



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, SEPTEMBER 5.

[1952

EDUCATION ACT 1928.

*At the Executive Council Chamber, Melbourne, the
nineteenth day of August, 1952.*

PRESENT:

The Lieutenant-Governor, as Deputy for His
Excellency the Governor of Victoria.

Mr. Brose | Mr. Harvey.

COUNCIL OF PUBLIC EDUCATION REGULATIONS.

THE Lieutenant-Governor, as Deputy for His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Education Act 1928* and all other powers thereto enabling, doth hereby approve of the Council of Public Education Regulations as follows:—

REGULATION I.—REGISTRATION COMMITTEE.

1. The Registration Committee of the Council of Public Education shall meet at the Education Office, Melbourne, at half-past Two o'clock in the afternoon of the last Monday in each month except December and January, or at such other times as may be considered necessary by the Registration Committee.

2. A quorum of the Registration Committee shall consist of not less than three members thereof.

3. At the first meeting of the newly elected Registration Committee a member shall be elected to act as chairman for the ensuing year, and the chairman shall have a second or casting vote when there is an equal division.

4. The Registration Committee shall at least once a year report to the Council of Public Education upon the operations of the Committee.

REGULATION II.—REGISTER OF SCHOOLS.

1. The Council shall make and keep a Register of Schools in the form or to the effect of Schedule A of this Regulation containing information concerning all schools, the proprietors or head teachers of which have fulfilled the conditions set forth in the Regulations of the Council relating to schools.

2. All entries to be made in the Register of Schools shall first be authorized by the Registration Committee at a meeting, and initialed by some member elected to act as chairman at such meeting.

3. A Certificate of Registration in the form or to the effect of Schedule B of this Regulation will be forwarded to the proprietor or head teacher of each registered school.

4. If any such certificate as aforesaid is alleged to be worn out, destroyed, or lost, the Council may, if it think fit, upon a statutory declaration as to the wearing out, destruction, or loss being furnished and such indemnity or undertaking being given as it may think sufficient, permit a duplicate of such certificate to be issued, and may require the payment of Five shillings; and if any such duplicate is alleged to be worn out, destroyed, or lost, may, if it think fit, upon such statutory declaration, indemnity, undertaking, and payment as aforesaid, permit the certificate to be again in like manner renewed.

5. Unless otherwise expressly authorized by the Council, the proprietor or head teacher of each registered school shall, within one month of the date of receipt of the Registration Certificate, have legibly printed or painted in a conspicuous place near the main entrance to such school the name of the school (if any), the name of the proprietor or head teacher, and the fact that it is registered as a sub-primary, or as a primary, or as a junior secondary, or as a secondary school, or some or all such (as the case may be), and the registered number of such school. The proprietor or head teacher shall notify the Registrar without delay of the due performance of this obligation.

6. The name of any school may be removed from the Register of Schools when the Council is satisfied—

- (a) that such school is no longer being conducted at the address stated in the Register; or
- (b) that there has been any change in the proprietorship of any such school; or
- (c) that the average attendance at such school does not exceed two pupils for three consecutive months.

7. The Council may, at the request of the proprietors or head teachers of any two or more schools, amalgamate such schools for the purposes of registration, but the Council may at the time of such amalgamation revise the classification of the amalgamated school.

8. The classification of any school in the Register of Schools may be revised and altered by the Council if it is satisfied that the course of study or the instruction given or the teaching staff of such school has been materially altered subsequent to the registration of such school.

9. In order to ascertain whether the staff, the course of study, and the instruction are being maintained up to the full standard of the division or divisions in which any school is registered, the Council, or any person appointed by it, may at any time, with or without previous notice, enter any building in which such school is being held and inspect all school records and registers (omitting those of a financial character), observe the teaching given, and make such inquiries into the control and conduct of such school as may be deemed necessary to ascertain the standard of work therein.

10. If, as a result of such inspection and report, the Council is satisfied that the staff, the course of study, or the instruction in any school is not being maintained up to the standard of the division or divisions in which the school is registered, the Council shall send, or cause to be sent, a written notice to that effect to the proprietor or head teacher of such school, informing him that it is proposed to revise, and alter or cancel the registration of such school.

