff of any consolidated school additional part-time teachers of special subjects.

REGULATION 17.

SPECIAL SCHOOLS AND SPECIAL STAFFS.

1. The Tribunal, after consultation with the Director, shall determine the number, classification, and qualifications of teachers to be allotted to the following schools or classes:—
 - (a) Schools for mentally deficient and physically handicapped children;
 - (b) opportunity classes for backward pupils;
 - (c) schools established for correspondence tuition in primary school subjects, in secondary school subjects, and in technical school subjects;
 - (d) schools at institutions and establishments;
 - (e) schools for recruits of the Police Force;
 - (f) schools for horticulture;
 - (g) experimental schools;
 - (h) such other schools as may be established pursuant to regulations as special schools under the Education Act.
2. The Tribunal, after consultation with the Director, shall determine the number, classification, and qualifications of teachers to be allotted to the following special staffs:—
 - (a) Physical Education Staff;
 - (b) Music and Speech-training Staff;
 - (c) Visual Education Staff;
 - (d) Staffs of Teachers' Colleges;
 - (e) Relieving Teachers;
 - (f) such other special staffs as may be approved by the Tribunal.

REGULATION 18.

STAFFING OF SECONDARY SCHOOLS.

1. District high schools, higher elementary schools, girls' schools, central schools, and central classes shall, subject to the provisions of the *Teaching Service Act 1946* relating to the classification of teachers, be staffed as shown hereunder.
2. There shall be appointed—
 - (a) to each district high school for boys, or for boys and girls, a head master classified in the Special Class, in Class I. or in Class II., as determined by the Tribunal, after consultation with the Director;
 - and
 - (b) to each girls' school a head mistress classified in the Special Class, in Class I. or Class II., as determined by the Tribunal, after consultation with the Director.

3. Excluding the head master or head mistress, the staff of assistant teachers in a secondary school shall be on the following basis, except as otherwise determined by the Tribunal, after consultation with the Director:—

- (a) For each district high school there shall be one teacher for every twenty pupils in attendance up to 200, and one additional teacher for every 33 pupils in attendance in excess of 200;
- (b) for each higher elementary school or girls' school there shall be one teacher for every 25 pupils in attendance;
- (c) for each central school there shall be one teacher for every 40 pupils in attendance, excluding Manual Arts teachers;
- (d) for each central class there shall be one teacher for every 30 pupils in attendance.

4. The staff provided for a new school shall be on the basis of the estimated attendance in accordance with the above provisions.

REGULATION 19.

RELATIVE NUMBER OF POSITIONS FOR TEACHERS IN EACH CLASS OF THE SECONDARY SCHOOLS DIVISION.

The relative numbers of positions for teachers in each class of the Secondary Schools Division from 1st January, 1951, shall be as follows:—

Class.	Men.	Women.
Special	11	3
I.	30	21
II.	102	69
III.	223	175
IV.	453	571

REGULATION 20.

STAFFING OF TECHNICAL SCHOOLS.

1. The staffing of each technical school shall be determined by the Tribunal, after consultation with the Director.

2. Junior Technical Schools shall be staffed on the basis of one full-time teacher for every twenty pupils in attendance, up to and inclusive of a net enrolment of 200, and an additional teacher for every 25 pupils in excess of 200.

REGULATION 21.

RELATIVE NUMBER OF POSITIONS FOR TEACHERS IN EACH CLASS OF THE TECHNICAL SCHOOLS DIVISION.

The relative numbers of positions for teachers in each class of the Technical Schools Division from 1st January, 1951, shall be as follows:—

Class.	Men.	Women.
Special	14	1
I.	29	4
II.	78	11
III.	233	36
IV.	312	112

W. H. ELLWOOD, Chairman.

E. V. B. HIGGINS, Acting Secretary.

Office of the Teachers Tribunal,
Melbourne, 26th June, 1951.

Teaching Service Act 1946.

REGULATIONS.

THE Teachers Tribunal in pursuance of the powers conferred by the Teaching Service Act 1946 hereby repeals the Teaching Service (Classification, Salaries and Allowances) Regulations and makes the following Regulations, to take effect on the first day of July, 1951:—

TEACHING SERVICE (CLASSIFICATION, SALARIES AND ALLOWANCES) REGULATIONS.

PRELIMINARY.

1. These Regulations may be cited as the "Teaching Service (Classification, Salaries and Allowances) Regulations".

2. These Regulations are divided into Parts as follows:—

- PART I.—Primary Schools Division.
- PART II.—Secondary Schools Division.
- PART III.—Technical Schools Division.
- PART IV.—General Provisions.
- PART V.—Professional Officers.
- PART VI.—Students in Training.
- PART VII.—Student Teachers.
- PART VIII.—Sewing Mistresses.
- PART IX.—Instructors in Reconstruction Training.
- PART X.—Temporary Teachers.
- PART XI.—Allowances.
- PART XII.—Cost of Living Adjustments.

