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[1959

Apprenticeship Act 1958.

APPRENTICESHIP COMMISSION OF VICTORIA.

*At the Executive Council Chamber, Melbourne, the
twenty-third day of June, 1959.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Cameron
Mr. Reid

Mr. Mibus
Mr. Fraser.

PRINTING AND ALLIED TRADES APPRENTICESHIP REGULATIONS.

IN pursuance of the powers conferred by the *Apprenticeship Act 1958*, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby rescind the Regulations mentioned in the First Schedule hereto and doth hereby make the following Regulations, that is to say—

SHORT TITLE.

1. These Regulations may be cited as the "Printing and Allied Trades Apprenticeship Regulations."

INTERPRETATION.

2. In these Regulations—

"Act" means the *Apprenticeship Act 1958*.

"Prescribed" means prescribed by an appropriate industrial authority or agreement or by these Regulations, as the case may require.

"Probationer" means an applicant for apprenticeship employed on probation.

APPLICATION OF REGULATIONS.

3. These Regulations shall apply only with respect to the following apprenticeship trades, as carried on in the metropolitan district, the Cities of Ballarat, Bendigo, and Geelong, Newtown and Chilwell, and Geelong West, and the Boroughs of Eaglehawk and Sebastopol; provided, however, that these Regulations shall not apply to apprenticeship in daily newspaper offices in Ballarat, Bendigo and Geelong—

(1) Hand composition;

(2) Hand and machine composition with instruction in the mechanism of slug-casting or type-setting machines.

- (3) Letterpress printing.
- (4) Stereotyping.
- (5) Electrotyping.
- (6) Stereotyping and electrotyping.
- (7) Bookbinding.
- (8) Guillotine machine operating.
- (9) Edge-gilding.
- (10) Bookbinding and guillotine machine operating.
- (11) Bookbinding and edge-gilding.
- (12) Paper ruling.
- (13) Paper ruling and guillotine machine operating.
- (14) Lithographic art and designing.
- (15) Lithographic dot etching and retouching.
- (16) Lithographic camera operating.
- (17) Lithographic platemaking, including photo-imposing on lithographic plates.
- (18) Lithographic camera operating and lithographic platemaking, including photo-imposing on lithographic plates.
- (19) Lithographic platemaking and lithographic printing.
- (20) Lithographic printing (where lithographic platemaking is not included in an employer's business).
- (21) Gravure art.
- (22) Gravure retouching.
- (23) Gravure art and gravure retouching.
- (24) Gravure planning.
- (25) Gravure retouching and gravure planning.
- (26) Gravure camera operating.
- (27) Gravure platemaking.
- (28) Gravure cylinder making.
- (29) Gravure platemaking and gravure cylinder making.
- (30) Gravure depositing and grinding and polishing.
- (31) Photo-engraving art.
- (32) Photo-engraving designing.
- (33) Photo-engraving art and photo-engraving designing.
- (34) Photo-engraving camera operating.
- (35) Photo-engraving photo-imposing on metal.
- (36) Photo-engraving camera operating and photo-engraving photo-imposing on metal.
- (37) Photo-engraving half tone etching.
- (38) Photo-engraving line etching.
- (39) Photo-engraving finishing, including routing, mounting and proofing.
- (40) Screen printing art.
- (41) Screen printing designing.
- (42) Screen printing art and screen printing designing.
- (43) Screen printing stencil preparation.
- (44) Linotype mechanic (as carried on in daily newspaper offices).

EDUCATIONAL QUALIFICATIONS FOR ENTRY INTO APPRENTICESHIP.

4. Applicants for apprenticeship in the said trades may be required to submit themselves for examination at the time and place determined by the Commission to prove that they possess the preparatory educational qualifications required for entry into apprenticeship in such trades; provided that any such applicant shall be exempted from such examination—

- (1) If he possesses any one of the following educational qualifications or, in the opinion of the Commission, the equivalent thereof—
 - (a) The Intermediate Technical Certificate or Junior Technical Certificate of the Education Department of Victoria or the school Intermediate Certificate.
 - (b) The completion, in a manner satisfactory to the Commission, of the third year of the course of study of the Junior Technical Schools of the Education Department of Victoria.

- (2) If he satisfies the Commission, in accordance with sub-section (2) of section 18 of the *Apprenticeship Act* 1958, that he has not had sufficient opportunity to obtain the preparatory educational qualifications prescribed for entry into the said trades.

MINIMUM AGE FOR ENTRY INTO APPRENTICESHIP.

