

CITY OF BIRMINGHAM
EDUCATION COMMITTEE

JUVENILE EMPLOYMENT AND
WELFARE SUB-COMMITTEE

CAREERS

FOR

SECONDARY SCHOOL BOYS

REVISED EDITION

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CAREERS OPEN TO SECONDARY SCHOOL BOYS.

INTRODUCTION.

The information contained in this pamphlet has been collected from a variety of sources. Its purpose is to give a boy who has reached the age at which he is eligible to leave a Secondary School some idea of the steps which he must take in order to enter upon the Career which he has chosen. The bulk of the information given is therefore concerned with the academic, professional or technical standards required in a variety of Careers, and the facilities which exist for attaining them, though some indication is given as to the personal or temperamental qualities which are likely to be looked for. The pamphlet is not intended to be a comprehensive guide to those who have not yet examined for themselves the problem of choosing a Career.

The pamphlet does not attempt to describe the work involved in any career, as other literature is available for this purpose. (The "Journal of Careers," published monthly, may be instanced). Under the heading "Prospects," are given some of the more usual situations and appointments available, but it should be remembered that conditions change fairly rapidly, and vary widely, as between different districts and different employers.

H.M. Stationery Office Series of Choice of Career Pamphlets will be found to be frequently quoted as a source of further information. This series, which is constantly being added to, contains valuable information; copies of the pamphlets may be purchased for a few pence each from H.M. Stationery Office, Kingsway, London, W.C.2. Persons making use of the leaflets should, however, satisfy themselves that the information given has not been superseded since the publication of the leaflet.

The endeavour has been made so to word the matter of this pamphlet that it may be of interest both to those acting in an advisory capacity and to boys themselves.

EDUCATION OFFICE,
MARGARET STREET,
BIRMINGHAM, 3.



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GENERAL ADVICE ON THE CHOICE OF A CAREER.

In a pamphlet of this size, it is possible merely to indicate certain broad considerations which experience has shown to be of importance in choosing a Career.

Owing to the considerable extension during recent years of the opportunities for Secondary School Education, many boys find themselves in a position to take advantage of its benefits, but neither they nor their parents have any particular knowledge of the requirements of, or opportunities in the various Careers, or any precise information on such subjects as University Courses and professional training. It is chiefly to such boys and their parents that the following paragraphs are addressed.

1. The first and most essential step is for a boy to learn all he can about any career in which he is interested. A great deal of misapprehension is current regarding many occupations, and it is worse than useless for a boy to form hard and fast opinions merely as a result of casual conversations or superficial reading. He should obtain accurate, up-to-date, unbiassed information and advice, and should not be unduly influenced by possibly prejudiced views.

2. Before entering any Career it is essential for a boy to study carefully **all** the factors which are involved—including particularly the length and cost of training required, the initial salary to be expected, the nature of the duties, the demands made by the work on physique and stamina, and the qualities of personality and temperament required. Three types of qualifications may be involved; academic, personal and financial; all are of importance, and it is extremely inadvisable for a boy to decide on a Career without satisfying himself that his suitability for it in one respect is not offset by disability of another kind.

3. Boys frequently make the mistake of imagining that, because they are interested in some subject by way of a hobby, they are therefore suited to pursue a Career on similar lines. It is true that genuine interest is essential for success in any walk of life, but it is necessary to remind boys of the great difference between the superficial knowledge called for in the pursuit of a hobby and the thorough technical training required for occupational qualification. These remarks apply more especially to Careers in Electrical Science.

4. When a boy is in a position to extend his general education by taking a University Course, or any training which may be described as cultural rather than directly professional or technical, it is essential that at an early stage in that Course he should form definite plans for his future. It is futile to imagine that the mere possession of an unspecialised Degree will ensure a good position for its holder.

A great deal of the present-day scepticism about the value of University Education originates in the unfortunate experiences of men who, lacking personal influence, or exceptional means, have taken Degrees without any idea of the use they wished to make of them.

5. Some few boys are fortunate enough to secure employment as a result of personal introduction to an employer, but the majority must be ready to face open competition. Boys and parents do not always realise the advisability of making use of all the means that exist to help them. Among these may be mentioned (a) their Headmaster, (b) the Juvenile Employment Department or Bureau organised by their Local Education Authority (if the boy is over 18, the Ministry of Labour is the appropriate Authority); (c) advertisements appearing in the general Press and in Trade Journals; (d) the various governing bodies of trades and professions; (e) direct application to employers; and (f) University and Technical College appointments Boards and privately owned agencies (especially with regard to scholastic and clerical appointments); these last require a commission if they are successful in placing their clients, and, in some cases, a registration fee as well.

6. Do not overlook the possibility of making a successful career in some other direction than the "black-coated" trades, which alone so many Secondary School boys regard as a fitting sequel to their education. This pamphlet contains particulars of several good manual and mechanical occupations, which would in all probability suit large numbers of boys better than more academic or sedentary types of work.

7. Boys who have no particular knowledge of present-day Commercial and Industrial conditions do not always realise the severity of the competition which exists to-day for all positions of responsibility. Too often they imagine that a Secondary School education will of itself guarantee a good position. It will be seen from the descriptions of Careers given in this pamphlet that more often than not further training is necessary after leaving school. This training is of the utmost importance; ultimate success is rarely attained by anyone who has in the least degree scamped or neglected his initial training, whether professional, commercial or technical.

At the same time, it is equally important that candidates for all Careers should understand the value of a thorough general education as a preliminary to specialised training of any sort. Leading members of the learned professions have frequently emphasised the importance of a sound general education as a foundation for professional training. No matter what Career is intended, it is invariably good policy to make every effort to secure a good School Leaving Certificate as a first qualification.

8. Experience has shown that it is not amiss to remind applicants for situations of the necessity of paying strict attention to the method and manner of their applications. Written applications should contain **all** relevant information, without sacrifice of conciseness, carefully and neatly arranged, with copies of recent testimonials and names and addresses of personal referees (where asked for). In the case of a personal interview, the candidate should spare no pains whatever to be punctual, to ensure that he is clean and tidy, but not outlandish or flashy, in person and dress, to express himself clearly and respectfully, and generally to create the impression

that he is anxious to obtain the position for which he is being considered. Anyone doubting the need for this advice would be surprised to know the number of occasions on which boys at an interview with a prospective employer or Juvenile Employment Officer fail to present themselves with clean hands or to remove their hats.

Every effort has been made to include only the most up-to-date information in this pamphlet, but, as conditions are liable to change, no responsibility can be accepted by the Compilers in this direction.

In presenting a revised edition, the Compilers wish to acknowledge with thanks the interest shown in the original publication, and to express their gratitude for a number of suggestions made ; wherever possible these have been incorporated in the present revised edition.

ARRANGEMENT OF CAREERS ADOPTED.

The Careers described have been classified according to the extent and nature of the education which would, in an average case, be necessary beyond the normal school-leaving age. The divisions must not be regarded as water-tight, nor the advice given as applicable to all cases without exception.

1. Careers for which no special training beyond the completion of the recognised School Course is, as a rule, required. (The small number of occupations which it has been found possible to include under this heading should serve to emphasise the remarks made on page 3, paragraph 7).

2. Careers in which the usual practice is for the necessary training to be given during the early stages of employment, often supplemented by attendance at part-time classes. A recognised school-leaving Certificate is often required, and in some cases a minimum standard of physical development is laid down. Initial salaries are often nominal only.

3. Careers for which the most important preparation consists of technical training, which is likely to be both theoretical and practical. In many cases suitable training is provided by Universities in the form of specialised courses ; in other cases, appropriate courses are found in special Technical Colleges and similar Institutions.*

4. Careers for which Professional training is of primary importance. A University Degree is a very valuable **preliminary**, but, as a general rule, is not indispensable. A fee for Professional Training would usually be required ; in some cases a small salary may be paid during training.

5. Careers for which the essential foundation is a University Degree (preferably in an Honours School) ; in some cases Professional training is required in addition.

UNIVERSITY EDUCATION.

A good deal of misconception is liable to arise as to the nature and costs of, and method of entry to University Courses. The following brief notes are mainly intended to guide to the proper quarter those seeking information.

The Ancient Universities of Oxford and Cambridge are in many respects differently administered from the more modern Universities ; the Universities of Durham and London may in some ways be regarded as of an intermediate nature.

* In some cases, an alternative method of training similar to that quoted as Classification 2, may be arranged.

Oxford and Cambridge.

Oxford and Cambridge Universities are made up of separate Colleges which are independently administered, and each controls its own admissions and grants its own Scholarships; courses of study and examinations are, however, regulated and set by the University as a whole. Some lectures are arranged centrally, others by individual Colleges. In the latter case, they are always open to members of other Colleges. Personal tuition and supervision are arranged by the Undergraduate's own College. Generally speaking, there is no distinction between Colleges in respect of the courses of study provided for.

Both Universities have entrance examinations, exemption from which is granted to holders of certain Certificates, e.g., School Certificate with certain specified credits. A candidate must have been accepted by a College before sitting for the entrance examination, and it is wise to seek acceptance well in advance of the proposed date of entry.

Each College has in its gift a number of Open Scholarships, the value of which varies between £30 and £100 per annum. The award of Scholarships is not as a rule influenced by the financial circumstances of the Candidate, but the amount of the pecuniary assistance always is. At both Oxford and Cambridge the Colleges assemble themselves into three groups for the purpose of setting Scholarship examinations. A candidate entering for the examination of one of the groups is permitted to state preferences, but, unless he gives an indication to the contrary, is held to be willing to enter any of the Colleges in the group. The examination is held annually, at the University, in a variety of subjects, chief among which are Classics, History, Mathematics, Modern Languages and Science.

In addition to Scholarships proper, most Colleges have in their gift minor awards in the form of Exhibitions, Sizarships, etc. These are generally awarded on the same examination as the Scholarships.

Two distinct degree courses exist in practically every subject which is studied at the University—the Honours Course, and the Pass, or Ordinary Course. The status and standard of the Honours Course are considerably higher; Scholars are invariably required to read for Honours. Some Colleges require all entrants to take an Honours Course.

The cost of a Course at Cambridge or Oxford varies according to the nature of the Course and the College of which the Undergraduate is a member. A Scientific Course, including the use of laboratory premises and apparatus, is usually rather more costly than a course in, say, Classics or English.

Owing to the pressure on College accommodation, it is usual for Undergraduates to spend one or two of their years of residence in lodgings approved by the University; the rent of such lodgings varies considerably (but is in all cases fixed by the University) and a necessitous student should take care to request his Tutor to allot him accommodation at a reasonable rental. The domestic charges of the various Colleges also differ to some extent.

The cost of athletic and social activities enters to some considerable extent into the budget of any Undergraduate. Particularly at the Ancient Universities it is unwise to limit expenditure in this direction too drastically, as the University life would thereby be starved of one of its most valuable components. It need not, however, be thought that large sums of money are necessary to provide for participation in corporate activities.

To sum up the question of cost, an Undergraduate taking a course not involving heavy expenditure at a College of moderate charges could, with the exercise of strict economy, manage with £190–£200 for each of his three or four years of residence, including the cost of tuition, lectures, examinations, all domestic charges, books, clothes, athletic and social activities, but not maintenance during vacations. For a Scientific Course, some £20–£25 per annum should be added. Generally speaking, it is wise to make provision, wherever possible, for an expenditure of £210–£225 per annum. There is also an entrance charge of £20–£30, most of which, being "Caution Money," is returnable to Students of good conduct at the end of their Course.

Oxford and Cambridge Universities each publish annually a Handbook containing much valuable information. These books can often be consulted at Public Reference Libraries. The correct authorities to approach at the Universities are the Senior Tutors of the Colleges.

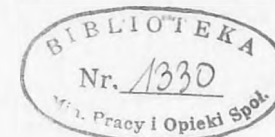
MODERN UNIVERSITIES.

The modern Universities (with—as indicated above—certain exceptions in the cases of Durham and London) differ from Oxford and Cambridge principally in that each of them consists rather of a single Institution with more or less localised premises than of a number of separate Colleges, and students tend to be grouped according to the subject they are studying instead of in communities of more diversified interests.

It is usual for boys to enter modern Universities at an age roughly one year lower than at Oxford or Cambridge, and, for that reason among others, the disciplinary regulations tend to be more stringent. Again, the residential character of the more recent foundations is less marked, and community life for that reason less well developed.

Intending students usually apply through their Headmaster to the Registrar of the University and, following acceptance, discuss with the Dean of the Faculty, Professors and Lecturers concerned, the course which their studies are to take. Each Institution (including the separate Institutions that comprise the University of London) has its own Scholarship examination, though, generally speaking, less financial assistance is available from the University per se than at Oxford or Cambridge.

The variety of subjects which can be studied is at least as great as at the Ancient Universities and, in certain cases—notably of scientific and technological subjects—unparalleled facilities exist at some of the modern Universities. Both Honours and Pass Degrees may be sought, but London University has special arrangements in this connection.



In most cases, it is possible for a student to be either resident or non-resident, and resident students are accommodated in Hostels or Halls of Residence which are controlled by, but usually separate from, the University proper.

It is not easy to generalise on the subject of costs, as the individual Institutions vary, and, as many students live at home, domestic and residential expenditure is a matter of personal circumstances, and can often be kept very low. When a student is unable to live at home, the cost of residence in a University Hostel may be from £60 to £80 for the academic year (i.e., excluding vacations).

The fees for the various degree courses should always be ascertained by direct enquiry to the University concerned, but it may be useful to indicate that at Birmingham University the charges, including registration, and the usual degree fees, for a three-year Arts or Science Course, are some £94 (if chemistry is studied, some £28 extra).

In addition, the cost of books must be reckoned with, but this again is a very variable factor.

Social and athletic activities, though they play a rather less well defined part in a modern than in a purely residential University, almost always entail some expenditure, though this need not be large.

Generally speaking, it is safe to estimate that, even if a student cannot live at home, a modern University Course costs some £70-£100 a year less than a similar course at Oxford or Cambridge.

Some modern Universities publish Year Books or Calendars which intending Students should consult. If direct approach is called for it should be made to the Registrar or Secretary of the University.

Mention should also be made of the **External Degrees** of London University. These Degrees are granted by London University (as a whole) to students who do not actually attend at the University Institutions. Intending candidates have to register in advance with the Registrar for External Students; no tuition is given, but advice on the curriculum is available. Small fees are payable.

Certain modern University Colleges (e.g., Exeter, Nottingham and Southampton) do not themselves grant degrees, but, instead, train students for the London External Degrees. In other respects they resemble the other modern Universities.

FINANCIAL ASSISTANCE AVAILABLE FOR UNIVERSITY STUDENTS.

The principal sources of financial assistance may be tabulated, briefly, as follows:—

1. **Universities and Colleges** grant Scholarships, Exhibitions, Bursaries and Sizarships ranging in value from £30-£100 per annum.

2. **Local Education Authorities** award City Council, County Major and similar scholarships to promising, but necessitous students residing in the Authority's area. They range in value from £50-£150 per annum; full particulars may be had from the Officers of the Authority concerned.
3. **State Scholarships** (which have a maximum value, subject to the candidate's means, of the cost of approved fees, plus a maintenance allowance of £80 per annum), are granted to Students who show exceptional merit in their Final School Examination (Higher School Certificate). Special application must be made before taking the Examination.
4. **Professional Bodies** and similar Institutions sometimes assist the sons of their members or other boys anxious to enter the Profession they govern. Apply to the body concerned.
5. Certain of the old-established **City Companies** afford assistance to a very few deserving and promising Students (generally when already in residence at a University).
6. **Schools** sometimes have at their disposal funds to assist their past pupils.
7. A few privately endowed and administered funds and bequests exist which grant Scholarships, in most cases only to boys in certain specified circumstances (e.g., of parentage or residence). The "Kitchener" Scholarships are an instance.
8. For Students already at a University, who do well in their first year or Intermediate Examination, a variety of prizes, Scholarships and other awards are available, but they are not usually easy to gain, and competition is keen. For those of quite exceptional merit, University Scholarships, awarded on the results of competitive examinations, are available.