PART I.—PRIMARY SCHOOLS DIVISION.

3. The following shall be the classes, subdivisions, and rates of annual salaries of teachers in the Primary Schools Division:—

Class.	Subdivisions.									
	1	2	3	4	5	6	7	8	9	10
	<i>Men.</i>									
Class IV.	£325	£350	£375	£400	£450	£500	£550	£575	£600	£625
Class III.	675	700	725	—	—	—	—	—	—	—
Class II.	775	800	825	—	—	—	—	—	—	—
Class I.	875	900	925	—	—	—	—	—	—	—
Special	1,025	—	—	—	—	—	—	—	—	—
	<i>Women.</i>									
Class IV.	260	280	300	320	360	400	440	460	480	500
Class III.	540	560	580	—	—	—	—	—	—	—
Class II.	620	640	660	680	—	—	—	—	—	—
Class I.	720	740	760	780	—	—	—	—	—	—
Special	840	—	—	—	—	—	—	—	—	—

PART II.—SECONDARY SCHOOLS DIVISION.

4. The following shall be the classes, subdivisions and rates of annual salaries of teachers in the Secondary Schools Division:—

Class.	Subdivisions.								
	1	2	3	4	5	6	7	8	9
	<i>Men.</i>								
Class IV.	£350	£375	£400	£450	£500	£550	£600	£625	£650
Class III.	700	725	750	—	—	—	—	—	—
Class II.	800	825	850	—	—	—	—	—	—
Class I.	900	925	950	—	—	—	—	—	—
Special	1,050	1,200	—	—	—	—	—	—	—
	<i>Women.</i>								
Class IV.	280	300	320	360	400	440	480	500	520
Class III.	560	580	600	—	—	—	—	—	—
Class II.	640	660	680	700	—	—	—	—	—
Class I.	740	760	780	800	—	—	—	—	—
Special	860	980	—	—	—	—	—	—	—

5. The following scale of salaries is prescribed for teachers in the Special Class of the Secondary Schools Division:—

- (a) Head Master, Ballarat High School.
- Head Master, Bendigo High School.
- Head Master, Coburg High School.
- Head Master, Dandenong High School.
- Head Master, Essendon High School.
- Head Master, Hampton High School.
- Head Master, Mildura High School.
- Head Master, Shepparton High School.
- Head Master, Williamstown High School .. £1,050

- (b) Principal, Melbourne High School.
Principal, University High School £1,200
- (c) Head Mistress, Camberwell East Girls' Secondary School.
Head Mistress, Preston Girls' Secondary School £860
- (d) Head Mistress, MacRobertson Girls' High School £980

PART III.—TECHNICAL SCHOOLS DIVISION.

6. The following shall be the classes, subdivisions, and rates of annual salaries of teachers in the Technical Schools Division:—

Class.	Subdivisions.								
	1	2	3	4	5	6	7	8	9
<i>Men.</i>									
Class IV. Assistant	£350	£375	£400	£450	£500	£550	£600	£625	£650
Class IV. Trade									
Instructor	—	—	—	450	500	550	600	625	650
Class III. ..	700	725	750	—	—	—	—	—	—
Class II. ..	800	825	850	—	—	—	—	—	—
Class I. ..	900	925	950	—	—	—	—	—	—
Special ..	1,100	1,250	—	—	—	—	—	—	—
<i>Women.</i>									
Class IV. ..	280	300	320	360	400	440	480	500	520
Class III. ..	560	580	600	—	—	—	—	—	—
Class II. ..	640	660	680	700	—	—	—	—	—
Class I. ..	740	760	780	800	—	—	—	—	—
Special ..	860	980	—	—	—	—	—	—	—

7. The following scale of salaries is prescribed for teachers in the Special Class of the Technical Schools Division:—

- (a) Principal, Box Hill Technical School.
Principal, Brighton Technical School.
Principal, Brunswick Technical School.
Principal, Essendon Technical School.
Principal, Melbourne Textile Trades School.
Principal, Melbourne School of Printing and Graphic Arts.
Principal, Preston Technical School.
Principal, Richmond Technical School.
Principal, South Melbourne Technical School.
Principal, William Angliss Food Trades School.
Principal, Yallourn Technical School £1,100
- (b) Principal, Caulfield Technical School.
Principal, Collingwood Technical School.
Principal, Footscray Technical School £1,250
- (c) Principal, Emily McPherson College of Domestic Economy £980

PART IV.—GENERAL PROVISIONS.