11. The proprietor or head teacher of any such school shall be entitled to obtain a copy of such report following upon inspection of the school, and unless within two calendar months from the date of notice it can be shown to the satisfaction of the Council that the lowering in standard of work in the school is due to temporary causes and is not likely to be permanent, the registration of such school shall be revised and altered or cancelled accordingly.

12. The Council may require the proprietor or head teacher of every registered school to forward once a year to the Registrar a return showing the name and full christian name of every teacher employed in his school, whether as head teacher, assistant teacher, visiting teacher, student teacher, or temporary teacher, giving the registered number of each registered teacher employed in his school, and indicating the division or divisions of the Register in which such teacher's name is recorded. The return shall also show the number of class rooms being used in such school.

13. Within fourteen days after the opening of a school (other than a State school or a school aided by the State), the proprietor or head teacher shall make application on the prescribed form to the Registrar for the registration of such school.

14. With each application for the registration of a school there shall be forwarded a fee of Five shillings, which shall be returned if the application is refused by the Council. Where a school is already registered in one division, no fee shall be required for any further registration of the school.

No alteration shall be made in the name of a school as recorded in the Register of Schools unless the sanction of the Council to such alteration shall have been first obtained.

No entry shall be made in the Register of Schools of any school name which is identical with, or a colorable imitation of, the name of a school already on such Register.

15. Class-rooms added to a school already registered must also be registered as part of the school.

16. Schools will be registered in one or more of the following divisions, namely, sub-primary, primary, junior secondary, secondary.

SUB-PRIMARY SCHOOLS.

17. Any school in which a graduated course of education preparatory to the work of the primary school is provided for children under the age of eight years, and in which one or more teachers are employed who are registered as sub-primary teachers, may be registered as a sub-primary school.

PRIMARY SCHOOLS.

18. Any school in which a progressive course of education is provided either for children leaving school at fourteen years of age, or for children proceeding to a secondary school, or to some further form of education at or before fourteen years of age, may be registered as a primary school.

JUNIOR SECONDARY SCHOOLS.

19. Any school in which not less than 30 per cent. of the teachers engaged in instruction of pupils beyond Grade VI. are registered junior secondary teachers, registered secondary teachers, or registered teachers of special subjects whose qualifications are, in the opinion of the Registration Committee, equal to those required for junior secondary teachers, and in which, in the opinion of the Registration Committee, a progressive course of education of at least three years' duration beyond Grade VI. is provided, may be registered as a junior secondary school. The Committee must, however, be satisfied that the buildings, staff, and equipment of such school are adequate for the purposes of a junior secondary school.

20. No school shall be entitled to registration as a junior secondary school merely by reason of the course of study in such school being higher than that prescribed for a primary school unless there are pupils regularly in full attendance receiving approved secondary education of at least three years' duration.

SECONDARY SCHOOLS.

21. Any school may be registered as a secondary school in which not less than 50 per cent. of the teachers engaged in the instruction of pupils over twelve years of age are registered secondary teachers, registered junior secondary teachers, or registered teachers of special subjects provided that not less than 30 per cent. of these teachers is made up of registered secondary teachers and registered teachers of special subjects whose qualifications are, in the opinion of the Registration Committee, equal to those required for secondary teachers and that, in the opinion of the Registration Committee, a complete progressive course of education is provided for pupils between the ages of twelve and eighteen years. The Committee must, however, be satisfied that the buildings, staff and equipment of such school are adequate for the purposes of a secondary school. For the purpose of deciding on an application for secondary registration of a school the Registration Committee may take into account the long and successful experience of a registered teacher as an alternative to the requirements for junior secondary, secondary or specialist registration.

22. No school shall be entitled to registration as a secondary school merely by reason of the course of study in such school being higher than that prescribed for a primary school, unless there are pupils regularly in attendance receiving an education of a standard equivalent to the School Leaving Certificate of the University of Melbourne, or receiving a training in any natural or experimental or applied science, or in commercial subjects or in a technical course up to a standard approved by the Registration Committee.

23. The division or divisions in which a school shall be registered shall be determined by the Registration Committee, but appeals will be decided by the Council, whose decision will be final.

SCHEDULE A.—REGISTER OF SCHOOLS.