Funds exist at certain Universities for assisting, by means of loans, Students who unexpectedly fall on hard times after starting their Course.

TECHNICAL AND COMMERCIAL EDUCATION.

Most Local Education Authorities organise Technical and Commercial Schools or Colleges, Schools of Art and Evening Institutes, at which both full-time and evening courses are held in a great variety of subjects. Particular attention is paid to the provision of courses designed to train students for occupations which are predominant in the locality (e.g., Engineering in the Midlands). The fees for these courses are often purely nominal for boys who have been Day School scholars under the same Authority and, in many cases, diligent students can obtain free tuition.

For Birmingham boys, special reference may be made to the Central Technical College, the College of Arts and Crafts, and the City of Birmingham Commercial College. The first-named offers training in a wide variety of engineering, metallurgical, scientific and similar subjects, the College of Arts specialises in commercial and industrial art, architectural drawing, jewellery, printing, cabinet making and decorating, while the Commercial College has comprehensive courses for many of the professions, for banking and similar work, for advertising and for transport.

Prospectuses and advice may be obtained on application to the College Offices.

DESCRIPTION OF CAREERS UNDER CLASSIFICATION I.

Careers for which no special training beyond the completion of the recognised School Course is, as a rule, required.

Careers in Class 1 (see page 5).

1. GENERAL OFFICE WORK.

On other pages of this pamphlet will be found notes on the kind of situations which may be open to boys who are prepared to train themselves as qualified clerks. Numbers of Secondary School boys, however, express a desire to do "office work" without having any real intention of taking specialised training. It should be understood that, while positions not calling for specialised training do exist, they cannot be regarded as highly skilled or progressive; often the work will not be purely clerical, and is likely to contain duties as messenger, packer, or general handyman.

Industrial and commercial, rather than professional offices are more likely to offer positions of this sort.

Initial salaries may be 12/6-17/6 per week, and, given adaptability and diligence, a man may attain to a salary of £150-£250 per annum, very rarely more.

2. RETAIL SHOP WORK.

Many boys obtain employment as counter assistants in retail shops, particularly in the clothing trade. Generally speaking employers prefer to take a boy straight from school for this work. At least average height and good appearance are usually demanded.

The prospects in shop work vary widely. Certain large firms and "multiple stores" have carefully graded scales of pay and systems of promotion to such positions as Branch Manager and Area Manager. On page 23 will be found some remarks on the Career of Salesman, to which shop work sometimes forms a convenient approach, but in smaller establishments the possibilities are often strictly limited, though the work itself may be both congenial and responsible.

Initial salaries may be from 10/- to 15/- per week.

3. WAREHOUSE WORK.

Boys often seek to enter the employment of Wholesalers with a view to becoming Salesmen later; some remarks on this aspect of the work will be found on page 23. In other cases, the intention is rather to specialise on the indoor side of the work—checking, grading, packing, etc., of goods. This again, may lead to merchanting work proper, such as is described on page 23. For a boy who has no particular ambition in either of these directions posts exist as packer, sales assistant, etc., which may in many cases be described as intermediate between clerical and sales work. The work, though not particularly progressive, is often steady and congenial. Initial salaries may be from 12/6-£1 per week, but, if the boy is to be "taught the trade" may be considerably less.

4. MECHANICAL WORK—MOTOR REPAIRS, ETC.

The lad who is naturally handy with tools and whose school course has contained manual instruction, may sometimes find a congenial situation of a semi-skilled nature as garage hand, factory maintenance worker, property repairer, etc. None of these posts, however, is likely to lead to a position of much responsibility, or carrying much pay, so that all boys whose circumstances and ability in any way permit, should endeavour by further training, to fit themselves for better situations, though work which is not in itself highly skilled should not be despised as a temporary expedient.

DESCRIPTION OF CAREERS UNDER CLASSIFICATION 2.

Careers in which the usual practice is for the necessary training to be given during the early stages of employment (which is often of a routine clerical nature in the first instance), often supplemented by attendance at part-time classes. A recognised school-leaving Certificate (e.g., Matriculation) is often required, and in some cases a minimum standard of physical development is laid down. Initial salaries are often nominal only.

Careers in Class 2 (see page 5).

5. THE DEFENCE FORCES.

There are several methods of entry into the Defence Forces, varying according to the age and education of the entrant and the rank or status to which he hopes to attain. Not all of these require Secondary School education, and are not therefore likely to appeal to the Secondary School leaver of normal attainments. Such openings as are suitable are briefly described here.

It should be borne in mind that, although the lower age-limit for entry to some of the grades described is 15, Secondary School boys are in most localities required to complete a contract of attendance which usually extends up to or beyond their sixteenth birthday.

Every would-be entrant to the Services must understand clearly, first, that rigid standards of physical development and fitness are in force, and, second, that once he has entered upon his Career, it is very difficult for him to withdraw from it.

(a) The Royal Navy.

(i) **Commissioned Rank.** Naval officers are recruited from Naval Cadets who have had special schooling at a Naval College, or sometimes from University Graduates in Scientific Subjects. This class is, generally speaking, rather exclusive, and exceptional qualification would be required to secure the admission of a Secondary School boy. Full particulars may be obtained from the Civil Service Commissioners, Burlington Gardens, London, W.1.

(ii) **Artificer Apprentice.** Candidates for these positions must be between 15 and 16 years old, 5 ft. 1 in. tall, and have a chest measurement of 31 inches. It is necessary for them to sit for an examination in which Mathematics and Science are of great importance, and a standard at least equal to that of School Certificate is required. In addition, the examination is competitive. Nomination for the examination is required and must be obtained from the Local Education Authority, to whom application should be made, preferably through the Headmaster. The Examination is held annually in October, at local centres.

(iii) **Writer, Supply Probationer.** These are the clerical, accounting and storekeeping branches of the Service. The age limits for entry are 18-23, and competitive examinations are held normally in March and September, announcements of which are made in certain newspapers. Applications must be made to the nearest Naval Recruiting Office (in Birmingham at 5, Edgbaston Street, Bull Ring). The subjects of examination are English subjects and Arithmetic, with marks for Shorthand and Typewriting. The physical standard is not so stringent as for other branches.

(iv) **Boy Seaman.** This is the normal method of entry "at the bottom of the ladder." The age limits are 15-16½, height must be 5 feet and chest 30½ inches (at 15 years). A Secondary School boy entering the Navy thus would stand a chance of being placed in the "Advanced Class" (as a result of an examination 16 weeks after entry), from which there are rather better prospects of promotion. Applications should be made to the Naval Recruiting Office.

Careers in Class 2 (see page 5).

Prospects. Full details of conditions of Service, pay and prospects can be obtained from the Naval Recruiting Office.

(b) The Royal Marines.

The minimum age for enlistment in this Service is 17; height must be 5 ft. 7 inches, and chest 34½ inches. Other particulars may be had at the Naval Recruiting Office.

(c) The Army.

(i) **Commissioned Rank.** Army officers are recruited from cadets of the Military Colleges at Sandhurst and Woolwich, and sometimes from Graduates who may have been members of a University O.T.C. Entry to these Institutions is highly competitive, and outstanding qualifications would be required in a Secondary School Candidate. Full particulars may be obtained from the Civil Service Commissioners.

(ii) **Private Soldier.** The minimum age for enlistment is 18. Information may be had from the local Recruiting Offices (in Birmingham at James Watt Street).

(Other positions, e.g., Army Tradesmen and Bandsmen exist, but the age limits are such that Secondary School boys would not normally be interested).

(d) The Royal Air Force.

(i) **Commissioned Rank.** Royal Air Force Officers are trained at the R.A.F. College at Cranwell. Particulars of admission may be obtained from the Civil Service Commissioners.

(ii) **Aircraft Apprentice.** Secondary School boys may sit, on the nomination of their Local Education Authority, for the twice yearly examinations for the position of Aircraft Apprentice. The age limits are 15 and 17. The chief subjects of examination are Science, Mathematics and English; in Science (especially Physics) and Mathematics the standard is at least as high as that for School Certificate, and, in addition, the Examination is competitive.

Intending candidates should approach their Local Education Authority, through their Headmaster, with a view to securing nomination for the examination. They should understand that the Authority would be quite within their rights in refusing nomination on grounds of character, physique, or educational attainments. The Air Ministry emphasise the advisability of a boy's seeking the opinion of his own medical practitioner before applying for nomination.

A second method of entry, known as **Direct Entry**, is open to candidates who have passed School Certificate or a similar examination with Credit in Mathematics and Science. Nomination should be sought as indicated above. Only a limited number of vacancies are open to candidates entering in **this** way.

Careers in Class 2 (see page 5).

Prospects. Aircraft Apprentices are trained at a special R.A.F. establishment for skilled craftsmen, mainly in aircraft maintenance work. They have an opportunity later to compete for higher positions, and, in certain circumstances, to obtain cadetships at the Royal Air Force College, Cranwell.

(iii) **Apprentice Clerks.** Applicants must be between the ages of 15½ and 17¼. Entry is by selection from among candidates in possession of an approved first school certificate, and applications should be made to the Air Ministry, Adastral House, Kingsway, London, W.C.2. Entries take place quarterly, in January, April, July and October. The regulations governing the entry and training of apprentice clerks are contained in A.M. Pamphlet 9, which may be obtained on application to the Air Ministry.

Apprentice clerks receive 18 months' training (with continued general education) and are subsequently employed on accounting or general clerical duties in the Royal Air Force. Their terms of engagement are generally similar to those described above for aircraft apprentices.

Boys who enter as apprentice clerks may be selected for training as airman pilots. For airman pilots and warrant officers there are opportunities of advancement to commissioned rank.

(iv) **Boy Entrants.** The minimum age limit for Boy Entrants is 15¾ and the maximum limit 17¼ years. Boys under 16 years will normally be accepted for training only as wireless operators. Application should be made as described in the case of aircraft apprentices (see above).

Vacancies for boy entrants are offered to selected candidates who sit at the examination for the entry of aircraft apprentices and for whom vacancies as apprentices are not available. In addition, boys who wish to be considered only for enlistment as boy entrants may apply (through the Headmaster of their School), to the Local Education Authority for direct nomination, without sitting for an entrance examination. Candidates applying for entry by direct nomination must have received a good general education, including instruction in mathematics and science to the standard normally reached after attendance at a secondary school to the age of 15½ or 16 years. Direct nominations may be submitted to the Air Ministry (through the Local Education Authority) at any time, and if approved will be dealt with as vacancies occur. A.M. Form 1391 (obtainable from the Air Ministry) must be used for such applications.

Boy entrants are trained for 12 to 16 months (according to trade) in the skilled trades of armourer, photographer or wireless operator. The initial engagement is for 9 years' regular Air Force Service from the age of 18 in addition to the period previous to the attainment of that age. Recruits who enter the Service as boy entrants may be selected for training as airman pilots or observers. For airmen pilots and warrant officers there are opportunities of advancement to commissioned rank.

Extensions of service beyond the original 9 years, and re-engagements to complete 24 years are limited by the requirements of the Service.

Careers in Class 2 (see page 5).

Source of Further Information.

The Air Ministry (Adastral House, Kingsway, W.C.2), publish a pamphlet, A.M.15, giving in full the regulations for Aircraft Apprentices, and a second pamphlet, A.M. 9, explaining the clerical grades.

6. THE MERCANTILE MARINE.

The method of entry into the Mercantile Marine most likely to appeal to Secondary School boys is that of apprenticeship under a firm associated with the Shipping Federation. Such apprenticeships are not easy to obtain, particularly from inland centres, and permanent employment at the conclusion of the apprenticeship is not guaranteed. Boys interested should communicate direct with Shipping Companies.

7. THE POLICE.

The control of the various Police Forces of the country is in the hands of the Local Authorities concerned, but in many important respects their administration is regulated by Law. The remarks given here refer to the Birmingham City Police, but indication is given where variation may be expected to occur in other localities.

Qualifications.

The age limits for recruitment of Police Constables are (in Birmingham) 20 and 26, but probationers are accepted in their 20th year. The minimum height (in Birmingham) is 5 feet 9 inches, and the deflated chest measurement 36 inches. An educational examination is set in arithmetic, writing, dictation, etc., which should present no difficulty to a Secondary School boy who can write and spell well. Bad spelling disqualifies. The medical examination is stringent; weak sight is a disqualification.

Training and Method of Entry.

Direct entry to the Force is made, as indicated above, about the age of 20. No special training is required, but candidates are required to produce adequate testimony to their character, habits and associations. A Constable is appointed on probation for two years.

An alternative approach is available in Birmingham and a few other large cities, by which Secondary School Boys, aged 16-18, may apply for employment as boy clerks in the Police Offices; following satisfactory service in this capacity, and contingent upon their attaining the requisite physical standards, they are drafted into the Force as Constables. The Authorities are disposed to favour this method of entry, as enabling keen boys of good education to obtain some knowledge of police organisation before entering the Force proper.

Careers in Class 2 (see page 5).

Pay and Prospects.

A Constable's pay on appointment is 62/- per week and rises to 95/- per week: a Sergeant earns 100/- to 112/6 per week; an Inspector £320-£360 per annum; and higher posts exist. Allowances are made for rent of living accommodation, for provision of boots and for special duty. On retirement, after 30 years' service, an officer receives a pension equal to two-thirds of his pay.

Secondary School boys of good intelligence who have shown proficiency and enthusiasm in their service may expect reasonably early promotion to positions of responsibility.

Service in the Police Force is governed by many stringent regulations, covering such matters as membership of other organisations, etc. It is not possible to give complete details here.

Source of Further Information.

Full particulars may be obtained from the Chief Constable of the area in which it is desired to serve.

8. CERTAIN CIVIL SERVICE APPOINTMENTS.

viz.: Executive Group of Situations.
Clerical Classes (General and Departmental).
Officer of Customs and Excise.
Assistant Preventive Officer (Customs and Excise).
Assistant Superintendent of Traffic (G.P.O.).
Probationary Inspector (G.P.O. Engineering Dept.).
Sorting Clerk and Telegraphist (G.P.O.).

All Civil Service appointments are filled by open competitive examinations. In certain cases examinations are held at regular intervals but more frequently they are held as and when vacancies arise.

Notice of all impending Civil Service Examinations is inserted in certain newspapers, e.g., "The Times," usually on Thursdays.

Intending candidates are advised that a fee is in all cases payable for examination. They should also bear in mind that a large proportion of Civil Service Appointments are tenable in London. Examinations are, however, held in provincial centres whenever practicable.

Stringent medical examination is the rule in all Civil Service appointments.

Full information, including examination syllabuses and details of duties, can be obtained from the Civil Service Commissioners, Burlington Gardens, London, W.1.

(a) Executive Group of Situations.

This title embraces a variety of posts in the Inland Revenue, Government Actuary's and Exchequer and Audit Departments, and the Ministry of Health. The work may be described as routine administration,

Careers in Class 2 (see page 5).

sometimes with a financial or mathematical trend. The age for entry is 18 (only). The initial salary is in all cases £147 13s. Maxima are mostly around £500 per annum. An examination is set in English, Arithmetic and General knowledge, together with three or four subjects chosen by the Candidate from a comprehensive list. The standard required is relatively high, and it would be advisable for a boy who intends to attempt this grade to remain at school till he is 18, taking in the meantime the Higher School Certificate Examination.

(b) Clerical Classes (General and Departmental).

The age for entry is 16 (only). An examination is set in English (including Handwriting), and Arithmetic, together with certain optional subjects selected by the candidate. The initial salary is £90 per annum (in London; slightly less in the provinces), rising to a maximum of £329 8s. per annum.

(c) Officer of Customs and Excise.

The age limits for entry are 19 and 21. An examination is set in English, Elementary Mathematics, General Intelligence and Science, together with two optional subjects, and a viva voce examination. The duties of a Customs and Excise Officer consist mainly in surveying and examining dutiable goods. The place of employment is liable to change. The salary scale is from £172 6s. to £564 per annum.