8. Upon the coming into operation of these Regulations all teachers in Class V. and Class IV. in the Primary, Secondary, and Technical Schools Divisions shall be reclassified in subdivisions of Class IV. as shown in the transfer table hereunder and shall be eligible for subdivisional promotion on the anniversary of the date of their entry to the subdivisions in which they were classified prior to the date of this Regulation:—

Present Classification	CLASS V. Subdivisions.					CLASS IV. Subdivisions.					
	1	2	3	4	5	1	2	3	4	5	
Revised Classification	..	1	2	3	4	5	6	7	8	9	10

9. (a) Notwithstanding anything contained in clause 8 of this Part any teacher who prior to the date of this Regulation was classified in Class V., but who, under the provisions of Section 53 of the *Teaching Service Act 1946*, was in receipt of a salary within the salary range of Class IV., shall be re-classified in the subdivision of Class IV. corresponding to his salary, shall receive the salary appropriate to this subdivision, and shall be eligible for subdivisional promotion on the anniversary of the date on which he entered his existing salary group.

(b) Notwithstanding anything contained in clause 8 of this Part any teacher who, prior to the date of this Regulation, was classified in Class V. but was in receipt of an annual gratuity which brought his total salary, inclusive of such gratuity, within the salary range

of Class IV., shall be re-classified in the subdivision of Class IV. corresponding to his total salary (inclusive of the gratuity), shall receive the salary appropriate to this subdivision, and shall be eligible for subdivisional promotion on the anniversary of the date on which he entered his existing salary group.

10. Notwithstanding anything contained in these Regulations, any teacher who has served fifteen years or more in Class IV. and whose reports are satisfactory shall be classified in the highest subdivision of the class and shall be eligible to receive the appropriate salary thereof.

11. The conditions laid down by the appropriate Committee of Classifiers regarding the effect of leave or other circumstance on the date on which an increment becomes payable shall be applied in determining the date of subdivisional promotion.

12. A teacher who is transferred from the Primary Schools Division to the Secondary Schools Division or the Technical Schools Division shall be classified in a corresponding subdivision to that in which he was classified on the date of his transfer, and shall be eligible for subdivisional promotion on the date he would have received such promotion if he had not transferred from the Primary Schools Division.

13. If a teacher in either the Secondary Schools Division or the Technical Schools Division is transferred to the Primary Schools Division his salary subdivision after transfer shall be determined by the Tribunal, and he shall be eligible for subdivisional promotion on the date he would have received such promotion in his former division.

14. A temporary teacher who is appointed to a classified position in either the Primary, Secondary, or the Technical Schools Division shall be placed in the subdivision of the appropriate division the salary of which is nearest to, but not less than, the salary he was receiving as a temporary teacher immediately before his appointment, and shall be eligible for subdivisional promotion one year after the date of his appointment to such classified position: Provided that when a person has had previous service in the Education Department or other approved teaching experience or holds University or other approved qualifications the salary subdivision of such person shall be determined by the Tribunal after consideration of any relevant report by the appropriate Committee of Classifiers.

15. When a person whose name is on the Employment Register is appointed to a classified position in either the Primary, Secondary, or the Technical Schools Division the salary subdivision of such person shall be determined by the Tribunal after consideration of any relevant report by the appropriate Committee of Classifiers.

16. A teacher shall be eligible for promotion by the appropriate Committee of Classifiers from one subdivision of a class to a higher subdivision therein after one year's satisfactory service therein.

17. A teacher who fails to obtain subdivisional promotion in any year may be promoted by the appropriate Committee of Classifiers in any subsequent year to the subdivision to which he would have been promoted if no such failure had occurred.

PART V.—PROFESSIONAL OFFICERS.

18. The following shall be the subdivisions and rates of annual salaries of professional officers:—

	Subdivisions.					
	1	2	3	4	5	6
	£	£	£	£	£	£
(a) INSPECTORS.						
Chief Inspector (Primary, Secondary, Technical)—						
Man	1,500	—	—	—	—	—
Woman	1,240	—	—	—	—	—
Assistant Chief Inspector (Primary, Secondary, Technical)—						
Man	1,325	—	—	—	—	—
Woman	1,100	—	—	—	—	—
Inspector of Art—						
Man	1,250	—	—	—	—	—
Woman	1,040	—	—	—	—	—
Assistant Inspector of Art—						
Man	850	900	950	1,000	—	—
Woman	700	740	780	820	—	—
Staff Inspector (Primary)—						
Man	1,225	—	—	—	—	—
Woman	1,020	—	—	—	—	—

	Subdivisions.					
	1	2	3	4	5	6
	£	£	£	£	£	£
Inspectors of Schools (Primary, Secondary, Technical)—						
Men	900	950	1,000	1,050	1,100	1,150
Women	740	780	820	860	900	940

(b) PRINCIPALS AND STAFFS OF TEACHERS' COLLEGES AND TRAINING INSTITUTIONS.