Registered Number.	Proprietor or Head Teacher.			Name of School (if any).	Address of School-house in which School is held.	Classification.	Number of Registered Teachers.						Number of Class rooms.	Date of Registration.
	Name.	Proprietor or Head Teacher.	Address.				Sub-primary.	Primary.	Junior Secondary.	Secondary.	Special Subjects.	Total No. of Individual Teachers.		

SCHEDULE B.—CERTIFICATE OF REGISTRATION OF A SCHOOL.

- Registered Number.
- Name of Proprietor or Head Teacher.
- Address of Proprietor or Head Teacher.
- Name of School (if any).
- Address of Schoolhouse in which School is held.
- Classification.
- Number of Teachers—
 - Sub-primary.
 - Primary.
 - Junior Secondary.
 - Secondary.
 - Teachers of Special Subjects.
 - Total Number of Individual Teachers.
- Number of Classrooms.
- Date of Registration.

We certify that the above is a true and correct copy of the entry of the above name in the Register of Schools.

President.

Registrar.

NOTE.—Unless otherwise expressly authorized by the Council, the proprietor or head teacher of each registered school shall, within one month of the date of receipt of the Registration Certificate, have legibly printed or painted in a conspicuous place near the main entrance to such school the name of the school (if any), the name of the proprietor or head teacher, and the fact that it is registered as a sub-primary, or as a primary, or as a junior secondary, or as a secondary school, or some or all such (as the case may be), and the registered number of such school. The proprietor or head teacher shall notify the Registrar without delay of the due performance of this obligation.

REGULATION III.—REGISTER OF TEACHERS.

1. The Council shall make and keep a Register of Teachers in the form or to the effect of Schedule A of this Regulation, giving the names of and containing information concerning all teachers who have fulfilled the conditions set forth in the Regulations of the Council relating to the qualifications of teachers.

2. All entries to be made in the Register of Teachers, other than those made under clause 7 below, shall first be authorized by the Registration Committee at a meeting, and initialed by some member elected to act as chairman at such meeting.

3. The following abbreviations may be used in making entries in the Register of Teachers concerning the qualifications of registered teachers:—

- The words "Employed prior to Act," when used in a column headed "Registered by virtue of employment before the passing of the Act," will indicate that the person named has been registered by virtue of employment before the passing of the Act.
- The words "Fitness to teach," when used in a column headed "Evidence produced satisfactory to the Council of fitness to teach," will indicate that the person named has produced evidence satisfactory to the Council of fitness to teach in a school of the classification specified in such registration.
- The common, accepted, or generally understood abbreviations for the short titles of degrees, diplomas, and other certificates of qualification may be entered in the Register.

Entries with respect to any teacher may be made at any time under any or all of the qualifications (a), (b), and (c).

4. Entries may from time to time be made in the Register of Teachers, showing that persons already registered have obtained or produced evidence of holding additional qualifications, and registration may be granted accordingly.

5. A Certificate of Registration in the form or to the effect of Schedule B of this Regulation will be forwarded to each registered teacher.

6. If any such certificate as aforesaid is alleged to be worn out, destroyed, or lost, the Council may, if it think fit, upon a statutory declaration as to the wearing out, destruction, or loss being furnished, and such indemnity or undertaking being given as it may think sufficient, permit a duplicate of such certificate to be issued, and may require the payment of Five shillings; and if any such duplicate is alleged to be worn out, destroyed, or lost, may, if it think fit, upon such statutory declaration, indemnity, undertaking, and payment as aforesaid, permit the certificate to be again in like manner renewed.

7. (a) Registered teachers must within one month of changing their professional address notify the Registrar of such change of address.

(b) Registered teachers whose status has been changed may, if they so desire, have such change entered in the Register.

Entries made in the Register in accordance with clause 4 and this Regulation will be made without fee.

8. In the event of the decease of any registered teacher the Council shall, upon information being received, remove the name of such teacher from the Register of Teachers.

9. (a) Copies of the Register of Teachers shall be published in the *Government Gazette* in the month of January, 1916, and thereafter in the month of January in each succeeding year.

(b) The Council may, at any time prior to the publication of any Register write, or cause a letter to be written, to any registered teacher, addressed to him according to his last known address, asking for his correct address; if no answer be returned to such letter within a period of six months from the sending thereof, the Council may erase the name of such person from the Register of Teachers, and may, if it shall afterwards think fit to do so, restore the same to the Register.