(d) Assistant Preventive Officer (Customs and Excise).

The age limits for entry are 19 and 21. An examination is set in English, reading Manuscript, Arithmetic, Geography, General Knowledge, and, for selected candidates, a viva voce test. A minimum height of 5 feet 4 inches is prescribed, and a chest measurement of from 32 inches (according to height). Candidates must have no serious physical defect as the work is active and mainly out-of-doors, and sometimes involves long hours and night duty. Employment is at ports only. The salary scale is £120 to £209 4s. per annum.

(e) Assistant Superintendent of Traffic (G.P.O.).

The age limits for entry are 18 and 23. An examination is set in English, General Knowledge, Mathematical, Scientific and Technical Subjects, and Personal Qualities. Generally speaking, a boy should have taken Higher School Certificate in Scientific subjects, or have had some Technical education (e.g., at Evening Classes). The place of employment cannot be stated in advance. The salary scale is £172-£423 per annum (rather more in London). (This class of appointment is quite distinct from that usually designated as "Post Office Engineering," for which see next paragraph).

(f) Probationary Inspector (G.P.O. Engineering Department).

The age limits for entry are 17 and 23. An examination is set in Mathematical, Scientific and Technical subjects, and Personal Qualities. A boy would generally require post-Matriculation or other technical education. A Probationary Inspector is paid £190 for his first year, and is normally on probation for two years. The salary scale for Inspectors is £227-£282 per annum. Many higher grades exist.

Careers in Class 2 (see page 5).

(g) Sorting Clerk and Telegraphist (G.P.O.)

The age limits are 16 and 18. Examinations are held at certain local centres, the subjects being Handwriting, English, History, Geography and Arithmetic. The minimum height is 5 feet. Examinations are only open to local candidates. Pay ranges from 23/6 to about £4 10s. per week. Night work is often required.

Other Civil Service appointments, similar in general characteristics, but of comparatively infrequent occurrence, are :—

Junior Technical Examiner (Lands Branch of War Department).

Non-Established Draughtsman (Tithe Branch, Ministry of Agriculture).

Cartographer (Hydrographic Dept., The Admiralty).

9. LOCAL GOVERNMENT CLERICAL POSTS.

Qualifications. Many Local Government Authorities have carefully regulated grades and salary scales for their clerical employees. The usual ages for entry are 16 to 18. A School Leaving Certificate is often required and a special examination is sometimes set in addition. Medical examination is generally required.

Prospects. Initial salaries at age 16 are usually around £40–£50 per annum, rising, according to the employee's grade, to £450 a year or more. Under many Authorities, a good deal of administrative work is done by high-grade clerks and officers promoted from the clerical grades.

Source of Further Information. Where no special regulations exist, enquiries should be made to the Head of the Department concerned, or, under small Authorities, to the Town Clerk or Clerk to the Council.

The Birmingham City Council have recently introduced a comprehensive Scheme covering all classes of junior non-manual appointments. Applications are invited twice yearly (in January and June), by notice in the local press, from candidates satisfying certain qualifications of age and education.

Following preliminary approval of the candidates by the Juvenile Employment Department, and after a special test has been taken, a specially constituted Board of Selection interviews applicants and selects a panel of approved candidates, from which recruitment proceeds as vacancies arise. Candidates are allowed to state preferences in regard to the Department in which they would like to be employed.

10. CLERICAL POSITIONS IN LARGE ESTABLISHMENTS, e.g., BANKS, INSURANCE COMPANIES, RAILWAY COMPANIES, LARGE INDUSTRIAL FIRMS.

It is not an easy matter to differentiate between the various types of Secretarial and Clerical positions, one or another of which a very large number of Secondary School boys desire to enter. The distinguishing features of the positions described in this paragraph may, however, be said to be (1) that the work is of a general clerical nature, as opposed to

Careers in Class 2 (see page 5).

specialised, secretarial, professional, financial or technical work ; (2) that considerable numbers of clerks are usually employed, and grades and salaries are carefully fixed ; and (3) that a minimum standard of general education is often required, and entrance examinations may be set. The class of appointment under consideration may perhaps be summarily described as skilled but unspecialised.

Qualifications and Prospects.

British Railway Companies usually recruit 15–17 year old boys as probationer clerks at a salary around £40 per annum. When promoted to the Staff, at age 18, the salary is about £80. Though Railway recruitment has latterly been much reduced and promotion retarded, ultimate prospects are good. An examination may be set for non-Matriculated Candidates.

Banks, Insurance Companies and similar establishments, including large industrial firms, usually employ a preponderance of female labour for purely clerical work so that boys entering their service must be prepared to train themselves for more specialised positions. A Matriculation certificate is often required. Whereas promotion in non-competing establishments is usually carefully regulated, mercantile and industrial concerns are bound to be influenced to some extent by the condition of the market, and the prospects in their employment are somewhat less certain. Salaries, however, may often be rather higher.

Applicants are reminded that the majority of large establishments require their employees to pass a medical examination.

In addition to strictly clerical work, many positions of a more technical nature are open to boys who have started in general office work, which is regarded as the usual approach to them. Qualifying examinations may have to be passed before promotion is secured. Prospects and conditions naturally vary a great deal ; a certain amount of information will be found on other pages of the booklet.

Sources of Further Information. Application should be made to the Companies concerned for details of their schemes.

11. PROFESSIONAL CLERICAL WORK.

Qualifications. This class of appointment is much more specialised than the foregoing, the exact scope of the work varying according to the profession concerned. In no case do the duties overlap those of persons trained for the profession proper, but in many cases clerical assistants are required, especially in connection with smaller practices, to deal with a variety of matters, so that a good general education, often to School Certificate standard, is frequently required. As clerks may have to interview clients, good personality and address are generally essential in addition. It is very advisable that a boy should himself be interested in the profession of his employers.

Prospects. In large professional firms, the work of clerks of long service is highly responsible, and often very well paid. Smaller firms may be unable to pay high salaries, but the clerk's duties may be more varied and therefore more interesting.

Careers in Class 2 (see page 5).

A Clerk is in no sense qualified to carry out professional duties, and the entry to the profession proper involves long training, but young men engaged in the first instance as clerks have been known to make such good progress that their employers have encouraged and assisted them to take the necessary training and enter the profession. Such a course would only be warranted in the case of a particularly meritorious and enthusiastic employee.

Source of Further Information. The notes in other sections of this pamphlet on the various professions may be found to be of interest.

12. TRADE APPRENTICESHIPS AND LEARNERSHIPS.

General. During the recent years of trade depression and unemployment, the practice of indentures (i.e., written agreements between parents and employers for the engagement of boys as learners) fell largely into disuse, but latterly there has been a marked tendency for its revival, particularly in certain industries.

In several cases rules governing apprenticeship have been drawn up between Employers' Organisations and Trade Unions, and are adhered to by all "Federated" or "Union" Firms.

The following brief summaries are given of conditions in certain well known trades. Further particulars can be obtained from local offices of Employers' or Operatives' Organisations:—

(a) **Engineering and Allied Trades.** (See pages 31–35).

(b) **Building Trades** (including carpentry and electrical contracting). The normal maximum age for apprenticeship is 17, but this is adjustable in special circumstances. The permitted number of apprentices is limited by the number of skilled craftsmen in the firm's employ. On completion of articles, followed by a period as a tradesman, a Secondary School boy should stand a good chance of promotion to position of foreman or clerk of the works.

(c) **Printing Trades.** The usual duration of apprenticeship is 7 years, but this can be reduced to a minimum of 5 years in the case of a boy entering the trade direct from school at a higher age than 14. A few firms insist on the full seven years, but do not object to an apprentice continuing his indenture after the age of 21 if his parents agree. In this trade the number of apprentices is strictly limited by Trade Union rules, and the trade, in certain districts at any rate, has a reputation for exclusiveness. Secondary School boys who are interested would be well advised to make careful local enquiries before making up their mind to enter the trade.

Other trades to which boys are from time to time apprenticed include Jewellery and Allied Trades, Pattern Making, Optical, Hairdressing, etc.

Before entering into any contract, or even accepting employment in a learner's capacity (especially if the wages are low) boys and parents are strongly advised to satisfy themselves, by means of careful enquiry, that the firm concerned is trustworthy, honestly intends to teach the apprentice as many aspects as possible of his trade, and is prepared to

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employ (or at least strongly recommend) him on the satisfactory conclusion of his period of learning. Cases have unfortunately occurred in which unscrupulous firms have made use of so-called apprenticeship schemes merely as a means of securing cheap juvenile labour.

Prospects. It is impossible to give any general indication of the prospects of apprentices, as conditions vary so widely, but, for those to whom the possibility of attaining a craftsman's knowledge of a trade is sufficiently attractive to outweigh the inherent disadvantage of a long learning period involving small pay and a good deal of "knock-about" employment, apprenticeship should prove very attractive.

13. SALESMANSHIP.

Much has been said and written recently about the necessity of securing adequate sales personnel if industry as a whole is to find markets for its products. Boys should, however, realise that there is a great difference between the position of properly accredited sales representative of a well-established firm and that of house-to-house canvasser in which capacity many men, likewise usually designated sales representatives, are nowadays employed in exploitation of "direct sales" methods. Success in the latter type of position is extremely hardly won, as payment is often on a commission basis only, and, generally speaking, boys should enter such an appointment only with great circumspection.

The personal qualities needed in a salesman are of paramount importance; a bright manner, ability to "mix" readily, and an insistent but never obstreperous persuasiveness are at least equally as important as the technical knowledge of the goods to be sold.

Qualification and Training. Some firms select and engage boys about 16 or 17 years old specifically to train as salesmen; such boys would usually have to spend four or five years in the office or warehouse, or both, in order to gain a thorough knowledge of the firm's products. In other cases, appointments to the sales staff are made from promising juniors who are engaged in the first place for miscellaneous office or warehouse duties. A third, but perhaps somewhat more speculative method of training is that of securing experience in retail shop work and then seeking appointment to the staff of a manufacturer in the same line.

Prospects. Salesmanship is a Career in which financial success depends directly on the volume of business which the salesman can bring to his employers. Whereas reputable employers are always prepared to guarantee a certain figure as basic salary, a commission on sales is always paid.

Sources of Further Information. H.M. Stationery Office has published the Report of a Royal Commission on "Education for Salesmanship."

14. MERCANTILE WORK.

No governing body exists to control the great volume of commercial transactions that are done both within this Country and with foreign countries, though Chambers of Commerce have been instituted in many districts to further the interest of their members. Each of the numerous firms of merchants (general or specialist) carries on its business as it thinks best. Careers, therefore, in the employment of these firms cannot be

Careers in Class 2 (see page 5).

concisely described nor even narrowly defined. The following remarks may, however, serve as a general guide to boys who desire to become merchants.

Qualifications. Although most of the financial, secretarial and legal aspects of a mercantile firm's work are looked after by men specially trained in these matters, the greater part of the business is in the hands of men whose training is not limited to any one branch of the work. Boys entering the service of a merchant firm are not as a rule required to qualify in any particular direction before being engaged, though a good general education and the right personal qualities are essential. University graduates are occasionally engaged as juniors, but this is the exception rather than the rule. Many firms prefer boys with Matriculation Certificate who possess a cheerful and adaptable temperament, enthusiasm and perseverance, a good sense of values and undoubted capacity for hard work. A good knowledge of at least one foreign language is another decided asset. For foreign service, health and physique must be sound. After engagement, boys would almost certainly be required to attend Evening or Day Classes in such subjects as General Economics, foreign languages, mercantile law, book-keeping and general commercial procedure. In the case of specialist firms (e.g., textile merchants) juniors would be required to obtain a thorough technical knowledge of the goods handled by the firm. Apprenticeship schemes are not now commonly in force, but wages during the learning period are almost always low. It may be five or six years before a boy becomes self-supporting.

Prospects. Payment in commercial work is always, directly or indirectly, by results. Progress is often slow, especially in periods of trade depression, and much-advertised instances of phenomenal success must be regarded as exceptional. There is, however, a perfectly reasonable chance that a boy who possesses the right qualities of determination and enthusiasm, and who applies himself with diligence to his training, will in the long run earn ample financial reward.

Firms who deal extensively in foreign markets often offer promising employees positions abroad. The work in these is arduous and conditions sometimes difficult, but the pay is almost always good.

Sources of Further Information. H.M. Stationery Office Choice of Career Pamphlet, No. 10.

Chambers of Commerce may be able to supply information as to the chances of employment in their locality, or enquiries may be directed to industrial firms.

15. JOURNALISM.

It is usual to classify as "Journalism" a variety of occupations connected with the preparation and publication of newspapers and periodicals, both in the employment of Newspaper Companies and as a free lance contributor. The conditions governing the earning of a living in the latter capacity are extremely varied and indefinite, and often stringent in the extreme, depending on the individual's literary ability in general and in particular his aptitude for concise and interesting expression of relevant matter. A great deal also depends on the connection that the writer is able to form with publishing concerns, and the element

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of luck plays a not inconsiderable part. Occasionally newspapers and periodicals commission writers to contribute special articles, but such opportunities rarely come to anyone but an acknowledged expert in some topic.

The following brief particulars apply chiefly to employment on the staffs of newspapers and periodicals.

Qualifications and Training. The tendency among newspaper proprietors is to engage boys of good general education (usually Matriculation standard) direct from school, and train them in various aspects of newspaper production. In most cases employment is first sought with a local or weekly paper, as the production of large dailies is a very highly specialised business. University Education is useful in certain cases, indeed, the great national newspapers like "The Times," recruit their reporting staffs almost exclusively from the Universities, and in this connection it should be remembered that a Diploma of Journalism is granted by London University. The personal qualifications called for in a successful journalist are a keen interest in people and also an ability to assess the news-value of happenings and accounts of happenings and an unquestionable capacity for concentrated and high-speed work. The duties of a reporter call, in addition, for sturdy physique and a certain amount of indifference to risks. The production side of journalism frequently involves night work.

It is usual for a junior to be given training in the routine of newspaper office management, in sub-editing, in outdoor reporting, copy writing and kindred matters. He will in all probability be required to make himself proficient in shorthand and typewriting.

Prospects. Once an initial two years' training period has been completed the pay of recognised journalists is distinctly good, varying in some degree according to the status and scale of the publication, on which they are employed. At the age of 20, a junior with two years' training may expect to earn some £2 5s.-£2 10s. per week, and at the age of 24, £5 or more is usually paid.

Sources of Further Information.

The Institute of Journalists, 2, Tudor Street, London, E.C.4. This is a body which aims at maintaining professional standards.

The National Union of Journalists, 7, John Street, London, W.C.1, looks after the interests of members of the profession.

H.M. Stationery Office Choice of Career Pamphlet, No. 18.

16. PHARMACY.

Qualifications. There are two professional grades of Pharmacist; first (the higher) of **Pharmaceutical Chemist**, and, second, of **Chemist and Druggist**. Every person who wishes to "keep open shop for the sale of poisons" is legally compelled to obtain one or other of these qualifications, as granted by the Pharmaceutical Society of Great Britain. A successful Pharmacist must possess marked scientific interests and the ability to attend closely to details. It should also be remembered that a Chemist's shop nowadays stocks many important side lines, so that some business and commercial aptitude is also called for.

Careers in Class 2 (see page 5).

Training.

The Universities of London, Manchester and Glasgow confer the Degree of Bachelor of Pharmacy, which carries exemption from certain of the Pharmaceutical Society's examinations, but the more usual course of training is that of Articles of Pupilage, which are entered into with a qualified Pharmacist. A cash premium is not normally required, but the initial salary is nominal only. The candidate must spend a specified number of hours in practical and instructional training respectively, and is always allowed time to attend classes. The exact details are somewhat complicated, and reference should be made to H.M. Stationery Office Choice of Career Pamphlet, No. 2. It is also possible for a candidate to qualify in a hospital dispensary. In Birmingham, special classes are available at the Central Technical College.