Principal, Melbourne Teachers' College—						
Man	1,325	—	—	—	—	—
Woman	1,100	—	—	—	—	—
Principal, Secondary Teachers' Training Centre—						
Man	1,200	—	—	—	—	—
Woman	980	—	—	—	—	—
Principals, Ballarat, Bendigo, Geelong and Toorak Teachers' Colleges—						
Men	900	950	1,000	1,050	1,100	—
Women	740	780	820	860	900	—
Vice-Principal, Melbourne Teachers' College—						
Man	1,075	—	—	—	—	—
Woman	880	—	—	—	—	—
Senior Lecturers—						
Men	900	950	1,000	1,050	—	—
Women	740	780	820	860	—	—
Lecturers—						
Men	750	800	850	875	—	—
Women	620	660	700	720	—	—

(c) OTHER POSITIONS.

Editor, Departmental Publications—						
Man	900	950	1,000	1,050	—	—
Woman	740	780	820	860	—	—
Sub-Editor, Departmental Publications—						
Man	700	750	800	825	—	—
Woman	580	620	660	680	—	—
Psychologist; Curriculum and Research Officer; Survey and Planning Officer; Head Teacher, School for the Deaf—						
Men	800	850	900	925	—	—
Women	660	700	740	760	—	—
Organizer of Physical Education; Libraries Service Officer; Supervisor of Music; Chief Librarian, Melbourne Teachers' College; Visual Education Officer; Supervisor of Educational and Pre-vocational Guidance—						
Men	750	800	850	900	—	—
Women	620	660	700	740	—	—
Supervisor of Educational and Pre-vocational Guidance (Technical Schools Division); Supervisor of the Education of Mentally Deficient and Backward Children—						
Men	750	800	850	—	—	—
Women	620	660	700	—	—	—

	Subdivisions.					
	1	2	3	4	5	6
	£	£	£	£	£	£
Curriculum Assistant; Research Assistant; Supervisor of Handwork—						
Men	700	725	750	—	—	—
Women	580	600	620	—	—	—
Assistant Psychologist; Assistant, Departmental Publications—						
Men	500	550	575	600	625	—
Women	400	440	460	480	500	—

19. Notwithstanding anything contained in these Regulations, any professional officer who has served fifteen years or more in his existing class or position, and whose reports are satisfactory, shall be classified in the highest subdivision of his class or position and shall be eligible to receive the appropriate salary thereof.

PART VI.—STUDENTS IN TRAINING.

20. (a) Upon successfully completing a course of training at a teachers' college or an approved institution for the training of teachers, holders of studentships shall, except in the cases mentioned in sub-clauses (c) and (d) of this clause, be placed in subdivisions and paid initial salaries in accordance with the rates prescribed for teachers in the under-mentioned subdivisions of the Fourth Class in the Primary Schools Division or the Secondary Schools Division or the Technical Schools Division, as follows:—

PRIMARY SCHOOLS DIVISION.

- (i) Students appointed as student teachers before the first day of March of the year prior to their entry to a Teachers' College, who have at the time of entry obtained the School Leaving Certificate or have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne or hold approved equivalent qualifications or who have passed the Matriculation examination:—

Length of Course.	Subdivision.	
	School Leaving Examination or Equivalent.	Matriculation Examination.
One year ..	2	3
Two years ..	3	4
Three years ..	4	5
Four years ..	5	6
Five years ..	6	7

- (ii) Students appointed as student teachers on or after the first day of March of the year prior to their entry to a Teachers' College or during the year of their entry to a Teachers' College and students without experience as student teachers who have at the time of entry obtained the School Leaving Certificate or have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne or hold approved equivalent qualifications or who have passed the Matriculation examination:—

Length of Course.	Subdivision.	
	School Leaving Examination or Equivalent.	Matriculation Examination.
Two years ..	2	3
Three years ..	3	4
Four years ..	4	5
Five years ..	5	6

SECONDARY SCHOOLS DIVISION.

- (iii) Students who successfully complete courses and are appointed to positions in the Secondary Schools Division shall be classified as hereunder in subdivisions of the Fourth Class and paid initial salaries in accordance with the rates prescribed for their respective subdivisions in the Secondary Schools Division:—

Length of Course.	Subdivision.
Two years	3
Three years	4
Four years	5
Five years	6

TECHNICAL SCHOOLS DIVISION.

(iv) Student instructors who are required to assist in teaching approved trade or other technical school subjects on not less than one evening of two hours each week may be paid at the rates for part-time teachers as determined from time to time by the Tribunal.