5. The minimum age at which persons shall enter the said trades as apprentices or probationers shall be fifteen years.

TERM OF APPRENTICESHIP.

6. The term of apprenticeship in the said trades shall be five years.

FORM OF INDENTURES OF APPRENTICESHIP.

7. The standard form of indentures of apprenticeship in the said trades and the terms, covenants and conditions thereof shall be in the form contained in the Seventh Schedule to the General Apprenticeship Regulations, with the following additions thereto—

ADDITIONAL COVENANTS, &C., TO GENERAL FORM OF INDENTURES OF APPRENTICESHIP.

Employer's Covenants.

- (1) In clause (f), for the expression "damage due to carelessness" there shall be substituted the expression "injury".
- (2) After clause (f) the following additional clauses shall be inserted—
- (g) Not keep more than two days' pay in hand.
- (h) So arrange the apprentice's duties that as he progresses in his knowledge and skill during his apprenticeship, his duties shall be varied, and he shall be placed on higher or more skilful work from time to time.
- (i) Not require the apprentice to perform duties outside those connected with learning the said trade.
- (j) Not permit the apprentice to be employed on other than day work during the years he is required to attend classes for instruction in subjects of the apprenticeship course.

MUTUAL AGREEMENTS.

- (3) In clause 6, the following additional proviso shall be inserted—
"Provided further, that in computing the period of one year, all time worked as overtime or at other than ordinary business hours shall, if the apprentice so desires, either be allowed as a set off against any time lost during that period or in reduction of the actual period of one year."

MINIMUM RATES OF WAGES OF APPRENTICES.

8. The minimum weekly rates of wages to be paid to apprentices in the said trades, shall be the undermentioned percentages of the rate of wages prescribed for a Hand Compositor from time to time in the Determination of the Printers' Board or by the Graphic Arts (Interim) Award 1957, whichever is applicable or any variation thereof, calculated to the nearest 6d. half or less than half of 6d. being disregarded.

- (a) In a term of apprenticeship of six years—

<i>Year of Apprenticeship.</i>	<i>Percentage of Rate for Hand Compositors.</i>
1st	32½
2nd	32½
3rd	45
4th	57½
5th	70
6th	85

- (b) In a term of apprenticeship of five years—

<i>Year of Apprenticeship.</i>	<i>Percentage of Rate for Hand Compositors.</i>
1st	32½
2nd	45
3rd	57½
4th	70
5th	85

RATES FOR OVERTIME AND SHIFT WORK.

9. When an apprentice works under conditions for which, or at any time when, a journeyman employed at the same trade would be entitled to overtime or special rates for doing work under the same conditions or at the same time, then such apprentice shall be paid by the employer for any such work at a rate or rates of wages which shall bear the same proportion to the prescribed minimum rate of wages of such apprentice as the wages of such journeyman for such work would bear to the prescribed minimum rate of wages of such journeyman.

PROPORTION OF APPRENTICES TO JOURNEYMEN.

10. (1) The number of apprentices who may be employed by any employer at any time in each of the said trades shall not exceed the following proportions, as the case may be—

- (a) If three or more journeymen are permanently employed in the said trades, one apprentice may be employed in each trade to every three or fraction of three journeymen so employed in such trade;
- (b) if less than three journeymen are permanently employed in the said trades, one apprentice may be employed in any such trade in which at least one journeyman is so employed, provided that the Commission is satisfied that a proper vacancy exists for an apprentice in such trade;
- (c) for the purpose of ascertaining the number of apprentices who may be employed in accordance with paragraphs (a) and (b) of this sub-clause, an employer who works at any of the said trades for the full time prescribed for an ordinary week's work in such trades shall be deemed to be a journeyman.

Provided, however, that with the consent of the Commission and upon satisfying the Commission that he has the training facilities deemed adequate by the Commission for the training of each apprentice concerned, an employer may employ in the said trades such number of apprentices as the Commission may determine in excess of the proportion prescribed.

(2) Any apprentice employed pursuant to this provision shall not be included for the purpose of ascertaining the number of apprentices who may otherwise be employed in accordance with the provisions (a) and (b) of sub-regulation (1) hereof.

(3) For the purposes of sub-regulations (1) and (2) of this regulation—
“Apprentices” means apprentices or probationers.

“Permanently employed” means continuously employed for a period of not less than six calendar months immediately preceding the time when, under this Regulation, the duration of the employment of a journeyman is to be calculated.