10. The Council, with the consent of the Governor in Council, may at any time cancel the registration of any teacher who, after he has had an opportunity of being heard, is proved to the satisfaction of the Council to have been convicted of felony or of misdemeanour or to have been guilty of conduct unbefitting a teacher. (Act No. 3671, Sec. 95.)

11. Applications for the registration of teachers must be made on the prescribed form to the Registrar, and must be accompanied by a fee of Five shillings, which shall be returned if the application is refused by the Council. Where a teacher is already registered no fee shall be required for any further registration.

Before registration as a teacher every applicant shall be required to furnish evidence satisfactory to the Council that he is of good moral character and is free from any physical defect likely to impair his usefulness as a teacher.

SUB-PRIMARY TEACHERS.

12. Any person may be registered as a sub-primary teacher who produces evidence satisfactory to the Registration Committee that he—

- (a) is at least eighteen years of age, and is of sound health and good moral character; and
- (b) holds the Infant Teacher's Certificate (Second Class) of the Victorian Education Department, or some other qualification approved by the Council as equivalent.

Where in the opinion of the Registration Committee a person has completed an approved course of two years at some recognized training school during which she has specialized for at least one year in the theory and practice of Kindergarten and Nursery School management, such person shall be eligible for registration in the sub-primary division and shall be entitled to have her certificate endorsed "Specialist in Nursery School and Kindergarten Work."

13. After the 1st January, 1916, no person shall be registered as a sub-primary teacher unless such person shall have spent at least one year in a training institution approved by the Council, and subsequently have taught for at least one school term in the infant or kindergarten department of a school, and have been recommended for such registration in a special report by an inspector of schools. Provided that any person may be registered who, in the opinion of the Registration Committee, holds a qualification of equivalent standard.

PRIMARY TEACHERS.

14. Any person may be registered as a primary teacher who produces evidence satisfactory to the Registration Committee that he—

- (a) is at least eighteen years of age, and is of sound health and good moral character; and
- (b) has completed one of the courses of training and passed the examinations referred to in clause 15, 16, or 17, below, or holds some other qualification approved by the Registration Committee as equivalent.

15. Any person who is at least sixteen and a half years of age and has passed the School Leaving Certificate Examination of the University of Melbourne or the equivalent may receive the permission of the Council to enter upon a course of training in a training institution approved by the Council, and on passing the examinations and teaching tests included in such approved course of training such person may be permitted to teach in a registered school. If, after spending at least one term in teaching, such person is recommended for registration in a special report by an inspector of schools, he may be registered as a primary teacher, provided that the candidate shall have passed at the School Intermediate Certificate standard in arithmetic, one branch of science, and art.

16. Any person who holds the qualifications prescribed for student teachers in State schools may, with the permission of the Council, be employed in an approved registered primary school under the same conditions as regards training, reports, and examinations as are prescribed for student teachers in State schools, and on spending at least two years as a student teacher, and on passing the examinations prescribed by the Education Department for the Primary Teacher's Certificate, Second Class, he may be registered as a primary teacher.

17. (a) Any person who is at least sixteen years of age and has passed the School Leaving Certificate Examination of the University of Melbourne or the equivalent may receive the permission of the Council to be employed as a student teacher in an approved school for the purpose of undergoing a course of training extending over at least two years in accordance with the "Instructions for the Training of Student Teachers." If at the end of such course of training such person has passed the examinations in the Theory of Teaching, Parts I. and II., of the Education Department, and has passed in arithmetic, and science or art, at the School Intermediate Certificate Examination of the University of Melbourne or the equivalent and has passed a test in the Practice of Teaching, he may be registered as a primary teacher.

(b) Any person who is at least nineteen years of age and who is a graduate of a recognized University, or holds equivalent qualifications, may receive the permission of the Council to be employed as a student teacher in an approved school for the purpose of undergoing a course of training for registration as a primary teacher extending over at least one year in accordance with the "Instructions for the Training of Student Teachers." If at the end of such course of training such person has passed the examination in Theory of Teaching, Part II., of the Education Department and has passed a test in the Practice of Teaching, he may be registered as a primary teacher.