(v) Student instructors, upon successfully completing the course as prescribed shall be placed in the subdivision of the Fourth Class in the Technical Schools Division as shown hereunder, and paid the corresponding initial salary:—

Assistant	4
Trade Instructor	5

(vi) The holder of a Senior Technical Scholarship who has undertaken to enter the teaching service in accordance with regulations made under the *Education Act* 1928 and/or the *Teaching Service Act* 1946, upon successfully completing the prescribed course and subject to satisfactory reports on suitability and aptitude for teaching, shall be placed in the appropriate subdivision of the Fourth Class in the Technical Schools Division as shown hereunder and shall be paid the corresponding initial salary:—

Scholarship holders who were awarded scholarships at Intermediate Certificate level—

Length of subsequent course	Subdivision
5 years	4
6 years	5

Scholarship holders who were awarded scholarships after completing School Leaving Certificate or the first year of an approved diploma course—

Length of subsequent course	Subdivision
4 years	4
5 years	5
6 years	6

(vii) Holders of technical studentships shall, upon satisfactorily completing the course of training, be classified as hereunder in subdivisions of the Fourth Class, and paid initial salaries in accordance with the rates prescribed for their respective subdivisions in the Technical Schools Division:—

	Subdivision.
If the course included a three-year diploma	5
If the course included a four-year or a five-year diploma	6
If the course was extended and included a University degree	8

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(b) Holders of studentships awarded before the 31st day of December, 1950, shall, upon successfully completing a course of training at a Teachers' College, be placed in a subdivision and paid an initial salary in accordance with the rates prescribed for teachers in the under-mentioned subdivisions of the Fourth Class in the Primary Schools Division or the Secondary Schools Division or the Technical Schools Division, as the case requires:—

Length of Course.	Subdivision.
One year ..	2
Two years ..	3
Three years ..	4
Four years ..	5
Five years ..	6

(c) The holder of a studentship who fails to complete the final year of his course of training successfully shall be placed one subdivision lower than the subdivision in which he would have been placed if he had successfully completed the course, and shall be paid the corresponding initial salary, but when and if such a student successfully completes such final year he shall be restored, as from the 1st of January of the following year, to the subdivision in which he would have been had he not failed to complete his year, and shall be paid the corresponding salary. For the purposes of this sub-clause, the last year in which such student was engaged in a course of training shall be regarded as the final year.

Provided that a student who has served in the armed forces in the war which commenced in the year One thousand nine hundred and thirty-nine and who does not fail in more than one major subject or in more than two minor subjects may be regarded as having successfully completed the course.

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

(e) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate who, prior to the award of his studentship, did not satisfy the requirements of having obtained the School Leaving Certificate or of having passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or of having successfully completed an approved technical school diploma course, or of holding an approved equivalent or higher qualification, shall be placed one subdivision lower than the subdivision in which he would have been placed if he had satisfied this requirement, and shall be paid the corresponding initial salary. If during his course, such a student successfully completes the requirements specified in this sub-clause he shall incur no penalty. If, subsequent to this course, he successfully completes the requirements specified in this sub-clause he shall be restored, as from the 1st of January of the following year, to the subdivision in which he would have been but for the operation of this sub-clause, and shall be paid the corresponding salary.

(f) Notwithstanding anything contained in the previous sub-clauses of this clause, if a student who is granted an extended course at the University of Melbourne fails to complete successfully any year of such course, and if the Principal, Secondary Teachers' Training Centre, certifies that in his opinion the student has worked diligently and that such failure was not due to lack of effort or application, no penalty shall be incurred, and the student shall be classified in the salary subdivision in which he would have been classified if he had successfully completed the particular year of the course.

PART VII.—STUDENT TEACHERS.

21. (a) Student teachers shall be paid the following rates of salary:—

Grade III.	£156 a year.
Grade II.	£168 a year.
Grade I.	£180 a year.

(b) Temporary student teachers shall be paid at the rate of £100 a year.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, student teachers 21 years of age or over shall be paid the following annual rates of salary:—

Men	£260
Women	£208

PART VIII.—SEWING MISTRESSES.

22. (a) Sewing mistresses shall be paid at the following rates:—

Years of Service.					Thereafter.
1	2	3	4	5	
£120	£120	£130	£130	£140	£140 a year.

(b) Temporary sewing mistresses shall be paid at the following rate:—

£100 a year.

23. (a) A permanent sewing mistress employed part time shall be paid at the rate appropriate to her years of service prescribed in sub-clause 22 (a) of this clause proportionately to the time actually worked by her.

(b) A temporary sewing mistress employed part time shall be paid at the rate prescribed in sub-clause 22 (b) of this clause proportionately to the time actually worked by her.