Prospects. Failing the capital and experience necessary to start a shop of his own, a Pharmacist could generally seek employment as a private Chemist's Assistant, or on the staff of a firm of wholesale druggists. In the latter connection, a position as Branch Manager is generally aimed at. Under large firms, such positions are often very attractive, and carry good salaries. There are also a certain number of posts in hospitals and under Local Government Authorities.

Sources of Further Information.

The Pharmaceutical Society of Great Britain.

H.M. Stationery Office Choice of Career Pamphlet, No. 2.

16a. DISPENSING.

Qualifications. The Society of Apothecaries of London, Apothecaries' Hall, Water Lane, E.C.4, grants a Certificate of Qualification to act as a Dispenser, but not to "keep open shop." The examination is practical and oral (technical) and a candidate is required to have spent at least 200 hours in approved Instruction and Practical Work in Chemistry or Pharmacy. Such a course normally takes about a year.

Prospects. A Dispenser may secure a position as a Chemist's Assistant, or in a Hospital or Clinic, or as a Doctor's Assistant.

17. TRANSPORT.

This very wide field covers careers in railway, road, air and water transport. Notes on Railway Traffic Apprenticeships will be found on page 59, on the Merchant Service on page 17, and on Civil Aviation on page 27.

These notes apply chiefly to **Road Transport**, but mention is made here of the Examinations and Degrees of the Institute of Transport (15, Savoy Street, London, W.C.2). These are open to students of, and persons actually engaged in transport work, and are widely recognised. The Institute is not itself an educational body, but classes for its examinations are available in a few large cities (in Birmingham at the City Commercial College).

Careers in Class 2 (see page 5).

Road Transport involves both goods and passenger services. Openings in the employment of transport companies are divided into operating, maintenance and administrative positions. Operating (involving driving or conducting) does not recruit many Secondary School boys; maintenance work is an engineering class of opening, requiring engineering training; administrative positions, such as preparation of schedules, are usually filled by men who have begun as general clerks in the office and have obtained a satisfactory knowledge of geography and transport conditions generally. Prospects vary widely.

Municipal tramway undertakings, private firms and companies of road hauliers and the transport departments of manufacturing firms recruit a few Secondary School boys, who are usually engaged in the first instance as clerks and once in employment are gradually introduced to specifically transport work. The Royal Society of Arts offers a Road Transport Certificate, the course for which extends over three years. Classes for the certificate are held at many technical and commercial colleges. The course should be begun immediately on entering employment. Another body which conducts examinations suitable for such employees, is the Industrial Transport Association. A few highly paid posts exist in the services of large undertakings, but the average salary for a trained clerk is about £200-£300.

Sources of Further Information. H.M. Stationery Office Choice of Career Pamphlet, No. 24.

18. HOTEL WORK.

Large Hotels and Restaurants often employ boys of Secondary School education, with a view to training them for various managerial positions, or sometimes for specialised positions such as Chef, Store Keeper, etc. The early stages of the work may be hard, as boys are sometimes required to serve as waiters, porters, etc. Training is also given in the kitchen to boys who wish to become chefs, and in the office to those who seek administrative or managerial positions. A good deal of adaptability and a sound physique are required. Once the training is completed, however, the prospects are distinctly good. Responsible positions exist in the employment of companies who control numbers of hotels (e.g., certain Railway Companies), and on the staffs of the bigger private establishments.

19. CIVIL AVIATION.

Openings in this work include piloting, other flying duties (navigating, wireless operating, etc.), ground staff work and a certain amount of administrative work.

The laws governing the grant of pilots' and airman tutors' licences are stringent, the cost of the necessary training is usually high, and openings are numerically limited. The calling is still one requiring exceptional qualities, and some financial backing.

Ground staff work is of an engineering nature, and should be approached by an engineering training, while administrative posts are still infrequent and recruitment not yet systematised.

Further particulars will be found in H.M. Stationery Office Choice of Career Pamphlet, No. 24.

DESCRIPTION OF CAREERS UNDER CLASSIFICATION 3.

Careers for which the most important preparation consists of technical training, which is likely to be both theoretical and practical. In many cases suitable training is provided by Universities in the form of specialised courses ; in other cases special Technical Colleges and similar Institutions exist. In some cases an alternative method of training, similar to that quoted as Classification II. may be arranged.

Careers in Class 3 (see page 5).

20. FIRST CLASS OR CONFIDENTIAL SECRETARIAL WORK.

This heading covers appointments in which secretarial and clerical duties are the essential part of the work, as opposed to positions in which a boy undertakes clerical duties while he is being trained for more specialised or technical work (such as are described on other pages).

Qualifications. It is essential that an aspirant to a first-class secretarial position should undergo a thorough and efficient business training, which should in turn be based on a good general education, extending at least to the age of 16, and including the School Certificate Examination. The highest class of appointments, such as Company Secretary, are usually filled by men who have taken the Examination of the Chartered Institute of Secretaries (6, London Wall, E.C.2), or The Incorporated Secretaries' Association (21, Bedford Square, London, W.C.1). The examinations include such subjects as Secretarial Practice, English, Economics, Accountancy and Mercantile Law. For the Chartered Institute it is usual, though not compulsory, for a boy to be articled to a Fellow of the Institute. He would have to attend special classes at a Commercial School or College. It is often advisable that a boy should specialise in one particular branch of secretarial work, though this should never be to the exclusion of more essential subjects. Some of the fields for specialisation open to a boy are :—shorthand and typewriting, linguistic, legal, literary, political, financial, commercial, technical, statistical, medical and sporting work.

For a confidential position, it is essential that a boy should possess a strong personality, tact, interviewing ability and plenty of sound common sense.

Training. By far the best, and in the long run, the quickest method of training is that of full-time attendance at a Commercial College. It is possible for a boy to enter employment as a general clerk, and continue training at Evening Classes, but this method is slow and arduous.

Prospects. It is generally necessary for a boy to obtain several years' experience in a commercial or professional office before applying for posts in high-grade or confidential secretarial work. Numerous agencies exist for filling this class of position, but personal introduction can also be very valuable. The pay of a Secretary may vary from £3 to £10 a week. Company Secretaryships are posts of great responsibility and offer high salaries to adequately trained men.

It cannot be too strongly emphasised that an increasingly large amount of routine secretarial work is nowadays done by women, and it is therefore necessary for a boy to have really good qualifications if he is going to make much progress in the work.

Source of Further Information.

H.M. Stationery Office Choice of Career Pamphlet, No. 19.

A new professional body, entitled the Institute of Private Secretaries, has recently been formed.

Careers in Class 3 (see page 5).

21. LIBRARIANSHIP.

Qualifications.

To qualify for a responsible position in Library work it is necessary to hold either the Diploma of the Library Association, or of the University of London School of Librarianship.

Senior Librarians are responsible for the choice of books to be included in their libraries, and must therefore possess a genuine interest in, and some judgment on, literary matters. In the more important libraries an acquaintance, even though necessarily superficial, with the main branches of knowledge is essential, but this is naturally acquired through the day to day usage of books of all kinds, which is the principal feature of work in a library.

Training. The London University School of Librarianship holds courses lasting one year for graduates, two years for whole-time non-graduate students, and three to five years for part-time students. The subjects of examination are chiefly English subjects, languages and special Library subjects and the Diploma is not granted until candidates have completed twelve months full-time paid service in an approved library.

The Library Association organises, through its Association of Assistant Librarians' Section, correspondence courses based on its own syllabus of professional examinations, and in Birmingham, a course is available at the City Commercial College.

Candidates for the examinations must hold at least the School Certificate, and must have had three years' practical experience in an approved library before being awarded the Diploma.

Cost of Training. The tuition fees at the School of Librarianship vary from 12-30 guineas per annum. The fees for the Association of Assistant Librarians Correspondence Courses vary from £1 11s. 6d. to £2 2s. 0d. per subject. In addition there are Examination Fees in both cases.

Prospects. Employment in Municipal and County Libraries offers a progressive career to qualified young men, and a number of well paid senior posts exist. Certain Authorities appoint suitable candidates direct from school (a Matriculation Certificate generally being required); and such employees are expected to study for the professional qualifications described above. There are also a number of private libraries, commercial lending libraries, etc., in which prospects are good, though entry is not always easy. Applicants for employment in the Birmingham City Libraries must conform to the usual terms of non-manual employment under the City Council. (See page 9).

Sources of Further Information.

The School of Librarianship, University College, Gower Street, London, W.C.1.

The Library Association, Chaucer House, Malet Place, London, W.C.1.

H.M. Stationery Office Choice of Career Pamphlet, No. 11.

Careers in Class 3 (see page 5).

22. ENGINEERING : THE PROFESSION AS A WHOLE.

General Remarks.

The field of occupations covered by the term "Engineering" is exceedingly wide, and considerable difficulty exists in giving concise information for the guidance of boys desiring to take up this work as a Career.

Engineering as a whole is sub-divided into many branches, which though fairly distinct in operation, call for training along lines which are not dissimilar. Matters appropriate only to one of the various branches will therefore be indicated separately, but the necessary qualifications and training will not be so sub-divided.

It is essential to realise at the outset that the title of Engineer is used in common speech to cover a very great range of occupations, differing enormously in their nature and status. It is well, therefore, to give here a very short survey of these grades, as follows :—

(a) **Repetition Machine Worker.** This is scarcely at all a skilled occupation, and does not call for technical training as such.

(b) **Skilled Machinist or Mechanic.** For occupations of this sort, a fair degree of theoretical training, combined with thoroughly adequate practical experience (generally more or less specialised) is essential.

(c) **Thoroughly Qualified Professional Engineer.** This represents the highest grade, and calls not only for extended and successful theoretical and practical training, including the passing of recognised examinations, but also for a high standard of general education.

Of the above grades (a) does not generally appeal to the Secondary School boy, and will not be discussed further.

Qualifications.

The academic qualifications attainable by a would-be engineer fall mainly into three classes :—(1) **Degrees of Professional Institutions** (e.g., the Institution of Civil Engineers). These call for the passing of examinations, practical training (rarely less than three years), and the attainment of a position of responsibility. (2) **University Degrees** in engineering, such as are offered by all British Universities. (3) **The National Diploma and National Certificate** which are awarded, respectively, to full-time and part-time students who have satisfactorily completed recognised courses at Technical Institutes.

It must be firmly emphasised that mere "mechanical aptitude" or "handiness with tools" does not by any means indicate a personal fitness for engineering. Well marked mathematical and scientific ability is fundamentally essential, together with a capacity for attention to detail and a good memory for facts and formulae. Ability as a draughtsman is always desirable and often indispensable. This is not, however, intended to minimise the importance of a mechanical turn of mind, including facility in the use of tools and precision instruments. In addition, a would-be engineer would always be seriously incapacitated by possession of less than average physique and hardihood.

Careers in Class 3 (see page 5).

Training.

Every engineer must undergo both theoretical and practical training and, to a considerable extent, must for himself decide on the precise nature of the training. The following courses may be briefly outlined:—(1) Attendance at **Junior Day Technical Schools**. This calls for an early decision to follow an engineering career, and is by no means a complete training in itself. (2) **Technical Apprenticeship** in an engineering firm. This might well follow (1) above. Sixteen to eighteen is the usual age for entering apprenticeship. Care should be exercised in selecting a reliable firm, and, in cases where the firm has no regulations as to attendance at classes, the Apprentice must himself take steps to continue his theoretical training by so doing. (3) **Part-time attendance at a Technical Institute**. This is generally a complement to (2) above, and is always advisable for a trainee who is unable to undertake more concentrated studies. (4) **Full-time attendance at a Technical Institute**. A full-time course at a Technical College occupies as a rule two years. A much broader and comprehensive training can be given in a full-time, than in a part-time course. Full-time courses are therefore recommended to all aiming at the higher posts in the engineering industry. Many firms are willing to regard a full-time technical course as part of an apprenticeship. Fees are of the order of £15 to £20. (5) **A University Course**. This lasts three or four years and represents the highest grade of theoretical education, but is in no sense a substitute for practical training. Finally may be mentioned (6) **Employment** as a machine or bench hand. This is not in itself adequate even as a practical training, but, combined with (3) above, may often represent the best that can be done by a boy of limited means. A great deal will depend on the boy's enthusiasm for his work, and the opportunities afforded by his employers for him to acquire useful experience.

In connection with Apprenticeships, the Engineering and Allied Trades Employers' Federation has recently instituted an approved system of Apprenticeship, which is in operation in a great number of member firms (including electrical engineers). There are two grades of apprentice: (a) for Skilled Tradesmen, e.g., millwright, toolmaker, etc.; (b) for Draughtsmen, Designers, etc. For (a) technical or elementary school boys with some practical experience are often preferred, but for (b) a good general education, often up to Matriculation standard, may be insisted on.

The first essential is that the course of training should be adjusted so as to combine adequate periods of both theoretical and practical instruction. Provided this condition is observed, the exact duration and nature of the training must depend on the financial resources and educational facilities at command. It is, of course, assumed that, once a general grounding has been obtained, the student will devote special study to the branch of Engineering which he proposes to enter.

A thoroughly efficient course of training would usually occupy five to seven years.

Prospects : General.

The prospects of advancement in the Engineering profession are strictly commensurate with a boy's training and capabilities. Whereas it is comparatively easy to reach the position of skilled mechanic, the higher

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posts of works manager, designer, technical manager or plant superintendent are very rarely open to anyone without thorough professional training.

It may be useful to mention here, very briefly, the main classes of Engineering work and appointments.

Official Appointments.

Many openings exist under Government and Local Authorities, both at home and in the Dominions, for properly qualified Engineers. Especial reference may be made to Electricity, Gas, Water, Highway, Structural and Mining appointments.

Industrial Appointments. Every large industrial firm employs trained Engineers in a great variety of capacities, among which may be mentioned production engineers, designers, draughtsmen, tool makers, expert fitters, expert testers, maintenance and industrial transport engineers.

Consultative Appointments. The profession of consulting engineer is one in which it is not easy to become quickly established, but which offers excellent prospects once a good connection is secured. First-class qualifications are indispensable.

Salaries. It is not possible to give precise information as to salaries paid in the Engineering profession, but a well qualified assistant might start at about £150-£200 a year, and a skilled mechanic might earn from £3-£5 a week. An apprentice might or might not be paid a nominal wage during training.

Sources of Further Information.

H.M. Stationery Office Choice of Career Pamphlet, No. 16.

This pamphlet contains a very useful list of Engineering Societies and Professional bodies. Details of Training Courses should be sought from the Local Education Authority concerned.

Notes on Certain Specialised Branches of Engineering.

(a) **Mining Engineering.** Openings for mining engineers occur both in the maintenance of existing mines and the opening up of new deposits. Specialised technical training is required, such as leads to a degree of the Institution of Mining Engineers, or the Institution of Mining and Metallurgy. At present, the prospects in this work are somewhat uncertain, unless a man is prepared to seek a Career abroad.

(b) **Motor and Aero Engineering.** Owing to the rapid development of the internal combustion engine, there is intense competition in this field, and a thoroughly good training is essential for success, a superficial knowledge of the working of motor vehicles being totally inadequate. Many motor manufacturing firms have well-regulated apprenticeship schemes; in some cases, a good general education, including Matriculation Certificate, is preferred as a preliminary to specifically technical education.

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(c) **Marine Engineering.** The Board of Trade issues certificates to properly trained Marine Engineers, who are then qualified to serve on board ship as maintenance engineers. Periods of service at sea are necessary in order to qualify for the certificate.

(d) **Post Office Engineering.** Two methods of entry into the service of the Post Office Engineering Department are available. The first is to the post of **Youth in Training**, for which the age limits are 16 and 21, and the qualifications are a good general education with, preferably, some knowledge of electrical science. The initial salary is slightly over £1 a week, and there are prospects of promotion to the grades of Skilled Workman, Assistant Engineer and higher posts. A Youth in Training is required to continue his education as his employers may direct, towards the cost of which grants are made. Application for employment must be made to the Sectional Engineer at the Local Head Office (or, in London, to the Superintending Engineer, Denman Street, S.E.1.).