18. No person may be employed as a student teacher without the express permission of the Council. Permission for the employment of student teachers may be withdrawn by the Council on the report of an inspector of schools that the training being received by the student teacher in the school is unsatisfactory. Should the Council decide that the case of any applicant is one of hardship by virtue of the educational requirements indicated in clauses 15, 16, and 17 (a) (b) above, it shall have power to accept a lower academic qualification for admission to any of the courses referred to in such clauses.

JUNIOR SECONDARY TEACHERS.

19. Any person may be registered as a junior secondary teacher who produces evidence satisfactory to the Registration Committee that he is of sound health and good moral character; and

- (a) has passed the School Leaving Certificate Examination of the University of Melbourne or the equivalent and subsequently has successfully completed a course approved by the Council of at least two years' duration and one year's approved professional training suitable for the junior secondary school; or
- (b) has passed through a course of liberal education and professional training considered by the Council to be of equivalent standard to that prescribed in (a) above.

SECONDARY TEACHERS.

20. Any person may be registered as a secondary teacher who produces evidence satisfactory to the Registration Committee that he is of sound health and moral character, and

- (a) holds a diploma of education from some university, or other institution, or authority approved for this purpose by the Council; or

- (b) holds a degree from some university approved for this purpose by the Council, and produces evidence satisfactory to the Registration Committee of having passed, either during his course for a degree, or at some other time, an approved course in the theory and practice of teaching, such as is included in the course for the first year of the Bachelor of Education of the University of Melbourne, and of having passed a satisfactory examination therein; or
- (c) produces evidence satisfactory to the Registration Committee that he has passed through a course of liberal education determined by the Council to be of equivalent standard to that of the first year of the Bachelor of Education of the University of Melbourne, and that he has received adequate training, and is possessed of the necessary skill in school management and school method.

TEACHERS OF SPECIAL SUBJECTS.

21. Teachers may be registered as teachers of special subjects in respect of one or more of the following subjects:—

English, or other language,	Any natural or experimental or applied Science,
Mathematics,	Bookkeeping,
History,	Shorthand,
Writing,	Accountancy,

and of such other subjects as are recommended by the Council and approved by the Governor in Council.

22. Any person may be registered as a teacher of a special subject, or of special subjects, who produces evidence satisfactory to the Registration Committee that he is at least eighteen years of age, and is of sound health and good moral character, and that he—

- (a) has a sufficient general education; and

- (b) has acquired a sufficient knowledge of the subject or subjects in respect of which registration is sought; and
- (c) has undergone an approved course of training; and
- (d) is competent to teach such subject or subjects.

A test of competency to teach will be granted only after an approved course of training, or after approved experience in teaching, extending over at least four years.

SCHEDULE B.—CERTIFICATE OF REGISTRATION OF A TEACHER.

- Registered Number.
- Name of Registered Person.
- Professional Address.
- Employment—
 - Status.
 - School (if any).
 - In Private Practice at.
- Classification—
 - Division.
 - Subjects, if in Division E.
- Qualifications—
 - Registered by virtue of employment before the passing of the Act.
 - Evidence produced satisfactory to the Council of fitness to teach.
 - Literary, Academic, or other qualifications.
- Date of Registration.

We certify that the above is a true and correct copy of the entry of the above name in the Register of Teachers.

President.

Registrar.

NOTE.—Registered teachers must, within one month of changing their professional address, notify the Registrar of such change of address.

SCHEDULE A.—REGISTER OF TEACHERS.

Registered Number.	Name.	Address.	Employment.		Classification.		Qualifications.			Date of Registration.
			Status.	School or Place.	(a) Division.	(b) Subjects if in Division E.	(a) Registered by Virtue of Employment before the Passing of the Act.	(b) Evidence produced Satisfactory to the Council of Fitness to Teach.	(c) Literary, Academic, or other Qualifications.	

REGULATION IV.—TRAINING INSTITUTIONS.

1. The Council may, under conditions hereinafter provided, recognize as a training institution any institution, or the training department of any institution, which is organized for the purpose of giving instruction in the principles and practice of teaching to candidates for registration as sub-primary, primary, junior secondary, or secondary teachers.

2. (1) Before recognition is granted to any training institution the proprietor or head teacher of such institution must produce evidence satisfactory to the Council that the buildings and premises, the equipment, the courses of instruction and tests of proficiency, the practice of teaching and practising schools connected with such institution, and the general management and arrangements are suitable for the purpose of training persons as teachers.