24. (a) Permanent and temporary sewing mistresses employed full time shall be paid a cost of living allowance which shall be half the standard rates for adult females, as computed in accordance with Part XII. of these Regulations.

(b) A permanent or temporary sewing mistress employed part time shall be paid a cost of living allowance at the rate prescribed in sub-clause (a) of this clause proportionately to the time actually worked by her.

PART IX.—INSTRUCTORS IN RECONSTRUCTION TRAINING.

	Subdivision.		
	1	2	3
	£	£	£
25. Supervisor of Training (male) ..	775	—	—
Assistant Supervisor of Training (male) ..	700	725	—
Supervisor of Training (female) ..	520	540	—
Trade Instructor (male) ..	550	575	600
Senior Trade Instructor (male) ..	575	600	625
Supervising Trade Instructor (male) ..	600	625	650
Senior Supervising Trade Instructor (male) ..	625	650	675
Trade Instructor (female) ..	440	460	480
Special Instructional Staff (Grade I.) ..	775	—	—
Special Instructional Staff (Grade II.) ..	700	725	—
Special Instructional Staff (Grade III.) ..	575	600	625
Superintendent of Annexes ..	775	—	—

PART X.—TEMPORARY TEACHERS.

26. The rates of salary for temporary teachers shall be in accordance with the following scale:—

Group.	Qualifications.	Salaries.	
		Men.	Women.
		£	£
A	Primary Teacher's Certificate, Second Class, or Primary Teacher's Certificate, First Class, or equivalent qualifications ..	300	240
B	Trained Primary Teacher's Certificate or equivalent qualifications ..	325	260
C	Trained Primary Teacher's Certificate, together with three University subjects, or Drawing Teacher's Secondary Certificate, or equivalent qualifications ..	350	280
D	Trained Primary Teacher's Certificate, together with six University subjects or Trained Teacher's Certificate Manual Arts, or Trained Teacher's Certificate Domestic Arts, or a University Degree without training, or equivalent qualifications ..	375	300
E	A University Degree with training, or a trade course with five years' approved trade experience, or equivalent qualifications ..	400	320

27. For every two-years' experience before appointment, approved by the Director, the commencing salary shall be increased by one increment: Provided that no teacher on appointment shall be paid a higher salary than is prescribed in Group I of clause 29, except in special cases recommended by the Director and approved by the Tribunal.

28. A temporary teacher shall be eligible for an additional increment for every year of satisfactory service in the Department after his appointment as a temporary teacher.

29. The incremental scale shall be the rates prescribed in clause 26, and thereafter as follows:—

Group.	Men.		Women.	
	£		£	
F
G
H
I
J
K
L
M

30. In no case shall a salary exceeding £600 a year for temporary men teachers or £480 a year for temporary women teachers be paid without the special permission of the Tribunal.

31. Temporary teachers under 21 years of age without the minimum qualifications prescribed in Group A of clause 26 shall be paid the following fixed annual salaries:—

Men	£260 a year.
Women	£208 a year.

Provided that this shall not apply to new entrants with service in the armed forces.

32. Temporary teachers employed part time shall be paid the appropriate proportional rates of prescribed annual salary, together with proportionate cost of living allowance.

33. Temporary teachers employed part time as instructors in special classes shall be paid rates of salary approved by the Tribunal, but not exceeding the following:—

Men	35s. a session.
Women	28s. a session.

PART XI.—ALLOWANCES.

34. In addition to the salaries prescribed in Parts I., II., and III. of these Regulations, allowances shall be paid as prescribed hereunder for the various classes (other than the Special Class) to—

- (a) The Head Teachers of Primary Schools, or Consolidated Schools, or Higher Elementary Schools, or Central Schools.
- (b) Vice-Principals, Head Masters or Head Mistresses of High Schools or Girls' Secondary Schools.
- (c) The Head Masters or Head Mistresses of Junior Technical Schools, and assistants in charge of Junior Technical Schools approved by the Tribunal.
- (d) The Principals of Technical Schools, other than those referred to in sub-clause (f) of this clause, and the Vice-Principals of Brighton Technical School, Caulfield Technical School, Collingwood Technical School, Footscray Technical School, and Emily McPherson College of Domestic Economy.
- (e) Temporary teachers acting as Head Teachers—

Prescribed Allowances under (a), (b), (c), (d), and (e) above:—

Class IV.	£20 a year.
Class III.	£30 a year.
Class II.	£40 a year.
Class I.	£50 a year.

(f) Principals of Class I, Technical Schools—

£80 a year.

(g) Head Masters of Class I. and Class II. High Schools and Principals of Class II. Technical Schools at whose schools evening classes are conducted—

An allowance additional to that prescribed in sub-clauses (b) and (d) of this clause, up to £30 a year, in cases approved by the Tribunal.