TRADE EXPERIENCE TO BE GIVEN TO AN APPRENTICE.

11. The employer shall give or cause to be given to the apprentice gradual and complete instruction to the satisfaction of the Commission, in the following processes (as the case may be)—

- (1) *Hand Composition*.—All phases of hand composition and all things incidental thereto, including tabular and jobbing work, the latter to cover the principles of design, book-work, the casting-off of copy, the making up of pages, the allotting of margins, the lay-out of pages, and locking up and registering of formes, proof-reading and revising.
- (2) *Hand and Machine Composition, with Instruction in the Mechanism of Slug-casting or Type-setting Machines*.—All phases of hand composition and all things incidental thereto for the first three years, and, in addition, machine composition with instruction in the mechanism of slug-casting or type-setting machines during the last two years of his period of apprenticeship.
- (3) *Letterpress Printing*.—All phases of letterpress printing and all things incidental thereto, including making-ready, the mixing and use of inks, the texture of paper and all things affecting paper during or incidental to the printing process, black and colour printing, and the care of cylinder letterpress printing machines, including instruction in the mechanism of such machines.
- (4) *Stereotyping*.—All phases of stereotyping and all things incidental thereto, including the making of stereo-metal (where this work is done) and flog, moulding, packing and repairing moulds, beating (where beating is done), casting, trimming, cutting, routing, sweating, anchoring, mounting, and planing (metal

and/or wood), all bench work, the care and control, and use of all electrical apparatus and plant used in the process of nickelling stereotypes where such apparatus and plant are part of an employer's business and the making of stereo-types of metal or (where this work is done) of rubber (other than the hand cutting of rubber printing surfaces) or plastic or any other material or materials used alone or in combination with each other.

- (5) *Electrotyping*.—All phases of electrotyping and all things incidental thereto, including preparing wax and/or matrix moulding, lead moulding, building up, black-leading, stopping out, oxidizing, attending bath, lifting shells, backing-up, slabbing up, sweating, anchoring, mounting and planing (wood and/or metal) and all bench work, and the care, control and use of all electrical apparatus and plant used in the processes of coppering, nickelling, and the depositing of any other metal or alloy.
- (6) *Stereotyping and Electrotyping*.—So far as the employer's plant and facilities permit, all phases of stereotyping and all phases of electrotyping as prescribed above.
- (7) *Bookbinding*.—All phases of bookbinding and all things incidental thereto, and at least one of the following branches and all things incidental thereto—Finishing, marbling, blocking, stamping, indexing, and guillotine machine operating.
- (8) *Guillotine Machine Operating*.—All phases of guillotine machine operating and all things incidental thereto.
- (9) *Edge-Gilding*.—All phases of edge-gilding, bevelling and goffering, and all things incidental thereto, including the mixing and use of sizes.
- (10) *Paper-Ruling*.—All phases of paper ruling and all things incidental thereto, including making-ready, setting pens or discs on machines, mixing inks, ruling proofs, and care of ruling machines, including instruction in the mechanism of such machines.
- (11) *Lithographic Art and Designing*.—All phases of designing, lettering, sketching, drawing, aerographing, tracing, keying, reproducing, retouching and colouring photographs and all things incidental thereto.
- (12) *Lithographic Dot Etching and Retouching*.—So far as the employer's plant and facilities permit, all phases of aerographing, tracing, stripping, opaquing, staging, dot reducing, retouching, colour correcting negatives and/or positives, and all things incidental thereto.
- (13) *Lithographic Camera Operating*.—So far as the employer's plant and facilities permit, all phases of lithographic camera operating and all things incidental thereto, including the following operations, viz.:—Making line, continuous tone and/or screen wet plate, dry plate, film and/or paper negatives and/or positives, photo-lithographic transfers making single or multiple negatives and/or positives, projection enlarging on glass, film, or lithographic metal plate and masking.
- (14) *Lithographic Plate-Making*.—So far as the employer's plant and facilities permit, all phases of lithographic plate-making and all things incidental thereto, including stone polishing and/or plate graining, stripping, manual and/or step and repeat transferring, copper plate printing or other similar metal plate printing, plate coating (i.e., whirling), sensitizing, developing, deep etching, processing, rolling up, etching, proofing and preparing lithographic plates for lithographic printing.
- (15) *Lithographic Camera Operating and Lithographic Plate-Making*.—So far as the employer's plant and facilities permit, all phases of lithographic camera operating and all phases of lithographic plate-making as prescribed above.
- (16) *Lithographic Plate-Making and Lithographic Printing*.—So far as the employer's plant and facilities permit all phases of lithographic plate-making and lithographic printing and all things incidental thereto to the extent that they are essential to the training of the apprentice in the branch of the industry which he may be called upon to select for the last two years of his apprenticeship including stone polishing and/or plate graining, stripping, manual and/or step and repeat transferring, copper