(2) If at any time the Council is satisfied that in any training institution any of the above requirements are not maintained up to an efficient standard, the recognition by the Council of such training institution may be withdrawn after six months' notice has been given.

3. The maximum number of students who may be in training at any one time may be fixed for each training institution by the Council after consideration of the premises, staff, equipment, and courses of study in the institution, and the provision made for the instruction and supervision of students in approved practising schools associated with such institution.

4. Every recognized training institution shall have a master or a mistress of method in charge of the training department who possesses the following qualifications:—

- (a) A master or a mistress of method in charge of a training institution for sub-primary or kindergarten teachers shall produce evidence satisfactory to the Council that he or she (as the case may be)—

- (i) has passed the First Year of the Bachelor of Education of the University of Melbourne, or holds some qualification deemed by the Council to be equivalent; and

- (ii) holds a diploma or certificate of some approved kindergarten training institution, or the First Class Infant Teacher's Certificate of the Victorian Education Department, or approved equivalent; and
 - (iii) has had at least one year's experience in the training of sub-primary teachers, and, in addition, has had at least two years' experience in the practical teaching of kindergarten and infants' classes in an approved school or schools.
- (b) A master or a mistress of method in charge of a training institution for primary or secondary teachers shall produce evidence satisfactory to the Council that he or she (as the case may be)—
- (i) holds an approved degree of the University of Melbourne, or approved equivalent; and
 - (ii) holds the Diploma of Education of the University of Melbourne, or approved equivalent; and
 - (iii) has had at least one year's experience in the training of teachers, and, in addition, has had at least two years' experience in practical teaching in an approved school or schools, the experience in each case being either before or subsequent to the diploma course.

5. Every teacher in a recognized training institution who undertakes any part of the duties of the training of teachers must first be approved by the Council.

6. The teaching staff of every recognized training institution shall be such as to provide adequately for the courses undertaken by such institution in the culture subjects prescribed, in the theory of education, and in the practice of teaching, including school organization and management.

7. Unless otherwise approved by the Council, in every recognized training institution at least twelve hours weekly for thirty-two weeks in each year shall be devoted to the training of students in the theory and practice of education, and the remainder of the time of the training course shall be devoted to the study of the culture subjects prescribed.

8. Every recognized training institution, and the practising schools associated with it, shall be open at all reasonable times to the inspection of any inspector authorized by the Council.

9. In every recognized training institution the following records shall be kept, and shall be available for inspection at the time of his visit by any inspector authorized by the Council:—

- (a) Records to be kept by the training institution—
 - (i) Syllabus of work for the year.
 - (ii) Time-table of arrangements for lectures, criticism lessons, observation and teaching practice.
 - (iii) Roll showing attendance of students at lectures, and demonstration and criticism lessons.

- (iv) Statement of arrangements for teaching practice of each student for the current term, showing school subjects, classes, and supervisors.
 - (v) Reports of each student's capability and progress.
 - (vi) Examination tests, answers of students, and results.
- (b) Records to be kept by each student—
- (i) Time-table for each week, indicating the time spent in attendance at lessons and in observation and practice of teaching respectively.
 - (ii) Book with full notes of and summary of criticisms on criticism lessons given by him during the course.
 - (iii) Record, dated from day to day, of his observation work in teaching, and also containing full notes of his preparation for his teaching practice.

10. Practice in teaching under this Regulation may be had only in schools and under the immediate supervision of teachers approved for this purpose by the Council.

11. The responsibility for the arrangements for, and the conduct of, the practice of teaching shall rest upon the master or mistress of method in charge of the training institution with which the practising school is associated; and the amount and character of the supervision of the teaching of each student must be satisfactory to the Council. Where the teaching practice is supervised by approved teachers in the practising school, the criticism of such teachers shall be entered regularly in the student's record-book.

12. No school shall be approved as a practising school in connexion with a recognized training institution, unless the school premises, time-table, curriculum, organization, and general arrangements are satisfactory to the Council.