35. (a) Permanent assistants (exclusive of lecturers) on the staffs of Teachers' Colleges, permanent assistants in training schools who are engaged in the training of students, and permanent teachers in charge of rural training schools shall be paid an allowance of £30 a year: Provided that no allowance shall be paid to a Class II. or Class I. assistant on the staff of a Teachers' College without the approval of the Tribunal.

(b) In special cases approved by the Tribunal an allowance on a like scale may be paid to temporary assistants on the staffs of Teachers' Colleges or to temporary assistants in training schools who are engaged in the work of training students.

36. Permanent assistants in secondary and technical schools who are engaged in the training of secondary or technical students shall be paid an allowance not exceeding £12 a school term, and not exceeding a total of £30 a year, for an approved number of demonstration and criticism lessons and approved supervision of the teaching practice of students during each school term: Provided that no teacher shall be eligible for the receipt of payment for any term or part of a term unless he has carried out a minimum of ten such lessons during the school term.

37. Head Teachers of Special Schools may be paid an allowance not exceeding £50 a year in addition to the allowance prescribed in clause 34.

38. Assistants in Special Schools and in special classes may be paid an allowance not exceeding £30 a year.

39. Relieving teachers shall be paid a special relieving allowance at the rate of £125 a year.

40. (a) Students in training shall be paid allowances at the following rates per annum:—

Year.	Students Living at Home.			Students Living Away from Home.		
	Boarding Allowance.	General Allowance.	Total.	Boarding Allowance.	General Allowance.	Total.
	£	£	£	£	£	£
1st	78	91	169	104	91	195
2nd	78	91	169	104	91	195
3rd	78	117	195	104	117	221
4th	78	130	208	104	130	234
5th	78	130	208	104	130	234

(b) Students in training who enter upon courses at the beginning of an academic year shall be paid allowances from January 1st of that year: Provided that those who were employed as student teachers up to the 31st day of December of the preceding year shall not be paid as student teachers after that date.

(c) Students in training who enter upon courses which commence at any date later than the beginning of an academic year shall be paid allowances from the date of commencement of the respective courses.

(d) Students in training shall receive the cost of living allowance which was being paid to students-in-training on the 13th May, 1951. After the date of this Regulation any further increase or decrease in the cost of living allowance in accordance with Part XII. of the Teaching Service (Teachers Tribunal) Regulations for members of the teaching service (not being married males) under the age of 21 years shall also apply to the allowances prescribed in sub-clause 40 (a) of this Regulation for all students in training, irrespective of age or marital status.

(e) Students in training who have been admitted by the Director to the second, third, fourth or fifth year of any approved course shall be eligible to receive the allowance appropriate to the year of the course in which they are engaged.

(f) A student in training who is married may be paid such additional allowance as the Tribunal may determine.

(g) Notwithstanding anything contained elsewhere in this clause students following the course for the Trained Technical Teacher's Certificate—

(i) shall receive allowances as follows:—

During the third year of a Diploma Course, as for the first year under sub-clause 40 (a).

During the fourth year of a Diploma Course, as for the second year under sub-clause 40 (a).

During the fifth year of a Diploma Course, as for the third year under sub-clause 40 (a).

During the third year of a University Course, as for the third year under sub-clause 40 (a).

During the fourth year of a University Course, as for the fourth year under sub-clause 40 (a);

(ii) shall receive during each year of approved industrial experience, an allowance of £50 which shall not be subject to cost of living adjustments;

(iii) shall, at the beginning of the final year of the course, be appointed to a school and paid allowances being the equivalent of the salary, plus cost of living allowance, of a classified teacher of the subdivision of the Fourth Class of the Technical Schools Division shown on the following table:—

	Subdivision.
If the course included a three-year diploma	3
If the course included a four-year diploma	4
If the course was extended and included a University degree	5

41. Remote allowances may be paid in special cases recommended by the Director and approved by the Tribunal at rates not exceeding the following:—

Married teachers	£25 a year.
Single teachers	£15 a year.

42. Holders of studentships under the provisions of clause 6 of Regulation 5 of the Teaching Service (Governor in Council) Regulations shall be paid an allowance at the following rates during the first, second, and third years of their service as classified teachers subsequent to the completion of their course for the Trained Primary Teacher's Certificate:—

Men	£25 a year.
Women	£20 a year.

43. Teachers in the Primary, Secondary, and Technical Schools Divisions who are graduates of an approved University or who are holders of the Art Teacher's Certificate or the Art Teacher's Diploma of the Victorian Education Department shall be paid an allowance of £25 a year.

44. No member of the Teaching Service shall be paid more than one of the allowances prescribed in clauses 34 to 38 inclusive of Part XI. of this Regulation without the special permission of the Tribunal.