plate printing or other similar metal plate printing, plate coating (i.e., whirling), sensitizing, developing, deep etching, processing, rolling up, etching, proofing and preparing lithographic plates for lithographic printing, the mixing and use of inks, the texture of paper and all things affecting paper during or incidental to the printing process, the care of lithographic printing machines and automatic feeders, including instruction in the mechanism of such machines.

- (17) *Lithographic Printing*.—All phases of lithographic printing and all things incidental thereto, including the mixing and use of inks, the texture of paper and all things affecting paper during or incidental to the printing process; the care and operating of lithographic printing machines and automatic feeders, including instruction in the mechanism of such machines.
- (18) *Gravure Art*.—So far as the employer's plant and facilities permit, designing, sketching, drawing, aerographing, retouching and/or colouring photographs, lettering for reproduction, and all things incidental thereto, including retouching where retouching is included in the indentures of apprenticeship.
- (19) *Gravure Retouching*.—So far as the employer's plant and facilities permit, retouching, staging, opaquing, colour correcting and reducing, and all things incidental thereto, including art work or planning where art work or planning is included in the indentures of apprenticeship.
- (20) *Gravure Art and Gravure Retouching*.—So far as the employer's plant and facilities permit, all phases of gravure art and all phases of gravure retouching as prescribed above.
- (21) *Gravure Planning*.—Making up or laying out negatives or positives, and the processes of registering, making margins and positioning, and all things incidental thereto.
- (22) *Gravure Retouching and Gravure Planning*.—So far as the employer's plant and facilities permit, all phases of gravure retouching and gravure planning as prescribed above.
- (23) *Gravure Camera Operating*.—So far as the employer's plant and facilities permit, all phases of gravure camera operating, including the process of making line, continuous tone and colour separation negatives on dry plate, film, or sensitized paper materials, and/or making contact or projection negatives or positives for gravure printing-down processes, including instruction in connexion with colour correction and all things incidental thereto.
- (24) *Gravure Plate Making and/or Gravure Cylinder Making*.—So far as the employer's plant and facilities permit, the process of polishing, sensitizing carbon tissue, printing down, transferring carbon tissue on plates and/or cylinders, developing, painting out, mixing and preparing etching solutions, etching, finishing-off (i.e., hand-engraving faults), revising and correcting, proofing and preparing ready for machining and all things incidental thereto.
- (25) *Gravure Depositing and Grinding and Polishing*.—All phases of these processes, including a knowledge of the formulae for copper depositing. In the correct preparation of depositing baths, and in the proper care and use of the grinding and polishing machine.
- (26) *Photo-Engraving Art and/or Photo-Engraving Designing*.—So far as the employer's plant and facilities permit, designing, sketching, drawing, aerographing, tracing, keying, retouching and colouring photographs, and all things incidental thereto.
- (27) *Photo-Engraving Camera Operating*.—So far as the employer's plant and facilities permit, all phases of photo-engraving camera operating, and all things incidental thereto, including the coating, sensitizing, developing, fixing, reducing and intensifying of wet plate negatives and positives, the exposure of fine and coarse screen half-tone and line, wet and/or dry plate or film negatives and positives, and the use and care of camera lenses, screens, stops and filters, and other duties incidental to the process of camera operating, and in the last year at least of his apprenticeship, colour operating.