The second method is by entering for the Civil Service Commissioners' Examination for the post of **Probationary Inspector in the Engineering Department**, of which further particulars may be found on page 19.

(e) **Civil Engineering.** This term is used generally to describe a variety of offices and functions in connection with the institution and maintenance of all types of services essential to the domestic community, such as Water, Gas and Electricity Supplies, roads, bridges and other public works, railways and canals. A degree of the Institution of Civil Engineers is recognised (among others) as a high qualification for work of this type. Practical experience as an apprentice, or in the employment of a recognised undertaking is also essential before a position of standing can be obtained.

(f) **Electrical Engineering.** There is probably no Career about which so much popular misconception exists as that of the electrical engineer. It must be understood by all interested in this work that even an intimate acquaintance with everyday electrical appliances, including wireless sets, is in no sense an adequate qualification as an electrical engineer, and every boy desirous of making headway in this direction must be prepared to supplement his natural interest in electrical apparatus by a thorough scientific and technical training, beginning with a considerable amount of mainly mathematical study.

It is possible for an untrained school leaver to obtain employment as an assembler, bench hand, or installation hand, but progress beyond these grades will be difficult without assiduous attendance at Evening Classes, and would depend to a considerable extent on whether or not he can become properly apprenticed to his employers. All Universities and Technical Institutes have courses in Electrical Engineering, and the Institution of Electrical Engineers offers widely recognised degrees. Such training is essential for all technical appointments under Electricity Supply Undertakings, Electrical Manufacturers, Broadcasting, and similar services. The wireless industry in particular, due to its great popularity, demands high scientific qualification, somewhat specialised, and a ready ability to keep abreast of technical advances and public preferences in this matter.

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For the properly qualified man, however, there is an extensive and attractive range of openings, embracing, among others, the various branches of electrical transport, including electric railways, electricity generation and distribution, the manufacture of electric cables and fittings, motors and domestic appliances, the wireless industry, electric instruments and laboratory apparatus; and electrical research. Once the initial stages of general scientific training are over, it is possible to specialise in any of these lines.

(g) **Sanitary Inspector.** It is necessary for a Sanitary Inspector under a Local Authority to be qualified by having passed the examination of the Royal Sanitary Institute (90, Buckingham Palace Road, London, S.W.1). For this, it is first of all necessary to obtain a Matriculation Certificate. The student would then attend a course (usually full-time) at a Technical Institute. After this (and provided he is 21 years old) he must spend a "pupil year" under the tuition of a recognised Sanitary Authority, and, finally, take the Institute's Examination. He would then be qualified for a Junior position under a Local Authority.

23. AGRICULTURAL AND HORTICULTURAL OCCUPATIONS (as a whole).

It is only comparatively recently that properly systematised standards of technical training and knowledge have been applied to agriculture and similar Careers. In view, however, of the high competition and generally difficult conditions prevailing to-day, it is essential that boys who wish to make their living on the land, should take proper steps to qualify themselves. There may be cases where a boy can receive the necessary training from relatives or friends, but these are of rare occurrence, and, in the average instance, a boy must be prepared to attend a special place of education.

Qualifications.

Nearly all British Universities now have agricultural departments, in which the training is in the main theoretical, but such arrangements as are possible are made for practical instruction.

In addition a number of Agricultural Colleges exist, in which two and three year courses are held, leading up to Certificates, College and National Diplomas, or, in some cases, an external degree of London University.

The following Institutions are examples:—

The Harper-Adams Agricultural College, Newport, Salop;
The Midland Agricultural College, Sutton Bonnington, Leicester;
The Royal Agricultural College, Cirencester, Gloucestershire; and
The Seale-Hayne Agricultural College, Newton Abbot, Devon.

A number of County Councils have their own Agricultural Institutes, at which short courses of instruction are given to local students. These short courses, though useful to students unable to take more detailed instruction, or as subsidiary specialised courses, do not lead up to recognised certificates or diplomas, and are not therefore on a par with the longer courses. Residential accommodation is not always available at short-course institutions. Full particulars should be sought from the Institution concerned. There are also certain special Institutions

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(e.g., The British Dairy Institute, Reading, and The National Poultry Institute, Harper-Adams College,) which concentrate on some particular branch of agricultural work.

It is perhaps hardly necessary to state that farm work calls for a high degree of physical endurance, a hardy and well-balanced outlook, readiness to sacrifice personal comfort and convenience and a genuine interest in animals and/or crops.

If it is desired to farm on one's own account, it is essential that adequate capital should be available. For starting a dairy or stock farm, £1,000-£1,500 would usually be required; for a poultry farm or market garden, £600-£1,000.

Training.

It is widely recommended that a boy should arrange to start his training by spending one year in general farm work, to familiarise himself with routine operations and farming practices; this applies particularly to boys who have lived in towns. Arrangements must then be made for a course at an Institution such as those mentioned above. Serious students should be prepared to take a three year course, and should aim at a Degree or one of the National Diplomas, which are widely recognised. In most cases the student is able to select a course specialising in the branch of agriculture in which he is particularly interested. (Short notes on the main branches are appended). It is essential that adequate provision should be made for practical as well as theoretical training.

Prospects. Agricultural occupations differ markedly from industrial in that comparatively few positions exist intermediate between that of ordinary "hand" or labourer, and that of actual owner or property-occupier. There is, it is true, a greater tendency than formerly to establish large scale farming enterprises, in which properly trained men are employed as managers, but, in general, an agricultural Career consists of running an establishment of one's own.

Alternatively, certain official openings exist for persons of first-class qualifications and good practical experience. The Ministry of Agriculture employs Inspectors, whose salary scale is from £270-£505 per annum, and Marketing Officers at a similar salary. County Councils employ Instructors and Advisers, and a few positions exist in connection with Universities and Agricultural Colleges. For persons of exceptional qualifications, there are also openings in Research Institutions.

Principal Branches of Agriculture, etc.

(a) **Stock and Dairy Farming.** Conditions in these lines have been very difficult recently, but developments in the direction of Marketing Schemes have improved the position to some extent. Great emphasis is nowadays placed on the quality of the milk produced, and haphazard methods are bound to bring failure.

(b) **Arable Farming.** It is not possible to offer any suggestions on this subject other than to state that the present position is uncertain, and prospects problematical.

(c) **Poultry Farming.** The poultry farm as a self-contained unit is a comparatively recent introduction. Good markets exist for eggs, table birds and day-old chicks, but economic conditions are often difficult

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and any but first-class farmers often have a struggle to pay their way. A poultry farm may be less costly to establish than other types, as the area of land required is comparatively small, and the returns are of a steadier nature than in certain other branches.

(d) **Market Gardening and Horticulture.** There are good prospects for a farmer who is able to raise good quality crops of soft fruits. Vegetable growing depends to a considerable extent on the farmer's ability to raise early crops or capture specialised (e.g. seaside) markets. Apple, pear and stone-fruit farming must be conducted on a comparatively large scale if it is to be profitable. In any case, it is absolutely essential to secure a really suitable site—a matter involving considerable experience.

(e) **Nursery Gardening.** This is a very specialised occupation in which openings are limited. The usual course consists of pupilage (a premium is often required) with an established firm.

Other less frequent lines which may be mentioned are:—**Forestry, Bee-Keeping, Pig-Farming, Herb Culture, Rabbit Breeding and Kennel Work.** A boy interested in any of these would either become a pupil on an existing establishment, or devote special study to the subject during his general training.

Source of Further Information.

The Ministry of Agriculture and Fisheries (10, Whitehall Place, London, S.W.1), publish a pamphlet (A695/T.E.), on Agricultural Education in England and Wales.

24. COMMERCIAL AND INDUSTRIAL ACCOUNTS.

Qualifications. It is possible for boys who have a genuine interest in and aptitude for figures, and who are able to write a neat, clear hand, to train as specialist book-keepers without going to the length of becoming professional accountants. The course of training would probably be undertaken at a commercial or technical school, and, if full-time, might take a year or so; part-time or correspondence courses would probably take two years. Suitable classes are available in most localities. In addition, it is useful for a book-keeper to have a working knowledge of general secretarial work, commercial practice, Company law, etc. The Royal Society of Arts holds examinations in book-keeping for which candidates can obtain training at local centres. The City of Birmingham Commercial College awards a Diploma in Accounting after the successful completion of a three years' course.

Prospects. Commercial and industrial establishments employ specialist book-keepers and professional trained accountants; smaller concerns may give entire charge of their accounts to a man who has good book-keeping experience, but no professional qualifications. In addition, openings frequently occur for wages, costs and similar clerks, who are expected to have some knowledge of book-keeping technique.

24a. CALCULATING MACHINE OPERATOR.

Several types of calculating machine are now in common use by Banks, Insurance and similar Companies. While these are to a large extent operated by girls, boys interested in book-keeping and accountancy would do well to familiarise themselves with their operation.

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The firms which market the machines generally establish schools at which operators can be trained. After training, the schools often assist their pupils to find situations. Such situations are sometimes temporary, but are generally well paid.

25. DRAUGHTSMAN.

A good deal of misunderstanding exists about this Career in general. It is as well to point out that the work involved is not essentially artistic in nature, but rather mathematical and technical. Though great neatness and scrupulous accuracy are essential to the successful draughtsman, a sound knowledge of geometry and trigonometry, and of mechanical and engineering principles is also necessary.

Draughtsmanship and engineering are closely allied as occupations, and many engineering firms insist on their apprentices including draughtsmanship in their course of training (see page 31), and the highest class of openings are available only to men who have acquired a thorough practical as well as theoretical training.

Outside the engineering profession, openings exist in many manufacturing concerns and in the professions of architecture and surveying (for which see pages 52 and 54).

Qualifications and Training. The most usual method of learning the technique of a draughtsman's work is by attendance at a Technical School. A Full-time Course should be taken for preference, as the necessary ground can then be covered in a shorter period. For a Secondary School boy with good attainments in ordinary school mathematics a year's course would probably suffice.

It is also possible for a boy to attend evening or other part-time classes while being employed by a firm as a learner; in some cases, boys are set to do blue-print and other routine drawing office work while so learning.

26. PHOTOGRAPHY.

Qualifications. A thorough knowledge of photographic art involves training in two distinct directions; first, the taking of photographs, and, second, their development, printing and other processes. The former requires an understanding of the artistic principles involved, and also a knowledge of camera construction, including optics, and something of the science of light; the latter calls for a special technical training, including some chemical knowledge, and some manipulative ability. A good deal of the work has to be done under trying conditions of almost total darkness.

Training. The necessary technical training can often be obtained at Technical Institutes or Schools of Technology, where the course may take one or two years. Alternatively, a boy might arrange for pupilage with a firm of private or commercial photographers, in which case he would receive only nominal wages for some years. The intelligent pursuit of photography as a hobby is also a valuable form of training.

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Prospects. A man skilled in taking rather than producing photographs would probably seek employment with the Press (which is a highly specialised branch of photography), or with a firm of high-class printers, catalogue illustrators, publicity or advertising agents. The cinematograph industry also has a few openings, but here again specialised knowledge is required. In practically every instance, however, his chances of success would be much better if he had some understanding of development work, etc. A more purely technical worker would probably find employment with a firm who develop and print amateur snapshots (though much of this work is done by female labour), or in the developing section of a large Studio or commercial photographers. Unless the assistant is skilled in "finishing and re-touching," pay in this department is not very high. Actual Studio work is a branch which calls for special personal qualities, including the ability to put sitters at their ease.

27. OPTICAL WORK.

Qualifications. The certificates of the British Optical Association, granted on the results of examinations, are recognised qualifications in optical work. If it is desired to enter private practice, the Fellowship of the Association should be aimed at.

Training. This may be undertaken by means of a full-time course at a Technical Institute, or as a pupil of a practising Optician or Optical Manufacturer; in this case, part-time attendance at classes would probably be required.

Prospects. If desiring to enter private practice a young man would probably seek employment as assistant to a practitioner, in which capacity he would do dispensing and, later, testing work. Remuneration would not be very high, rarely exceeding £4 a week, except in a large firm. Employment with a firm of optical manufacturers represents an alternative Career, the work in which is less personal in character.

Source of Further Information.

The British Optical Association, Clifford's Inn Hall, London, E.C.

28. COMMERCIAL AND INDUSTRIAL ART.

Qualifications and Training. Men with artistic ability and education are employed in many trades and industries and in a variety of capacities; as would be expected, therefore, the exact nature of the qualifications and training required also varies accordingly. Generally speaking, it is necessary for a student to attend a School of Art, either whole or part-time, where he will be instructed, first, in general principles of drawing, design, etc., and, later, in matters specially connected with the trade he desires to enter. Under many Education Authorities, entrance to their Schools of Art as full-time student, is governed by a Competitive Examination, which must be taken at an early age, especially if a free place is sought. Full particulars should be sought from the Authority concerned. Provision is always made for teaching those particular branches of art which are in demand for local industries, e.g., jewellery, pottery

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decoration, textile design. A certain amount of technical experience of the industry concerned is often called for, and in the more commercial aspects of the work, such as advertisement design, a knowledge of the principles of marketing and salesmanship.

It should be made clear that a really high standard of both ability and training is required if a boy is to make his living in an artistic pursuit. Neither genuine ability without training, nor attempts at training unfounded on natural talent can suffice to equip a boy for this vocation.

Prospects. The prospects of the industrial artist vary considerably as between certain industries, but, generally speaking, there is an increasing tendency to utilise the services of the trained artist wherever there is scope for him. This applies particularly to industries supplying goods for personal and domestic use. Positions often exist for both practical craftsmen and designers; in many cases experience as a craftsman would be necessary before design work could be tackled.

29. ADVERTISING.

The development of "intensive" advertising methods and the establishment of highly specialised Advertising Agencies has opened up a new Career for boys of good education, personality and initiative.

Openings exist both in advertising agencies and in the advertising departments of industrial firms, mercantile houses and newspapers. In many cases, a boy would have to enter the company's service as a general clerk, and equip himself by part-time training for specialisation in the advertising department.

Training. Training is obtainable at Commercial Colleges in Birmingham and a few of the larger cities, and in certain privately owned schools of Advertising and Commerce. The subjects studied include marketing, market research, business methods, "space selling," and, for persons wishing to specialise in advertisement design, artistic, photographic and similar knowledge.

Prospects. It is difficult to state definite prospects in advertising but in large agencies good salaries are paid to men who prove themselves capable. Payment is often by results, at any rate in part. Certain Professional Societies exist to serve the interests, and advance the status of persons engaged in advertising work.

30. MARINE WIRELESS.

Qualifications and Training. A wireless operator on board ship must hold the Postmaster General's Certificate of Proficiency. For this, training is provided by several special colleges, which are privately owned. Following his obtaining a Certificate (which he usually does at the age of 18-21), a young man has to wait for a vacancy on board ship. Employment is given by the various companies who manufacture and instal wireless equipment, and not by the Shipping Companies, though the wireless operator is always entered on the ship's Articles.

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Prospects. Prospects are inclined to vary in accordance with the prosperity or otherwise of the shipping industry at the time being. Pay is about £7 per month, together with maintenance.

Sources of Further Information.

The Marconi Company, Strand, W.C.2, will furnish information and advice on this Career.

31. INSURANCE.

The Insurance Industry covers a very wide field, and embraces a great variety of posts. Although something has already been said (page 20), about purely clerical work in such concerns as Insurance Companies, the greater part of Insurance work cannot be described as purely clerical. In practice, there is no very clear distinction between clerical and certain types of technical work (at any rate so far as male employees are concerned), and many boys engaged in the first instance as a clerk should find ample opportunity to proceed to more specialised work.

Qualifications.

For the vast majority of Insurance positions, a University education is not insisted on; indeed, the usual age of entry is 16-18, Matriculation standard usually being required. A good knowledge of and accuracy in everyday Mathematics is essential, good handwriting a great asset, and a little financial, accounting, economic or legal knowledge very useful. A boy who has devoted, say, his seventeenth year to studies of this latter kind, following Matriculation, will often stand a particularly good chance of making a good start in Insurance work.