13. Examinations of candidates for registration as teachers will be conducted annually, and only those candidates who have undergone a full course of training, as laid down in the Regulations of the Council, will be admitted to these examinations. The whole record of the candidate in the training institution will be taken into account in adjudging the pass or failure at the annual examinations. In the final teaching test the notes of lessons submitted shall be the unaided work of the candidates, and shall not be rehearsed with the class to which the lesson is to be given.

14. Wherever in this Regulation the words "approved equivalent," or words to a similar effect, are used, they shall be interpreted as not necessarily involving the passing of an examination.

REGULATION V.—MONITORS.

Monitors may be employed in registered schools under the following conditions:—

- 1. A monitor must not teach in a separate room, but must be under the immediate supervision of a registered teacher.
- 2. A monitor may be employed to assist a teacher in charge of more than two classes.
- 3. No monitor may be employed for more than one hour on any day, nor for more than three hours during one week.
- 4. No monitor may receive pay for services rendered.

5. Care must be taken in the employment of pupils as monitors that their own education is not neglected.
6. A record must be kept in the school showing the names of all pupils employed as monitors and the times they are used for this purpose.
7. Teachers will be held responsible for the proper supervision and training of pupils employed as monitors.
8. On the recommendation of an inspector of schools permission may at any time be withdrawn by the Registration Committee.

REGULATION VI.—TEMPORARY TEACHERS.

1. No person may commence teaching in a registered school unless he—

- (a) has been registered as a teacher; or
- (b) has obtained the express permission of the Council of Public Education to teach in such school.

2. Every person desiring employment as a temporary teacher in a registered school must make application to the Registrar, and must state his full name and age, the qualifications which he holds, the name of the school, and the period for which employment is desired. Certificates of health and character must also be forwarded.

3. A teacher may obtain the permission of the Council to teach in a registered school for a specified period, if he makes application, and produces evidence that he holds the School Intermediate Certificate of the University of Melbourne, or some other qualification satisfactory to the Registration Committee of the Council.

4. Candidates undergoing the course of training for the Bachelor of Education of the University of Melbourne may be permitted to teach in schools approved for the purpose of such course.

REGISTRATION OF TEACHERS AND SCHOOLS.

GENERAL INFORMATION.

Schools.

1. All schools (other than State or State-aided schools) must be registered.

2. Definition of "school" as in section 87 of the *Education Act 1928*.

"In this Part 'school' means an assembly at appointed times of three or more persons of not less than six nor more than eighteen years of age for the purpose of their being instructed by a teacher in all or any of the under-mentioned subjects, namely:—

Reading, writing, arithmetic, grammar, geography, English or other language, mathematics, history, any natural or experimental or applied science, book-keeping, shorthand, accountancy,

but does not include the University of Melbourne or any college affiliated therewith, or any assembly of persons all of whom are members of not more than two families, or any State school or any school aided by the State or any school in any part of Victoria declared by the Governor in Council to be for the purposes of this Act a sparsely populated district."

3. No unregistered teacher may teach in a school unless he has obtained the express permission of the Council to teach therein.

4. The school buildings and premises must be approved by the Department of Health. When it is found that the school buildings or premises are not in conformity with the standard of requirements, action may be taken to compel the proprietor or head teacher of the school to make the necessary improvements, or to close the school.

5. Whenever a school changes hands, a notification should at once be made to the Registrar.

6. Any person found guilty of conducting or teaching in a school that has not been registered is liable to a penalty not exceeding Fifty pounds.

7. Any person who wilfully makes, or causes to be made, any falsification in any matter pertaining to a Register of Schools will be liable to a penalty of not more than One hundred pounds, or to imprisonment for any term not exceeding twelve months.

8. Application for the registration of a school must be made on the prescribed form to the Registrar, Education Office, Melbourne, C.2. Fee for registration of school—Five shillings.

Teachers.

9. No person shall teach in a registered school any of the following subjects, namely:—Reading, writing, arithmetic, grammar, geography, English or other language, mathematics, history, any natural or experimental or applied science, bookkeeping, shorthand, accountancy, unless such person (a) has been registered under the Education Act; or (b) has obtained the express permission of the Council to be temporarily employed as a teacher in such school.

10. Teachers of subjects other than those set out in clause 9 may be registered by the Council provided that these subjects are recommended to and approved by the Governor in Council.