- (28) *Photo-Engraving Photo-Imposing on Metal*.—So far as the employer's plant and facilities permit, the preparation of and use of sensitizing and enamel printing solutions for copper, zinc, and other materials, and the polishing, graining, coating, whirling, exposing, and fixing under line and half-tone wet and dry plate or film negatives and positives on zinc, copper, and other materials, and stripping, opaquing, ruling and ghosting of negatives and positives, and the use and care of arc lamps and metal plate-cutting guillotine. An apprentice must also be taught all formulae of solutions used in printing zinc, copper, and other materials, the correct method of printing from negatives and positives, line, half-tone and dry plate, and other duties incidental to the photo-imposing section.
- (29) *Photo-Engraving Camera Operating and Photo-Engraving Photo-imposing on Metal*.—So far as the employer's plant and facilities permit, all phases of photo-engraving camera operating and photo-engraving photo-imposing on metal as prescribed above.
- (30) *Photo-Engraving Half-tone Etching*.—So far as the employer's plant and facilities permit, the etching of coarse and fine screen half-tone zinc, copper, and other materials, and the use and care of acid and acid-etching baths, and etching machines, engraving, opaquing, and in other duties incidental to half-tone etching and in the last year of his apprenticeship he shall be taught and instructed in colour etching.
- (31) *Photo-Engraving Line Etching*.—So far as the employer's plant and facilities permit, the proper care and use of acids and acid-etching baths and etching machines, ink rollers and slabs; the dusting and rolling methods of etching line on copper or zinc plates or other materials, plates, retouching and stopping out for tints, engraving, opaquing and other duties incidental to line-etching.
- (32) *Photo-Engraving Finishing*.—All phases of routing, mounting, and proofing, and in the proper care and operation of machinery appropriate to the trade and all things incidental thereto, and, in the last year of apprenticeship, colour proofing in premises where this class of work is carried out.
- (33) *Screen Printing Art and/or Designing*.—So far as the employer's plant and facilities permit, all phases of screen printing art and/or designing, and all things incidental thereto, including designing, sketching, drawing, lettering, or copying art work or layouts.
- (34) *Screen Printing Stencil Preparation*.—So far as the employer's plant and facilities permit, the preparation of photographic stencils, the hand cutting of stencils including tracing from master sketches or designs the work which is to be the subject of the hand-cut stencil or the photographic stencil, the making, printing and racking of screen transfers, the application of a stencil to a screen and screen printing and racking, and all things incidental thereto. In an establishment where the employer has a camera for use in or in connexion with screen printing or processes photographic stencils, the apprentice to screen printing stencil preparation shall, in addition to what is mentioned hereinbefore, be taught and instructed in camera operating, including coating, sensitizing, developing, fixing, reducing, and intensifying of wet plate negatives and positives, the exposure of fine and coarse screen, half-tone and line, wet and/or dry plate or film negatives and positives and the use and care of camera, lenses, screens, stops and filters, and in other duties incidental to the process of camera operating and, in the last year at least of his apprenticeship, he shall be taught and instructed in colour operating and all things incidental thereto.
- (35) *Linotype Mechanic*.—All phases of the mechanism of linotype machines, including attention, adjustment, and repairs as the mechanical equipment of the employer's business will permit.

CLASSES FOR INSTRUCTION.

12. The classes for instruction in the subjects of the apprenticeship course for the said trades shall be as set out in the Second Schedule hereto, but any apprentice or probationer who has the necessary qualifications may, subject to the approval of the Commission, be permitted to enter the classes prescribed for any year of the said course.

STANDARD OF EDUCATION TO BE ATTAINED BY AN APPRENTICE.

13. The standard of education to be attained by an apprentice—

- (1) In the subjects of the first, second, third or fourth year of his apprenticeship course in order that he may qualify to proceed to the classes for instruction prescribed for the next succeeding year; and
- (2) in the subjects of the final year of his apprenticeship course in order that he may qualify in respect to education for the "final certificate" of the Commission—

shall be not less than 50 per cent. of the possible marks allotted at the annual examinations approved by the Commission in each of the subjects prescribed for such year of the said course, or such average percentage of marks in all of the said subjects as is deemed by the Commission to be equivalent thereto.

STANDARD OF PROFICIENCY.

14. Should the apprentice in any year pass at the first attempt in each of the subjects prescribed for that year of his apprenticeship course and attain a standard as certified by the Commission of not less than an average of 75 per cent. of the possible marks allotted at the annual examinations approved by the Commission to the subjects of Trade Theory and Trade Practice prescribed for that year of such course, he shall be deemed to have attained the standard of proficiency for such year.

INCREASED RATES OF PAY FOR PROFICIENCY.

15. When an apprentice attains in any year the standard of proficiency prescribed for that year of his apprenticeship course, he shall—

- (1) For the first occasion on which he attains such standard be paid for the next succeeding year, the sum of 5s. 0d. per week in addition to the prescribed weekly wage.
- (2) For the second occasion on which he attains such standard be paid for the next succeeding year, the sum of 10s. 0d. per week in addition to the prescribed weekly wage.
- (3) For the third occasion on which he attains such standard be paid for the next succeeding year, the sum of 15s. 0d. per week in addition to the prescribed weekly wage.
- (4) For the fourth occasion on which he attains such standard be paid for the next succeeding year, the sum of 20s. 0d. per week in addition to the prescribed weekly wage.