A wideawake and alert personality, "Sales ability," and the ability to mix well with others are the personal characteristics most general to success in this work. Most Insurance Companies require their employees to pass a Medical Examination. In many branches of Insurance, outdoor work is involved.

There are certain professional bodies connected with Insurance work; by passing the examinations of one or more of these, a young man can materially improve his qualifications.

The Chartered Insurance Institute (Aldermanbury, London, E.C.), sets Preliminary, Associateship and Fellowship examinations. Certain recognised certificates exempt from the Preliminary. The scope of the later examinations is wide; candidates can, however, specialise. The minimum age for Associateship is 21, and for Fellowship 25.

The Corporation of Insurance Brokers. (3, St. Helens Place, Bishopsgate, London, E.C.3) sets professional examinations for, and furthers the interests of those engaged in Insurance broking.

It is not possible to describe at length the great variety of positions and duties which are included in Insurance Work. Comprehensive information will be found in H.M. Stationery Office Choice of Career

Careers in Class 3 (see page 5).

Pamphlet, No. 13. It may be well, however, to mention one or two of the special branches of the work to which a young entrant may desire to devote special attention.

Marine Insurance.

Marine Insurance is effected for the most part by the "Underwriters" who form the Society known as Lloyd's. Provincial boys do not stand much chance in this direction unless they are able to secure personal introduction.

Fire, Accident, Motor and Property Insurance.

This business is transacted by practically all Companies. It is possible to specialise to some extent, but most persons engaged in the work would be required to have an all-round knowledge.

Life Assurance.

This side of the business has increased considerably of late years, and there are now numbers of Companies which specialise in it. A good knowledge of, and interest in, modern social conditions is necessary for success in this line.

Approved Society Work (National Health Insurance).

Much of the work of Approved Societies is of a routine clerical and accounting nature, and is performed by girls. A few boys are, however, appointed.

Insurance Broking.

Insurance Brokers (Lloyd's and general) act as intermediaries between large Insurance Companies and Corporations, and the public. The number of persons in their employ is not very large, and entry is generally effected by personal introduction, the age being somewhat higher than for ordinary Insurance work. It is often advisable for a boy to obtain a couple of years' experience of general Insurance work before taking up Broking.

Claims and Loss Assessment.

This work is nowadays carried out to some extent by separate specialist firms; in most cases employment with such a firm could not be obtained without some years' experience of general Insurance work.

Prospects. The initial salary of a boy in an Insurance Office would probably be between £50 and £70 per annum. At the age of 25 he should earn £150 to £200, and at 30 at least £250 to £300 per annum. Certain officers are paid on a commission basis.

Sources of Further Information.

The professional bodies quoted above.

H.M. Stationery Office Choice of Career Pamphlet, No. 13.

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31a. ACTUARIAL WORK.

Practically all classes of Insurance Companies include on their Staffs qualified Actuaries and Actuarial clerks whose business is the calculation and adjustment of premiums and contributions, based on special training in the laws of probability, statistics, etc. The work calls for specialised training, and offers excellent prospects to men of first-class qualifications. The Institute of Actuaries (Staple Inn Hall, Holborn, London, W.C.1), sets widely recognised examinations, for which every aspirant in this class of work should train and enter. Classes are usually available at local Commercial Colleges.

A thoroughly sound mathematical knowledge, together with statistical, historical, legal and technical Insurance subjects form the basis of the syllabus for the Studentship, Associateship and Fellowship examinations. A University Degree in Mathematics would be a useful qualification.

The salary of a trained Actuarial clerk would rarely be less than £400 per annum, while Actuaries earn considerably higher figures. Vacancies in the Office of the Government Actuary are filled from the examination for the Executive Group of Civil Service Situations (see page 18).

32. BANKING.

Qualifications.

The large Joint Stock Banks, in whose hands lies the great majority of the Deposit Banking business of this country, recruit their Staffs mainly from Public and Secondary School boys who have reached School Certificate standard. In some cases a separate entrance examination is set by the Bank itself, in such subjects as Arithmetic, English and Geography. The usual age for entry is between 16 and 18.

Competition for employment in Banks is high; for that reason the required standards of appearance, address and physical fitness are correspondingly high, and explicit recommendation as to personal and social character is always required.

Most Banks keep a waiting list of prospective employees, on which a boy should secure enrolment as soon as he attains the necessary qualifications.

Training.

Technical training as such is not usually begun till a boy has entered the employment of the Bank. If he has to wait for engagement, he would be well advised to continue his general education. Practically all Bank employees are required to study for the examinations of the Institute of Bankers, a recognised professional body whose examinations must be taken by almost all who aspire to the higher positions in Banking. Courses of training can be taken at certain Commercial Colleges, including the City of Birmingham College.

Careers in Class 3 (see page 5).

Prospects.

The early stages of work in a Bank necessarily involve a good deal of routine and purely clerical work ; it is by his application and steadiness in the initial period that a boy's fitness for promotion to more responsible positions is estimated.

Salaries at first are about 25/- to 30/- weekly ; at the age of 21 a man might earn £125-£150 per annum rising to around £300 at the age of 30. Administrative and managerial posts are always filled by direct promotion and are usually very well paid.

Foreign Exchange business is carried out on a large scale by most Banks and in this branch there are a few very good openings for men of high technical ability and preferably with linguistic attainments. A diploma in certain foreign languages is awarded by the Institute of Bankers.

Sources of Further Information.

The Institute of Bankers, 5, Bishopsgate, London, E.C.2.

H.M. Stationery Office Choice of Career Pamphlet, No. 12.

33. STOCKBROKING AND SIMILAR OCCUPATIONS.

In London and the larger provincial cities which have their own Stock Exchanges, a limited number of openings exist for boys in the employment of Stock Exchange Firms, Discount and Bill-broking Houses, Merchant Bankers, etc.

Individual firms in these lines have their own methods of engagement, promotion, etc. Employment is, however, always in a clerical capacity at first, and is effected by private introduction and recommendation. Matriculation is generally required, with marked aptitude in mathematics, and a keen business sense.

The work of such firms varies considerably in sympathy with the fluctuations of the Money Market in general, and a good measure of adaptability is called for on the part of those engaged in the work.

Initial Salaries are usually in the region of £1 weekly. Later clerks may attain to positions of great responsibility, carrying good pay, and not infrequently are able to become partners in their firm.

Further information may be found in H.M. Stationery Office Choice of Career Pamphlet, No. 12.

DESCRIPTION OF CAREERS UNDER CLASSIFICATION 4.

Careers for which Professional Training is of primary importance. A University Degree is a very valuable preliminary, but, as a general rule, is not indispensable. A fee for Professional Training would usually be required ; in some cases a small salary may be paid during training.

Careers in Class 4 (see page 5).

34. THE CHURCHES.

It is only possible to give a very brief outline of the requirements and training of certain of the larger Ecclesiastical bodies. Conditions are not in all cases absolutely rigid, and further information should be carefully sought before any steps are taken. **The Church of England** sets greater store than all other Denominations (except the Presbyterian Churches), on a University degree. Discretionary powers are exercised by Bishops, but it is only in exceptional circumstances that a man without University training is accepted for ordination. The normal duration of post-graduate study at a Theological College is about eighteen months.

Most Dioceses have systems of grants-in-aid for necessitous students. The usual salary for a Curate is between £200 and £300.

The Methodist Church has a system by which a man must first serve as a Local Preacher before being nominated, at about 20 years of age, for admission to one of their Training Colleges. If accepted by all concerned, the student undergoes a three or four years' training course, and then enters on two or three years' probationary ministry (at a salary of £150-£180) before being appointed to a circuit.

The Baptist and Congregational Churches require candidates for the ministry to undergo three or four years' training at a special College, after which the student awaits Call to the Charge of a Church, the responsibility for which, in the case of the Congregational Church, lies solely with the Congregation concerned.

A University graduate seeking admission to many of the Free Churches would be excused a certain proportion of the normal training course.

The Roman Catholic Church selects candidates for the priesthood at a very early age, sometimes as young as 12, from which time they undergo a long period of special education and training. Preliminary selection does not guarantee final acceptance for the priesthood.

35. CERTAIN SEMI-TECHNICAL APPOINTMENTS IN THE CIVIL SERVICE.

Qualifications.

A University Degree is not stipulated as indispensable for appointments of this class, but the standard of knowledge required for the entrance examination is such that continued education of University status is a most decided asset. In addition, legal, linguistic, industrial or financial knowledge is necessary for some of the posts. A useful course of training would be to take a University degree and follow this by a short course of specialised training.

(a) Assistant Inspector of Taxes : Third Class Officer, Ministry of Labour.

The age limits for entry are 21 and 24 ; the principal subjects of examination are English, Every-day Scientific and Economic matters, and a viva voce examination. The initial salary is £221.

Careers in Class 4 (see page 5).

(b) Assistant Examiner in the Patent Office.

Normally a University Degree, specialising in languages or a scientific subject, is the best qualification, but good technical experience may suffice instead, provided the candidate has a really good general education. The age limits are 20 and 25, and the salary scale of £209, rising to £505, with prospects of promotion to higher grades.

(c) Factory Inspector (Home Office).

A University Degree is generally required, but considerable experience in industry and/or Social work may be regarded as an alternative qualification. A Diploma of Social Studies is therefore a useful asset, though not adequate in itself. The age limits for entry are 25 and 32. The medical examination for these posts is stringent, and a well-developed sense of smell is necessary. The initial salary is £270.

(d) Miscellaneous Government Appointments of this Class.

Brief mention may be made of the following classes of situations, vacancies in which occur only occasionally, and for most of which specialised training is required :—

Assistant Examiner in the Companies Department, Board of Mines.

Cartographer in the Hydrographic Department of the Admiralty.

Assistant Keeper in State Museums.

Live Stock Officer under the Ministry of Agriculture.

Junior Inspector of Mines and Quarries.

Inspector in the Children's Branch, Home Office.

Administrative appointments in the Department of Scientific and Industrial Research.

On these and all other Civil Service appointments further information may be obtained from the Civil Service Commissioners, Burlington Gardens, London, W. 1.

36. ELEMENTARY SCHOOL TEACHING (GENERAL SUBJECTS).

Qualifications.

The qualifications for a Teacher in a Public Elementary School (Council or Voluntary) differ from those applying to Secondary Schools (see page 63), only in that greater emphasis is laid on the Teachers' Training Course than on a University Degree. Most Local Education Authorities, particularly in large urban areas, require Certificated Teachers for permanent employment. While the possession of a University Degree is in no sense a sine qua non for Elementary School teaching, it is invariably a great asset, and should prove, other things being equal, an aid to promotion.

It should be borne in mind that an Elementary School Teacher will have to deal with larger classes than are found in Secondary Schools, and will sometimes have to work in an uncongenial district. The opportunities for participation in school games and other extra-curricular

Careers in Class 4 (see page 5).

activities are somewhat less than in Secondary Schools. In the case of Voluntary Schools, appointments are made on the recommendation of the School Managers, and preference is usually shown to persons belonging to the Denomination to which the School is attached.

(N.B. Certain modifications of the procedure will become operative shortly.)

Course of Training. In the majority of cases, this consists first of remaining at a secondary School until 18 years of age, taking meanwhile the School Certificate Examination, and, if possible, the higher School Certificate Examination as well. Thereafter, two or three years are spent at a Training College, in which course is included a period of teaching under supervision. Finally, the candidate is examined for the granting of his teaching certificate, though the certificate is not actually granted until the expiration of one year's satisfactory teaching work. When a candidate holds a University Degree, one year's course at Training College is generally sufficient. It should be borne in mind that a person training as a Secondary School teacher may at the same time qualify to serve in an elementary school.

Cost of Training. Most would-be elementary school teachers aim at "recognition as an intending teacher" by the Board of Education, in which case a grant is made which is usually sufficient to cover all the **tuition** expenses of the training course and may allow a small margin for maintenance. Application for recognition should be made, shortly after reaching the age of 16, to the Local Education Authority. The recognition of students lies solely with the Board of Education, and is regulated according to the numerical requirements of the profession. A candidate has the opportunity of stating preferences in the selection of a College; it is advisable to have a number of alternatives in mind, as competition for places is keen. In any case, applications for admission should be made to the Colleges about a year before the date for entering. Maintenance expenses at a residential College are usually between £20 and £40 per annum. Recognised students are not allowed to retract from their intention of becoming teachers.

It will be seen that it is rare for a would-be teacher of limited means to have to bear all the expenses of training provided he approaches the Career in the proper manner.

Prospects. The salary scales for Certificated Elementary School Masters range between £180-£366 (varying slightly in different districts). In London the scales are slightly higher. There are good prospects of promotion to Chief Assistantships (under certain Authorities) and Headships carrying salaries up to about £550.

Sources of Further Information.

A list of Training Colleges and Hostels is issued by the Board of Education. Local Education Authorities also supply comprehensive information.

The National Union of Teachers, Hamilton House, Mabledon Place, London, W.C.1.

The National Association of Schoolmasters, 59, Gordon Square, W.C.1.

Careers in Class 4 (see page 5).

37. TEACHING IN PRIVATE SCHOOL, PREPARATORY SCHOOLS AND PRIVATE FAMILIES.

The conditions attaching to such appointments differ enormously, and no definite statements can be made on the subject. It may, however, be pointed out that in private teaching personality, social standing and general education tend to be more important in relation to professional training than is the case in public teaching appointments.

38. TEACHERS OF SPECIAL SUBJECTS.

Under this heading are included several types of posts which call for somewhat specialised training. Most of these subjects are nowadays taught in both Elementary and Secondary Schools, but, owing to the lower age of leaving, the scope available in the former case tends to be rather more restricted. The prospects of remuneration do not differ materially from the general run of teaching appointments, though the initial salary is in some cases lower. A thoroughly well trained special subject teacher may often secure a good position more easily than the general subjects teacher, as the competition tends to be less severe. Notes on the various special subjects are appended. In practically all cases, the possession of a University degree may serve to shorten the time required for the special Training Course.

(a) Teachers of Physical Training.

Qualifications.

(a) **Academic.** A Physical Training Teacher should hold the Diploma of a special College of Physical Training e.g., Carnegie Hall, (The University, Leeds), or Dunfermline College, or alternatively, have passed the examinations of a recognised body (such as the Ling Association, etc.), for which he has been prepared at a Training College specialising in this work. A good general education is also essential. The Course usually lasts three years, and is both practical and theoretical, including some study of physiology, anatomy and hygiene.

(b) **Personal.** Good health and physique, a clear voice, and a vigorous personality are indispensable in a teacher of Physical Training.

(b) Teachers of Music.

Course of Training.

Most of the recognised Musical Colleges and Academies hold a special course of study for intending Music Teachers. The Royal Academy of Music, and the Royal College of Music have a joint three-year course leading to a Diploma, for entry to which a Matriculation Certificate is essential. Various one-year courses, not specifically designed for teachers, are held. In addition, practically all Universities give Degrees in Music, which if supplemented by a short teacher's training course (either general or specifically musical), constitute a first-class qualification. A recommendation from a private teacher of high standing is very useful, but should be supplemented by some training in teaching. In certain private and public schools, it is often possible for a music teacher with good qualifications to augment his income by taking private pupils.

Careers in Class 4 (see page 5).

Cost of Training.

Fees at Musical Colleges average about £30 to £50 per annum; the provision of music and instruments may be an additional expense, and attendance at high class musical performances, where such are available, represents a wise outlay. Many Scholarships, etc., are available; information should be sought from the Colleges and Academies concerned.

(c) Teachers of Art.

Qualifications.

A good general education, up to at least Matriculation standard, is the first necessity. In addition, the student should hold one of the recognised Certificates, such as are issued by the Board of Education, etc., to persons qualified as Teachers of Art.

Course of Training.

There are several Schools of Art in the country at which courses of study can be taken in preparation for one of the above Certificates. Courses normally take five years from the date of Matriculation. Fees are about £30 to £50 per annum. Training in teaching and a medical examination are included.