45. Teachers who are required to perform overtime duties as instructors in special classes in primary, secondary, or technical schools shall be paid rates of salary approved by the Teachers Tribunal, but not exceeding the following:—

Men	35s. a session.
Women	28s. a session.

46. Where a member of the teaching service is assigned the duties of a position higher than that in which he is classified, and the Tribunal has consented to such duties being so assigned such member shall be paid an allowance to raise his remuneration to a rate of salary not less than the minimum salary of the next higher class from the date on which he was assigned the duties of the higher position: Provided that no such allowance shall be paid until the member has served in that position for a period of one month.

47. Notwithstanding anything contained in the foregoing clause, where the amount of higher duties allowance payable would increase a member's remuneration to a rate in excess of a standard salary of £900 a year, the member shall be paid only such allowance as may be determined by the Tribunal.

48. Where a member temporarily occupies a higher position, but does not perform the whole of the duties usually performed by the holder of that position, he may be paid such allowance as may be determined by the Tribunal.

49. Allowances granted under clause 46 or 47 or 48 of this Regulation shall be regarded as salary for the purpose of calculation of payments for overtime work and for reimbursement of travelling expenses.

PART XII.

COST OF LIVING ADJUSTMENTS.

50. The salaries or wages of members of the Teaching Service shall be subject to automatic adjustment in accordance with the variations in the cost of living upon the basis and method of adjustment prescribed in these Regulations.

51. The basis and method of such adjustment shall be as follows:—

- (a) The measure of increases or decreases in the cost of living will be the retail price index number for Melbourne as shown in the "Retail Prices, Court Index—Third Series" published from time to time by or at the direction of the Commonwealth Court of Conciliation and Arbitration.
- (b) Cost of living adjustments, where necessary, shall be made quarterly as from the commencement of the first fortnightly pay period beginning in the months of May, August, November, and February in each year according to the index numbers for the preceding three months ending on the 31st March, 30th June, 30th September, or the 31st December respectively.
- (c) Increases above or decreases below salaries or wages determined by the Tribunal shall be adjusted according to the following table, the amount of the increase or decrease being determined by the amounts shown in the table opposite the index number group within which the index number for the three months ending on 31st March, 30th June, 30th September, or 31st December in any year falls:—

Index Number Groups.	Amount of Adjustment.			
	Adult Males and Married Male Minors.	Adult Females.	Members of the Teaching Service (not being Married Males) Under 21 Years of Age.	
	£	£ s. d.	£	
Decreases	58·3-60·5 ..	72	54 0 0	36
	60·6-62·8 ..	66	49 10 0	33
	62·9-65·1 ..	60	45 0 0	30
	65·2-67·4 ..	54	40 10 0	27
	67·5-69·7 ..	48	36 0 0	24
	69·8-72·0 ..	42	31 10 0	21
	72·1-74·3 ..	36	27 0 0	18
	74·4-76·6 ..	30	22 10 0	15
	76·7-78·9 ..	24	18 0 0	12
	79·0-81·2 ..	18	13 10 0	9
No Change	81·3-83·5 ..	12	9 0 0	6
	83·6-85·8 ..	6	4 10 0	3
	85·9-88·1
	88·2-90·4 ..	6	4 10 0	3
	90·5-92·7 ..	12	9 0 0	6
	92·8-95·0 ..	18	13 10 0	9
	95·1-97·3 ..	24	18 0 0	12
	97·4-99·6 ..	30	22 10 0	15
	99·7-101·9 ..	36	27 0 0	18
	102·0-104·2 ..	42	31 10 0	21
Increases	104·3-106·5 ..	48	36 0 0	24
	106·6-108·8 ..	54	40 10 0	27
	108·9-111·1 ..	60	45 0 0	30
	111·2-113·4 ..	66	49 10 0	33
	113·5-115·7 ..	72	54 0 0	36

(d) In the event of the index number being more than 115·7 or less than 58·3, salaries or wages shall be further increased or decreased on the basis of the table, that is for each further rise or fall of 2·3 points in the index number salaries or wages shall be increased or decreased (as the case may be) by a further £6 a year for adult males and married male minors, £4 10s. for adult females, and £3 for members of the Teaching Service (not being married males) under 21 years of age.

52. This Part shall come into operation on the 13th day of May, 1951.

53. Notwithstanding anything contained in this Part, student teachers appointed on or after the first day of January, 1951, shall be entitled to receive only the cost of living allowances prescribed in Part XI. of these Regulations for students in training."

W. H. ELLWOOD, Chairman.

E. V. B. HIGGINS, Acting Secretary.

Office of the Teachers Tribunal,
Melbourne, 26th June, 1951.