He shall be paid for the next succeeding year, such additional amounts on and from the beginning of the first pay period commencing in January following the annual examinations.

PAYMENT OF SCHOOL FEES.

16. (1) The school fees of apprentices for attendance at the prescribed classes for instruction shall be paid by such apprentices, but on receipt by the employer of a report from the Commission that any such apprentice has secured during the period covered by the report a record of not less than 100 per cent. of the possible attendances at the prescribed day classes and not less than 80 per cent. of the prescribed evening classes, the employer shall refund to the apprentice the school fees paid by him for such period of instruction. Provided, however, that if such report states that the apprentice has, in the opinion of the Commission, failed to be diligent or has behaved in an indecorous manner while in attendance at the prescribed classes for instruction during such period, the employer shall not be required to make the refund as aforesaid.

(2) In cases where the apprentice is prevented from attendance at the said classes through illness, accident, or for other reasons accepted by the Commission, such occasions shall not be included as possible attendances in determining the aforesaid percentage; provided that the employer may require the apprentice to produce a medical certificate as proof of such illness or accident, and, in that case, if the apprentice fails to produce such certificate, such occasions shall be included as possible attendances in determining the aforesaid percentage.

(3) In the case of apprentices undertaking a correspondence course, the completion of not less than 80 per cent. of the test papers set for the period of instruction covered by the report, and the return of the same to the correspondence school, shall be deemed to be equivalent to a record of 80 per cent. of possible attendances.

(4) For the purposes of this Regulation "apprentices" means apprentices or probationers.

FIRST SCHEDULE.

Printing and Allied Trades Apprenticeship Regulations made by the Governor in Council on the 24th day of August, 1954, and published in the *Victoria Government Gazette* on the 1st day of September, 1954, as amended from time to time.

SECOND SCHEDULE.

COURSE "A".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trade of Hand Composition.

		Hours per Week.
<i>First Year—</i>		
Trade Theory	Grade I.	1
Trade Practice	Grade I.	4
Typographical Design and Layout	Grade I.	1
Trade Calculations	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory	Grade II.	1½
Trade Practice	Grade II.	4
Typographical Design and Layout	Grade II.	1½
English	Grade II.	1
<i>Third Year—</i>		
Trade Theory	Grade III.	1
Trade Practice	Grade III.	2
Typographical Design and Layout	Grade III.	1
Optional at evening classes—Trade Practice and/or Typographical Design and Layout	Grade III.	2
<i>Fourth Year—</i>		
Trade Theory	Grade IV.	1
Trade Practice (including Typographical Design and Layout)	Grade IV.	3
Optional at Evening Classes—Trade Practice (includ- ing Typographical Design and Layout)	Grade IV.	2

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "B".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trade of Hand and Machine Composition on Slug-casting or Single Type Composing Machines, together with Instruction in the Mechanism of these Machines. This course to be applicable to all Apprentices in Hand and Machine Composition, whether Employed in Daily Newspaper Offices, Commercial Printing Offices, or Trade Typesetting Offices.

		Hours per Week.
<i>First Year—</i>		
Trade Theory (Hand Composition)	Grade I.	1
Trade Practice (Hand Composition)	Grade I.	4
Typographical Design and Layout	Grade I.	1
Trade Calculations	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory (Hand Composition)	Grade II.	1½
Trade Practice (Hand Composition)	Grade II.	4
Typographical Design and Layout	Grade II.	1½
English	Grade II.	1
<i>Third Year—</i>		
Trade Theory (Hand Composition)	Grade III.	1
Trade Practice (Hand Composition)	Grade III.	2
Typographical Design and Layout	Grade III.	1
Optional at Evening Classes—Trade Practice	Grade III.	2
<i>Fourth Year—</i>		
Trade Theory (Machine Composition)	Grade IV.	4
Trade Practice (Machine Composition)	Grade IV.	
Optional at Evening Classes—Trade Practice	Grade IV.	2
<i>Fifth Year—</i>		
Trade Theory (Machine Composition)	Grade V.	4
Trade Practice (Machine Composition)	Grade V.	
Optional at Evening Classes—Trade Practice	Grade V.	2

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "C".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trade of Letterpress Printing.