Sources of Further Information.

The Royal College of Art, S. Kensington, London, S.W.7.

The Royal Drawing Society, 18, Queen Anne's Gate, Westminster, London, S.W.1.

The Local Education Authority concerned.

(d) Teachers of Manual Subjects.

Qualifications.

A would-be manual subjects or handicraft teacher must qualify in the ordinary way by means of a two years' training course, which should be taken at a College where facilities exist for handicraft instruction. The Shoreditch Training College, London, and the East Midlands Training College, Loughborough, have special courses for handicraft teachers, and special facilities exist at a number of other training colleges, of which full particulars should be sought from the Local Education Authority.

Alternatively, intending teachers of handicraft may qualify for recognition as such by passing the First and Second Handicraft Examinations of the City and Guilds of London Institute, of which particulars are published by Messrs. J. Murray, and may be obtained through booksellers. Training Courses for these examinations are sometimes provided at Schools of Art, or other day or evening classes. Before he is allowed to enter Part II, a student must obtain six months' approved teaching experience. The salary scale for Handicraft Teachers is usually £180 to £366.

39. SOLICITOR.

Qualifications.

No person can practise as a Solicitor who has not passed the Preliminary, Intermediate and Final Examinations of the Law Society. Exemption from the Preliminary is granted to holders of Matriculation and similar approved certificates. A would-be Solicitor must then enter

Careers in Class 4 (see page 5).

Articles of Clerkship with a practising Solicitor, the contract being arranged privately. The usual period of service is five years, but for graduates of certain Universities two years are excused. Final admission to the profession is obtained by application to the Law Society. Articles may sometimes be taken in the Town Clerk's Department of Local Authorities.

A Solicitor should have a good business sense, and be a shrewd judge of character; should possess ample patience and a capacity for careful examination of detail, and, especially in rural districts, ability as an advocate is a great asset.

The premium for Articles varies from one hundred to five hundred guineas, and is often returnable as salary. Stamp duties cost about another £100. The possible expense of a University Course must also be reckoned with, and private means to tide over the early stages of practice are often necessary.

Prospects.

The profession of Solicitor offers excellent prospects to a boy who possesses the necessary mental attributes, and the requisite degree of steadiness, patience and tenacity of purpose, and who is not desirous of immediate financial reward. In addition to private practice, many official positions under Government and Local Authorities are open to admitted Solicitors.

Sources of Further Information.

The Law Society, Chancery Lane, London, W.C.2.

H.M. Stationery Office Choice of Career Pamphlet, No .15.

40. ACCOUNTANCY.

Qualifications.

To practise as an Accountant with any hope of success, it is, as a rule, necessary to pass the Preliminary, Intermediate, and Final Examinations of the Institute of Chartered Accountants, the Society of Incorporated Accountants, the London Association of Certified Accountants, or the Corporation of Accountants.

An Accountant must have a real interest in and liking for mathematics, must be capable of giving close attention to detail and of memorising legal facts. He should also possess a neat and clear handwriting.

Training.

Exemption from the Preliminary Examinations is granted to holders of a School Certificate with credits in certain subjects. When exemption has been obtained, or the preliminary Examination passed, it is necessary for a would-be Chartered Accountant to enter Articles for a period of five years. The Intermediate Examination cannot be taken before the expiration of two and a half years, and the Final Examination cannot be taken before the Articles have been completed. For University Graduates, the duration of Articles is three years. A similar course is open to those desiring to become Incorporated Accountants, but in this case it is

Careers in Class 4 (see page 5).

possible to qualify by approved professional training without Articles, when the period of training is nine years (normally between the ages of 16 and 25). During the Articled period, the would-be Accountant should be prepared to attend Evening Classes, wherever possible, or to take a Correspondence Course.

Prospects.

Every Limited Liability Company is bound by law to have its books audited every year, which service is always performed by a firm of practising Accountants. There is thus a steady and constant demand for qualified Accountants to perform this duty. In addition, all Local Authorities and every industrial firm of any size employ Accountants on their establishments.

Sources of Further Information.

The Institute of Chartered Accountants, Moorgate Place, E.C.2.

The Society of Incorporated Accountants, Accountants' Hall, Victoria Embankment, W.C.2.

The London Association of Certified Accountants, 50, Bedford Square, London, W.C.1.

The Corporation of Accountants, 121, West George Street, Glasgow.

H.M. Stationery Office Choice of Career Pamphlet, No. 6.

The Institute of Cost and Works Accountants, 23, Queen Street, London, W.C.1, and the Institute of Municipal Treasurers and Accountants, 1, Buckingham Place, London, S.W.1, are bodies which exist to serve the interest of accountants employed in their respective branches of the profession.

41. ARCHITECTURE.**Qualifications.**

Membership of the Royal Institute of British Architects, though not legally compulsory, is the recognised professional status of a practising Architect.*To attain this qualification, a student must pass or obtain exemption from, the Institute's preliminary, intermediate and final examinations. Attendance at certain specified Universities and Colleges (of which it is not possible to give full particulars here) confers exemption from all examinations, except that part of the final examination relating to professional practice. As a foundation to the specialised professional training, a candidate must possess ability in drawing and mathematics.

The profession of architecture calls for a considerable degree of physical hardihood, as it often involves personal supervision of actual building operations.

Private means may be necessary to tide over the initial period of private practice.

Course of Training.

As indicated above, a University Course is the most complete form of training. Alternatively, there are a number of recognised Schools of Architecture, mostly connected with Technical Institutes, attendance at which can qualify a candidate for exemption from the R.I.B.A. Intermediate Examination. (Such a Course is available in Birmingham at

* At the time of compilation of this pamphlet, a Bill is being considered which will, if it becomes law, limit the use of the term "Architect" to persons possessing proper qualifications.

Careers in Class 4 (see page 5).

the College of Arts and Crafts). A candidate may also enter the office of an Architect as a Junior Assistant, and supplement his practical training by attendance at Evening Classes, or again, he may become an Articled Pupil. This last method is not so common as formerly. A Matriculation Certificate should in all cases be obtained at School, as this confers exemption from the R.I.B.A. Preliminary examination. It is recommended that a student should endeavour to travel as widely as possible during the course of training, in order to study various architectural styles. If the course of training includes some study of Structural Engineering, considerable advantage is likely to accrue.

Cost of Training.

The tuition fees for full time attendance at Schools of Architecture vary from about £15 to £70 per annum. The charges of Technical and Evening Institutes are considerably less. Scholarships and Free Places are often available. The premium for Articles may be anything from one hundred to five hundred guineas, perhaps returnable as salary. A Junior Assistant is not likely to receive more than pocket money at first.

Prospects.

The scope of the architectural profession nowadays includes domestic work, decoration, garden design, etc., and, in addition, greater attention than formerly is being paid to the scientific design of industrial and commercial premises—an aspect of the profession which may call for specialised study. The Government Office of Works and Local Authorities offer appointments to qualified Architects.

Sources of Further Information.

The Royal Institute of British Architects.

H.M. Stationery Office Choice of Career Pamphlet, No 5.

42. CHEMISTRY.**Qualifications.**

The recognised qualification of an industrial, analytical or research chemist is that of Associateship of the Institute of Chemistry of Great Britain and Ireland, which is conferred upon holders of a B.Sc. or other University Degree in Chemistry, and, in some circumstances, upon persons who, having obtained a high standard of general education, take a satisfactory course of Chemistry at a Technical or Evening Institute.

Course of Training.

A University Degree or other full-time Technical Course takes three or four years. A student may sometimes secure employment as a junior laboratory assistant and complete his training by attendance at an Evening Institute. This method is very strenuous.

Cost of Training.

The fees for full-time courses at Technical Institutes are generally between £20 and £60 per annum. In addition, apparatus may have to be purchased.

Careers in Class 4 (see page 5).

Prospects.

Industrial firms employ qualified Chemists in three principal capacities: (a) Analytical, (b) Research: (c) Works Control. The Analytical Chemist's work is very highly skilled, and calls for thorough training and, generally, experience in an analytical laboratory. A Research Chemist needs to understand very thoroughly the needs of the industry in whose interests he works, and would generally require to obtain special experience with this end in view. A Works Control Chemist has the duty of ensuring that the chemical standard of manufactured products is maintained from day to day.

There is a further class of vacancies in the service of independent companies practising as chemical consultants; Local Authorities employ Public Analysts and official Agricultural Analysts, and the Government Department of Scientific and Industrial Research occasionally announces vacancies.

Sources of Further Information.

The Institute of Chemistry, 30, Russell Square, London, W.C.1.
H.M. Stationery Office, Choice of Career Pamphlet, No. 1.

43. SURVEYING.

Qualifications.

The recognised body controlling the profession of Surveyor is the Surveyors' Institution, which sets preliminary, intermediate and final examinations leading to the title of Professional Associate of the Surveyors' Institution; Professional Associates who have five years' approved experience in a responsible capacity are eligible for election as Fellows.

The Incorporated Society of Auctioneers and Landed Property Agents is a body which exists to promote the interests of persons in practice who may be ineligible for membership of the main professional bodies. It sets, preliminary, intermediate and final examinations.

A good deal of the work of a Surveyor has to be carried out in the open air, and therefore calls for a hardy constitution.

Training.

Exemption from the preliminary examination is conferred upon holders of a School Certificate. It is advisable at this stage for a boy to enrol as a Student of the Surveyors' Institution. The intermediate examination is taken not earlier than 19 years of age by Pupils to a practising Surveyor or persons attending a "place of professional instruction." The final examination is taken in due course.

The alternative methods of training are (a) three years' Articled Pupilage (at a premium between 100 and 300 guineas); (b) a University degree course, followed by two years' pupilage. It is open to degree holders to take a special examination in lieu of the professional examinations. The Surveyors' Institution grants two Scholarships annually.

Prospects.

The salary of a qualified graduate Assistant would usually range between £100 (initially) and £500 when in a position to seek a Partnership.

Careers in Class 4 (see page 5).

Urban practice is nowadays more profitable than Land Surveying, and there is considerable scope for men qualified as Rating and Quantity Surveyors. Official appointments also exist for qualified Surveyors.

Sources of Further Information.

The Surveyors' Institution, 12, Great George Street, Westminster, London, S.W.1.

The Incorporated Society of Auctioneers and Landed Property Agents, 26, Finsbury Square, London, E.C.2.

H.M. Stationery Office, Choice of Careers Pamphlet, No. 4.

44. LAND AGENCY.

Qualifications.

Whereas a person qualified under the rules of the Surveyors' Institution is recognised as academically suited to become a Land Agent, an alternative qualification is membership of the Land Agents' Society, which is attained by passing the Society's two examinations, the syllabus for which includes agricultural, legal, financial and commercial subjects. A person who has passed the intermediate examination of the Surveyors' Institution or taken a degree in Agriculture or estate management is exempted from Part I.

The Incorporated Society of Auctioneers and Landed Property Agents is a body which exists to promote the interests of persons in practice who may be ineligible for membership of the main professional bodies. It sets preliminary, intermediate and final examinations.

There is little hope of success as a Land Agent for a man who is not genuinely fond of country life, prepared to accept the limitations it involves and sufficiently strong and hardy for essentially out-door work.

Training.

A University Degree in Agriculture, or a course at an Agricultural College is highly desirable, and should be supplemented by two or three years' Articled Pupilage in the office of a Land Agent—for which a premium of about £100 may be required. A boy who has been brought up in rural surroundings might shorten the period of pupilage without detriment.

Prospects.

A Land Agent on a large estate might be paid some £600 a year, while a qualified assistant would probably start at about £200. There are certain official appointments in Crown Colonies.

Sources of Further Information.

The Land Agents' Society, 12, Little College Street, Westminster, London, S.W.1.

H.M. Stationery Office Choice of Career Pamphlet, No. 4.

45. AUCTIONEERING (including Estate Agency and Valuing).

Qualifications.

The professions of Surveying, Land Agency and Auctioneering, possess many factors in common and their controlling bodies work in collaboration; it is not, however, possible for a Surveyor to qualify ipso facto as an Auctioneer. The principal controlling body is the

Careers in Class 4 (see page 5).

Auctioneers' and Estate Agents' Institute of the United Kingdom, which sets preliminary, intermediate and final examinations, leading to the Associateship and Fellowship of the Institute. London University grants a degree of B.Sc. in Estate Management which exempts from all the professional examinations. Other degrees exempt from the intermediate examination, and a School Certificate exempts from the preliminary. Persons in responsible professional positions and not less than 25 years of age may take the intermediate and final examination together (called the Direct Final Examination).

The Incorporated Society of Auctioneers and Landed Property Agents is a body which exists to promote the interests of persons in practice who may be ineligible for membership of the main professional bodies. It sets preliminary, intermediate and final examinations.

It should be noted that the only **legal** requirement for an Auctioneer is that he should hold the necessary licence.

An Auctioneer needs to have a particularly keen sense of values, a vigorous and enterprising personality, and, in most cases, a strong physique and a good voice.

Training.

The London University degree of B.Sc. has already been mentioned. Any degree, especially in a legal or agricultural school, is a useful asset. The more usual course of training, however, consists of pupilage with a practising Auctioneer, which may be either Articled or non-Articled. The fee for Articles varies between 100 and 500 guineas. Training without Articles takes one or two years longer than otherwise. Complete courses of training are available at the City of Birmingham Commercial College.

Prospects.

It is usual for a qualified Auctioneer to begin his training as a salaried assistant to an established practitioner, in which capacity he may earn between £150 and £300 a year. Later on he may enter Partnership and eventually secure a business of his own. Competition is high throughout the profession, and constant effort is needed if a good position is to be secured.

Sources of Further Information.

The Auctioneers' and Estate Agents' Institute, 29, Lincoln's Inn Fields, London, W.C.2.

H.M. Stationery Office Choice of Career Pamphlet, No. 4.

46. VETERINARY SURGEON.

Qualifications.

To practise as a Veterinary Surgeon it is necessary to be registered as a Diploma-holder by the Royal College of Veterinary Surgeons.

The rigours of Veterinary Surgery are at least equal to those of general medical practice, and a similar degree of fitness and vigour is called for.

It would usually be difficult to establish oneself in Veterinary practice without some private capital.

Careers in Class 4 (see page 5).

Course of Training.

This lasts four years, and must be taken at one of the following Veterinary Schools:—London, Edinburgh, Glasgow, Dublin, Liverpool. It is also possible to take a concurrent Degree and Diploma Course at London, Edinburgh and Liverpool Universities. This confers an enhanced professional prestige, but requires an additional year's study.

Cost of Training.

The total cost of the Diploma course may be about £120 to £150, plus £300 to £450 maintenance, or for the concurrent course £160 to £200, plus £350 to £500 maintenance. Certain Scholarships are available.

Prospects.

Private veterinary practice tends to fall into two classes: (a) urban, dealing mostly with the smaller domestic animals, and (b) rural, dealing mostly with farm stock. In addition, certain official appointments exist, under the Ministry of Agriculture and under County Councils, for Veterinary Inspectors concerned with the administration of the Diseases of Animals and similar Acts.

Sources of Further Information.

The Royal College of Veterinary Surgeons, 10, Red Lion Square, London, W. C.1.

H.M. Stationery Office Choice of Career Pamphlet, No. 3.

47. DENTISTRY.

Qualifications.

To practise as a Dentist it is necessary to hold either a Degree in Dentistry, such as is conferred by the majority of modern British Universities, or the Licentiate of Dental Surgery which certain Universities and Medical Corporations are authorised by law to award. The University degree course confers a higher professional status.

A high degree of manual dexterity, considerable physical strength, and a cheerful and sympathetic disposition are essential to a successful Dentist.

A certain amount of capital is a great asset to anyone desiring to start private practice as a Dentist. Failing its possession, many years' work in a subordinate capacity is likely to be necessitated.

Course of Training.