11. The proprietor or head teacher of a school shall not employ as a teacher in such school, any person who is not registered as a teacher, or has not obtained the express permission of the Council to be temporarily employed as a teacher in such school. The penalty for non-compliance with this provision of the Education Act is cancellation of the registration of the school.

12. No teacher is permitted to teach bookkeeping, shorthand, or accountancy unless he has been registered specially as a teacher of such subjects.

13. Persons found guilty of a contravention of the Act, in respect of clauses 9, 10, 11 and 12 above, are liable to a penalty not exceeding Fifty pounds.

14. Application for the registration of a teacher must be made on the prescribed form to the Registrar, Education Office, Melbourne, C.2. The fee for the registration of a teacher is Five shillings. Where a teacher has been once registered no fee is required for any further registration of that teacher.

Sub-Primary Teachers.

15. With regard to clause 12 (b) of Regulation III., Sub-Primary Teachers, the Registration Committee will regard as holding approved equivalent qualifications a teacher who has passed in the following subjects of the Infant Teacher's Certificate (Second Class):—

- (a) Psychology;
- (b) Education (first year);
- (c) Infant School Method;
- (d) Drawing and Pastel Work;

and has had subsequent to registration as a Primary teacher at least three years' approved experience in teaching pupils of Sub-primary school age.

A teacher already registered in the Primary division will be eligible for registration in the Sub-primary division on producing evidence satisfactory to the Registration Committee that he has had at least eight years' approved experience in teaching pupils of Sub-primary school age.

Examinations for the Infant Teacher's Certificates are held annually by the Education Department. Copies of the Regulations VIII. (A) and VIII. (B), which deal with these certificates, may be obtained on application to the Secretary, Education Office, Melbourne, C.2. The details of the subjects may be obtained on application to the Head Master, Correspondence School, Napier-street, Fitzroy.

Primary Teachers.

16. The course of study and the examinations for the Primary Teacher's Certificate, Second Class, are fully set out in Regulation VII. (A) of the Education Department, copies of which may be obtained on application to the Secretary, Education Office, Melbourne, C.2.

17. Examinations in the Theory of Teaching, Parts I. and II., for the Primary Teacher's Certificate, Second Class, are held in December, and before Easter in each year. The dates of entry and the time-tables are announced in the *Education Gazette and Teacher's Aid*, in which the books prescribed and changes in details are also announced.

18. The examination fee of Ten shillings must be forwarded with the entry form, but candidates who have failed to complete the examination in December are allowed to enter without fee for the supplementary examination held before Easter.

19. The course of training referred to in clause 15 of Regulation III. is that prescribed by the Education Department for the Trained Primary Teacher's Certificate. The subjects prescribed for this certificate will be found in Regulation XX. (A), copies of which will be supplied on application to the Secretary, Education Office, Melbourne, C.2. The details of the subjects will be supplied on application to the Principal, Teachers' College, Carlton, N.3. Examinations for this certificate are held annually. The examination fee is Ten shillings.

20. Persons desiring employment as student teachers in registered schools must, prior to commencing to teach, have received the express permission of the Council to be employed as student teachers.

Junior Secondary Teachers.

21. Teachers registered in the primary division with at least three years' experience in teaching secondary classes may become registered junior secondary teachers on passing the first year of an approved University course or a course of equivalent standard. The first year of a University course may be deemed to have been completed when it is possible to complete the degree in that course in one year less than the minimum period of time prescribed by the University for the whole course.

Secondary Teachers.

22. The course for the first year of the degree of Bachelor of Education is fully set out in the *Melbourne University Calendar*.

Secondary registration may be granted to a teacher who is registered in the Primary division and has obtained an approved degree, has undergone a course of Primary training of an approved character, and has had, subsequent to his Primary registration, at least three years' experience in teaching classes of Secondary standard in an approved school.

Application Forms.

23. The following forms may be obtained on application to the Registrar, Council of Public Education, Education Office, Melbourne, C.2:—

- (a) Form of application for registration as a teacher.
- (b) Form of application for permission for employment as a student teacher.
- (c) Form of application for permission to be temporarily employed as a teacher.

A. H. RAMSAY, President.

W. R. STEVENSON, Registrar.

Approved by the Governor in Council,
19th August, 1952.

A. MAHLSTEDT,
Clerk of the Executive Council.