		Hours per Week.
<i>First Year—</i>		
Trade Theory	Grade I.	1
Trade Practice	Grade I.	4
Trade Calculations	Grade I.	1
Trade Science	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory	Grade II.	2
Trade Practice	Grade II.	4
Trade Science	Grade II.	2

		<i>Hours per Week.</i>
<i>Third Year—</i>		
Trade Theory	Grade III.	1
Trade Practice	Grade III.	3
Optional at Evening Classes—Trade Practice ..	Grade III.	2
<i>Fourth Year—</i>		
Trade Theory	Grade IV.	1
Trade Practice	Grade IV.	3
Optional at Evening Classes—Trade Practice ..	Grade IV.	2

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "D".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Stereotyping and/or Electrotyping.

		<i>Hours per Week.</i>
<i>First Year—</i>		
Trade Theory	Grade I.	1
Trade Practice	Grade I.	4
Trade Calculations	Grade I.	1
Trade Science	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory	Grade II.	2
Trade Practice	Grade II.	4
Trade Science and Calculations	Grade II.	2
<i>Third Year—</i>		
Trade Theory	Grade III.	2
Trade Practice	Grade III.	5
Trade Science	Grade III.	1
Additional Trade Practice (Optional, Evening) ..	Grade III.	1
<i>Fourth Year—</i>		
Trade Theory	Grade IV.	2
Trade Practice	Grade IV.	5
Trade Science	Grade IV.	1
Additional Trade Practice (Optional, Evening) ..	Grade IV.	1

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "E".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Bookbinding, Bookbinding and Guillotine Machine Operating, Edge-Gilding, Bookbinding and Edge-Gilding.

		<i>Hours per Week.</i>
<i>First Year—</i>		
Trade Theory	Grade I.	1
Trade Practice	Grade I.	4
Trade Calculations	Grade I.	1
Trade Science	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory	Grade II.	2
Trade Practice	Grade II.	5
Trade Calculations and Science	Grade II.	1
<i>Third Year—</i>		
Trade Theory	Grade III.	2
Trade Practice (including Design)	Grade III.	6
Additional Trade Practice (Optional, Evening) ..	Grade III.	1
<i>Fourth Year—</i>		
Trade Theory	Grade IV.	2
Trade Practice (including Design)	Grade IV.	6
Additional Trade Practice (Optional, Evening) ..	Grade IV.	1

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "F".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Paper Ruling and/or Guillotine Machine Operating.

		<i>Hours per Week.</i>
<i>First Year—</i>		
Trade Theory	Grade I.	1
Trade Practice	Grade I.	4
Trade Calculations	Grade I.	1
Trade Science	Grade I.	1
English	Grade I.	1
<i>Second Year—</i>		
Trade Theory	Grade II.	2
Trade Practice	Grade II.	5
Trade Calculations and Science	Grade II.	1
<i>Third Year—</i>		
Trade Theory	Grade III.	2
Trade Practice (including Design)	Grade III.	6
Additional Trade Practice (Optional, Evening) ..	Grade III.	1
<i>Fourth Year—</i>		
Trade Theory	Grade IV.	2
Trade Practice (including Design)	Grade IV.	6
Additional Trade Practice (Optional, Evening) ..	Grade IV.	1

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "G".

*Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of
*Lithographic Art, Lithographic Dot Etching and Retouching, Gravure Retouching
and/or Gravure Planning.*

*The term "Lithographic Art" in this case concerns the trade of Drawn or Chromo Lithography on stone or plate.

	<i>Hours per Week.</i>
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 4
Drawing, Design and Lettering	Grade I. 1
English	Grade I. 1
Trade Science and Calculations	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 4
Drawing, Design and Lettering	Grade II. 2
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice	Grade III. 4
Drawing, Design and Lettering	Grade III. 2
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice	Grade IV. 4
Drawing, Design and Lettering	Grade IV. 2
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "H".

*Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of
*Lithographic Art and Designing, Gravure Art, Photo-engraving Art and/or
Photo-engraving Designing.*

*These trades are specifically concerned with drawing and designing for reproduction by Lithography, Photogravure, and Photo-engraving.

	<i>Hours per Week.</i>
<i>First Year—</i>	
Drawing and Design for Reproduction	Grade I. 5
History of Design for Reproduction	Grade I. 1
Methods of Reproduction	Grade I. 1
English	Grade I. 1
<i>Second Year—</i>	
Drawing and Design for Reproduction	Grade II. 5
History of Design for Reproduction	Grade II. 1
Methods of Reproduction	Grade II. 2
<i>Third Year—</i>	
Drawing and Design for Reproduction	Grade III. 2½
History of Design for Reproduction	Grade III. 0½
Methods of Reproduction	Grade III. 1
Additional Drawing and Design for Reproduction (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Drawing and Design for Reproduction	Grade IV. 2½
History of Design for Reproduction	Grade IV. 0½
Methods of Reproduction	Grade IV. 1
Additional Drawing and Design for Reproduction (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "I".

*Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of
Lithographic Camera Operating, Lithographic Camera Operating and Lithographic
Platemaking, Gravure Camera Operating.*

	<i>Hours per Week.</i>
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 4
Trade Science	Grade I. 1
Trade Calculations	Grade I. 1
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 4
Trade Science and Calculations	Grade II. 2
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice	Grade III. 4
Trade Science	Grade III. 2
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice	Grade IV. 4
Trade Science	Grade IV. 2
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE " J ".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Lithographic Platemaking, Lithographic Platemaking and Printing, Lithographic Printing.

	Hours per Week.
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 4
Trade Science	Grade I. 1
Trade Calculations	Grade I. 1
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 4
Trade Science and Calculations	Grade II. 2
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice	Grade III. 5
Trade Science and Calculations	Grade III. 1
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice	Grade IV. 5
Trade Science and Calculations	Grade IV. 1
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE " K ".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Photo-engraving Camera Operating and/or Photo-engraving Photo-Imposing on Metal.

	Hours per Week.
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 4
Trade Science	Grade I. 1
Trade Calculations	Grade I. 1
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 4
Trade Science and Calculations	Grade II. 2
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice	Grade III. 4
Trade Science	Grade III. 2
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice	Grade IV. 4
Trade Science	Grade IV. 2
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE " L ".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Photo-engraving Half-tone Etching, Photo-engraving Line Etching, and Photo-engraving Finishing, Gravure-Plate and/or Gravure-Cylinder Making.

	Hours per Week.
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 4
Trade Calculations	Grade I. 1
Trade Science	Grade I. 1
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 5
Trade Science	Grade II. 1
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice	Grade III. 5
Trade Science	Grade III. 1
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice	Grade IV. 5
Trade Science	Grade IV. 1
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "M".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trade of Linotype Mechanic (as carried on in Daily Newspaper Offices).

	<i>Hours per Week.</i>
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice	Grade I. 3
Trade Drawing	Grade I. 2
Trade Calculations	Grade I. 1
Trade Science	Grade I. 1
<i>Second Year—</i>	
Trade Theory and Calculations	Grade II. 1
Trade Practice	Grade II. 3
Trade Drawing	Grade II. 2
Trade Science	Grade II. 1
Trade Metallurgy	Grade I. 1
Additional Trade Drawing (Optional, Evening)	Grade II.
<i>Third Year—</i>	
Trade Theory and Calculations	Grade III. 1
Trade Practice	Grade III. 2
Trade Metallurgy	Grade II. 1
Additional Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory and Calculations	Grade IV.] 4
Trade Practice	Grade IV.]
Trade Metallurgy (Optional, Evening)	Grade III.
Additional Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "N".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Screen Printing Art and/or Screen Printing Designing.

	<i>Hours per Week.</i>
<i>First Year—</i>	
Trade Theory	Grade I. 1
Trade Practice (including Design and Lettering)	Grade I. 6
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice (including Design and Lettering)	Grade II. 6
<i>Third Year—</i>	
Trade Theory	Grade III. 2
Trade Practice (including Design and Lettering)	Grade III. 6
Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice (including Design and Lettering)	Grade IV. 6
Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

COURSE "O".

Classes for Instruction in the Subjects of the Apprenticeship Course for the Trades of Screen Printing Stencil Preparation.

	<i>Hours per Week.</i>
<i>First Year—</i>	
Trade Theory	Grade I. 2
Trade Practice	Grade I. 5
English	Grade I. 1
<i>Second Year—</i>	
Trade Theory	Grade II. 2
Trade Practice	Grade II. 6
<i>Third Year—</i>	
Trade Theory	Grade III. 1
Trade Practice	Grade III. 3
Trade Practice (Optional, Evening)	Grade III.
<i>Fourth Year—</i>	
Trade Theory	Grade IV. 2
Trade Practice (including Design)	Grade IV. 3
Trade Practice (Optional, Evening)	Grade IV.

The detailed syllabus of the above-mentioned subjects shall be as determined by the Commission from time to time.

And the Honorable George Oswald Reid, Her Majesty's Minister of Labour and Industry for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