It is necessary to pass first of all the Preliminary Examination (corresponding roughly to School Certificate standard), and then the Pre-Registration Examination, the conditions of which are satisfied by reaching Higher School Certificate standard in certain subjects, notably Chemistry and Physics. The student, subject to a minimum age-limit of 17, then registers with the General Medical Council as a Dental Student, and proceeds to take a four or five year course, leading to the attainment of the qualifications given above.

Cost of Training.

The total cost of the course is rarely less than £300, plus £350 to £450 for maintenance. Certain Bursaries are awarded by the Dental Board.

Careers in Class 4 (see page 5).

Prospects.

Openings for young Dentists occur mostly as assistants either to established practitioners or in Dental Hospitals and Clinics, such experience leading either to private practice or to appointments in Hospitals or under Local Authorities (including the School Dental Service).

Sources of Further Information.

The Dental Board, 44, Hallam Street, London, W.1.
H.M. Stationery Office Choice of Career Pamphlet, No. 14.

48. SOCIAL SERVICE.

The number of paid positions which exist in social work is still very limited, and the posts themselves vary widely. There are occasional openings for Wardens of Clubs, Hostels and Settlements, and in connection with Philanthropic Societies and similar organisations.

In almost all cases an essential qualification would be a considerable measure of experience of social work, obtained in a voluntary capacity. Very few of the posts carry large salaries.

Rural Community Councils and County Councils for Social Service are bodies which aim at organising and co-ordinating local social and philanthropic undertakings. Paid Secretaries are usually employed, at salaries between £200 and £400. Business and organising ability and aptitude for public speaking may be important qualifications. A further sphere in which openings, though at present scarce, may increase in the future, is that of semi-official appointments for the assistance of the unemployed and other necessitous persons. The Land Settlement Association may be instanced as a body actively engaged in this work.

Useful training for these positions may be obtained at Social Study courses such as are held at Birmingham University and the London School of Economics, which award Diplomas in this subject.

Further information might be obtained from the National Council of Social Service, Bedford Square, London, W.C.1, or from the Headquarters of the various organisations (e.g., Y.M.C.A., National Federation of Boys' Clubs).

49. JUVENILE EMPLOYMENT AND WELFARE WORK.

Certain Local Education Authorities employ Juvenile Employment Officers, whose duty it is to advise and assist school leavers in finding suitable employment; in many cases, the Officers are charged with supervision of the industrial and general welfare of children between the ages of 14 and 18, and also with the administration of the Unemployment Insurance Acts as they affect Juveniles.

Under the smaller Education Authorities, these positions are usually filled from the higher clerical grades, and experience rather than specialised training is the most important qualification. In such cases, salaries are in the region of £200-£300 per annum. Larger Authorities, however, prefer to appoint University Graduates, sometimes with experience of teaching, social work, or industry, and, if possible, with a knowledge of modern methods of scientific vocational guidance. Positions such as these may be paid between £250-£500 per annum.

Careers in Class 4 (see page 5).

50. INDUSTRIAL WELFARE WORK.

Many large firms employ welfare workers, though in many cases their duties would be combined with others, such as those of a Labour or Staff Manager. In practically all cases, intimate experience of the conditions and requirements of the industry concerned would be an essential qualification, though some acquaintance with social work, and an elementary knowledge of hygiene and allied subjects would be useful. The salary paid might be anywhere between £200 and £500 per annum.

51. STAFF MANAGEMENT.

This and the previous Career have something in common, and, in moderate sized firms, the two offices might be combined. Large firms, and such establishments as large department stores, etc., usually employ an expert staff manager. Experience of the firm's requirements would be a sine qua non, together with interviewing ability, shrewd judgment of character and personality, and, in many cases, a knowledge of scientific methods of vocational selection.

Such positions are often of great importance, and may carry salaries as high as £1,000 per annum.

52. RAILWAYS: TRAFFIC APPRENTICE.

As many boys aspire to a Career in Railway Service, brief particulars are given of such schemes as are known to exist under British Railway Companies for the employment of men with University and similar education.

The London and North Eastern Railway appoint not more than thirteen men annually, on the result of a competitive examination, open to candidates who are either members of the clerical staff, or are recommended by the Authorities of a Public School or University. The usual age limits for entry are 18 and about 25, and the initial salary varies between £100 and £230, according to age. The appointments are strictly probationary, and apprentices have to sit for examination.

The London, Midland and Scottish Railway appoint five Traffic Apprentices annually under a very similar scheme to the above.

The Great Western and Southern Railways have no codified scheme, but do from time to time make appointments of this class.

Prospects.

Following a satisfactory completion of the Apprenticeship period, there are very good prospects of promotion to administrative posts.

It should be realised that a Traffic Apprentice is likely to be moved about a good deal during his training.

Further information should be sought direct from the Railway Companies.

53. PROBATION OFFICER.

Probation Officers are appointed to supervise delinquents whom the Court, having regard to character and any special circumstances, think it expedient to release on probation. There are also other duties involving attempt at reconciliation where domestic relationships are concerned.

Careers in Class 4 (see page 5).

Qualification and Training.

Appointments are made by local Benches of Magistrates, and are subject to approval by the Home Office. The age limits are 25 to 40. No specific training is at present insisted upon; but men of personality and education are required, having some practical experience of social work, which may have been acquired in a voluntary capacity. A scheme is now in operation whereby special courses of training are organised by the Home Office for candidates between the ages of 24 and 30. The course lasts two years, and is undertaken at University towns where the Trainee may: (1) attend lectures with a view to taking the Social Study Diploma, and (2) take part in the practical work of the Court. During training £150 per annum and any University fees are paid. Application by successful students for full-time appointment is supported by Home Office recommendation, but a declaration of willingness to serve anywhere in England is required before training commences. It is hoped that this scheme will in due course become universal.

A would-be Probation Officer must have a really sincere interest in social work; particularly in the problems of the poorer classes. He must be prepared to work to a large extent in the slum areas. He must also have powers of tactful persuasion, and the ability to influence, without appearing to coerce, recalcitrant characters.

Prospects.

The initial salary lies between £180 and £221, and rises to between £330 and £370 per annum. There is a National Superannuation Scheme. Certain administrative posts exist and are likely to be increased.

Sources of Further Information.

Full particulars of the Training Scheme may be obtained from "The Children's Branch," Home Office, Whitehall, London, S.W.1.
Other particulars from the Local Probation Department.

54. THE MUSICAL AND LITERARY PROFESSIONS : THE FINE ARTS : THE STAGE.

The above Careers all have it in common that it is not possible to lay down hard and fast rules for the guidance of those entering upon them. One or two salient factors may, however, be noted. First, the present economic situation is such that only persons with really outstanding ability can hope to achieve much success in any of these fields; a mediocre standard is almost inevitably doomed to depressing failure. Second, the possession of the necessary ability and aptitude is largely a matter of innate qualities and temperamental traits. Before taking any definite steps, therefore, expert opinion should be sought as to the aspirant's abilities. Thirdly, assuming the possession of the appropriate qualities, it is essential that a thorough technical training should be undertaken; even genius cannot dispense with this.

Further information can generally be obtained from the various Colleges, Academies and the Institutions which exist for the furtherance of artistic interests.

DESCRIPTION OF CAREERS UNDER CLASSIFICATION 5.

Careers for which the essential foundation is a University Degree (preferably in an Honours School) : in some cases Professional Training is required in addition

Careers in Class 5 (see page 5).

55. THE JUNIOR GRADE OF THE ADMINISTRATIVE CLASS IN THE HOME CIVIL SERVICE: THE IMPERIAL CIVIL SERVICES: THE COLONIAL, FOREIGN, DIPLOMATIC AND CONSULAR SERVICES: INTELLIGENCE OFFICER IN THE DEPARTMENT OF OVERSEAS TRADE.

Qualifications.

The positions listed above represent the highest grades of the Civil Service for which vacancies are filled by open Competitive Examination. The competition is in all cases exceedingly keen and a first or second class Honours Degree of a British University, preferably Cambridge or Oxford, is essential.

The age limits for entry are 22-24, except that the Indian Civil Service, the Consular Service, and the Department of Overseas Trade may be entered as early as 21, and the Foreign and Diplomatic Services as late as 25. For the Foreign, Diplomatic and Consular Services, and the Department of Overseas Trade, candidates have first to attend before a Selection Board (for which they may make application any time after they are 19) before being admitted to the Competitive Examination. Full particulars of the examination cannot be given here, but great stress is laid on English subjects, every-day scientific and economic knowledge and, most important of all, on the results of a viva voce examination. A medical examination is in all cases set, and for the Imperial and Foreign Services, the standard required is high. It should be emphasised that these posts represent the goal of many of the most brilliant and best-connected University Students, so that no one whose qualifications are in any respect mediocre can hope for much success against such severe competition.

In the case of the Imperial Services, it is usual for a selected candidate to be sent to a University for a further year's specialised training, for which, provided that satisfactory progress is made, adequate financial assistance is given.

As a temporary measure, a certain number of vacancies in the Indian Civil Service are at present filled by selection only.

The former "property qualification" for the Foreign, Diplomatic and Consular Services has now been abandoned, but the exceptional circumstances surrounding these posts render it highly desirable that the holder should have private means.

Remuneration and Prospects.

The initial salaries in these grades lie mostly between £250 and £300 per annum, though in some cases there is a probationary period at a lower figure, and there are prospects of ultimate promotion to posts of high administrative rank, though advancement depends strictly on proof of merit.

Source of Further Information.

Full information governing the conditions of entry and subjects of examination, may be obtained from the Civil Service Commissioners, Burlington Gardens, London, W.1.

Careers in Class 5 (see page 5).

**56. PUBLIC AND SECONDARY SCHOOL TEACHING.
(General Academic Subjects).**

Qualifications.

Though a University Degree is not stipulated by any code of regulations as essential, the abundant supply of graduate candidates and the trend of modern practice make a degree almost indispensable for all appointments of good standing. In addition, for posts in schools controlled by Local Education Authorities, a "Teacher's Diploma" or certificate of approved training (theoretical and practical) is generally demanded: this qualification is constantly increasing in importance, and is likely to be a *sine qua non* at no distant date in all State-aided schools. In privately endowed schools, however, greater emphasis is still laid on a good Honours degree and personal qualifications than on specialised teachers' training.

Course of Training.

Following the three years' degree course, it is usual for an additional year to be spent on the professional course, which is often taken at the candidate's own University. An alternative method is offered by certain Colleges which do not themselves grant degrees, but which give an extended two years' professional training course and instruct the student simultaneously for an external degree of the University of London. The total course is then three years.

Cost of Training.

A few students are fortunate enough to be "recognised" by the Board of Education for the payment of all the **tuition** fees of their degree and training courses, but sometimes recognition is available for the post-graduate year when the academic course has been followed without the aid of Board of Education Grants. A variety of Scholarships and grants are available from University and Local Education Authority for "private" (i.e., non-recognised) students. If a Local Education Authority assists a recognised student, the assistance is generally in the form of a loan.

Prospects.

Advancement in the teaching profession is strictly according to merit. Positions as Senior Masters in any subject call for high academic qualifications in that subject, while for Headmasterships, Inspectorships, and Administrative positions the competition is very keen indeed, and only well-qualified teachers with good experience stand much chance of success in these directions.

The salaries of the great majority of school teachers are governed by the Burnham Scales. The normal range for graduates is £234-£480, and £186-384 for non-graduates (if such persons are appointed).

In some cases there are additions for holders of exceptional qualifications, or of posts of special responsibility, though such increments are not as a rule, easy to come by. The figure for Headmasters is considerably higher, varying according to the size of the school, but is rarely less than £600.

Careers in Class 5 (see page 5).

Sources of Further Information.

The Assistant Masters' Association, 29, Gordon Square, London, W.C.1.

There are also numerous old-established Scholastic Agencies which undertake to advise would-be teachers as to vacancies, etc.

Local Education Authorities will supply information as to grants, etc.

57. MEDICINE.

Qualifications.

The essential legal qualification for the practice of Medicine is registration upon the list of duly qualified persons kept by the General Medical Council. In order to be registered one must have studied for not less than six years in a recognised Medical School, and must have passed the prescribed examinations leading to a Degree or Diploma.

The medical course of study is protracted; and the strain of medical practice is severe. No boy should contemplate this career unless he is physically and mentally sound and vigorous. The minimum age for commencement of study is 17, but it is rarely advisable to start younger than 19.

Course of Training.

All the Universities of Great Britain and Ireland have Medical Schools (though in one or two it is not yet possible to pursue the full six years' course). Degrees and Diplomas are granted by the various Universities and by various medical corporations such as the Royal Colleges of Physicians and Surgeons. Some of the bodies combine to hold Conjoint Examinations. The Diplomas of the Conjoint Board are often taken concurrently with the University Degree, while a small number of students take the Diploma only. It should be remembered that post-graduate experience is as important as under-graduate training. Early enquiry should be made as to the appointments at the Hospital at which it is proposed to train. After obtaining a degree, it is generally advisable to proceed to further qualifications such as the Fellowship of the Royal College of Surgeons, or a Diploma in some special branch of Medicine, e.g., Public Health.

It is advisable at the outset of the course of study to be registered as a medical student by the General Medical Council.

Cost of Training.

The cost of tuition, books, apparatus and examinations for six years lies between about £150 and £275, to which must be added from £350 to £600 for maintenance. A variety of scholarships are available.

Prospects.

Private practice probably represents the goal of the majority of young Doctors; it is generally approached through the position of assistant to an established practitioner, and in most cases capital is required in the early stages. In addition to private practice, there are a considerable number of good Public Appointments under the Ministry of Health and Local Authorities; as School Medical Officers, Works Doctors, Ships' Doctors and so on, but few of these are open to men without sound experience in hospital work or private practice, or at least as assistant to a practitioner. Opportunities also occur from time to time in the Dominions.

Careers in Class 5 (see page 5).

Sources of Further Information.

The Universities and Colleges concerned. The "Students' Number" of the "Lancet" is published annually in October.

58. BARRISTER-AT-LAW.

Qualifications.

Qualification for Call to the Bar takes three years, and may be attained by private reading, combined with attendance at Lectures at the Inns of Court, or by taking a Degree Course at a University. In either case, it is necessary to fulfil the statutory requirements of "keeping terms" at the Inns of Court. Before Call, candidates must also take the Bar Examination.

Only a young man of really high intellectual attainments, of strong personality, physically sound and possessed of marked ability as a public speaker, should seek Call to the Bar.

Considerable private means are necessary to assist a Barrister in the early stages of practice, in addition to the expenses involved in a University Course and various rather heavy Dues, Charges, Deposits and Stamp Duties.

Course of Training.

A University Degree in Law is the most direct way to the Bar, but it is not essential; other good Honours Degrees provide a useful foundation of knowledge, though the course of training is in that case prolonged. It is necessary for students to conform strictly to the professional standards of conduct and etiquette, which are high.

Prospects.

Few Careers offer more attractive ultimate prospects to a young man who possesses, beyond question, the requisite intellectual gifts, capacity for assiduous and meticulous effort, and indifference to immediate financial success. All the highest and most responsible legal positions in the country are open only to Barristers.

Sources of Further Information.

The Council of Legal Education, 15, Old Square, Lincoln's Inn, London, W.C.2.

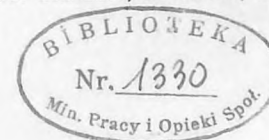
H.M. Stationery Office Choice of Career Pamphlet, No. 15.

59. RESEARCH WORK (in General).

Boys sometimes express a desire to take part in research work of one kind or another without having any very clear idea as to the various factors and conditions which operate in this field.

The essential qualification for Research Work of any kind is a really first rate knowledge and experience of the field in which it is proposed to carry out research. Academic qualifications must be well above the average, and must be supplemented by practical experience and, in most cases, a knowledge of statistical methods; in addition, personal qualities of thoroughness, exactitude and patience are always required.

It will be seen, therefore, that anyone with aspirations to Research Work must, in the first place, satisfy himself that he possesses the necessary temperamental characteristics, and, second, must set himself to acquire the highest possible degree of professional or technical knowledge and experience. Salaries, however, are not generally high.



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