

*Not to be communicated to anyone outside H.M. Service*

# ADMIRALTY FLEET ORDERS

**CORRESPONDENCE AND POSTAL STUDY COURSES—  
REVISED AND CONSOLIDATED ORDERS**

**EXAMINATIONS OF CIVILIAN EXAMINING AND  
PROFESSIONAL BODIES**

**GRANT OF LEAVE TO SIT FOR EXAMINATION IN LAW,  
ACCOUNTANCY OR OTHER PROFESSION IN CIVIL LIFE**

**MATRICULATION EXAMINATION OF THE UNIVERSITY OF  
LONDON—CONCESSIONS TO SERVICE PERSONNEL**

**CITY AND GUILDS OF LONDON EXAMINATIONS IN RADIO**

ADMIRALTY, S.W.1,

8th June, 1944.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

*H. V. Markham*

*To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels including Minor War Vessels, and Superintendents or Officers in Charge of H.M. Naval Establishments.*

**NOTE :—**The scale of supply of this order is approximately half that shown in the Admiralty Fleet Order Volume, 1941, Instructions, Paragraph 10, but distribution should extend to Chaplains, Instructor Officers and Schoolmaster Officers, and, where these are not borne, the Education Officer.

HEAD OF "P" BRANCH

†2958.—Correspondence and Postal Study Courses—Revised and Consolidated Orders

(N. 11264/44.—8 Jun. 1944.)

Revised regulations and details of additional correspondence courses arranged by the Army Council are given in this Order, which comprises:—

Part I.—General Regulations including extension of the scheme to Dominion and Allied personnel, and to North America and the whole of the Mediterranean.

Part II.—Vocational Correspondence Courses in professional subjects, including new courses in Accountancy (Cost and Works), Architecture, Bakery, Engineering (Structural), Horticulture, Law (Scottish), Teachers' Training, Town and Country Planning, Transport, and for Handicraft Teachers.

Part III.—Postal Study Courses in general subjects.

Part IV.—Postal Study Courses on English Anthologies, English Authors and Works of Leading Philosophers.

Part V.—Specimen Application Form.

Applicants and officers signing application forms must study the General Regulations and the special regulations in Parts II, III and IV.

It is important that students taking courses should be given help by officers or ratings who can do this and that suitable study places should be provided.

PART I.—GENERAL REGULATIONS

1. *Eligibility for Courses.*—Courses are open to British, Dominion and Allied Naval personnel, both men and women, officers and ratings (including personnel on T.124X agreements and V.A.Ds.), and to R.A.F. personnel in Naval units, who:—

- are serving in establishments in, or ships based on, Great Britain, Northern Ireland, Iceland (C), the Faroes, North America, the Mediterranean and West Africa;
- are unable to obtain oral instruction in the selected subject by attendance at classes in technical or evening institutes, or elsewhere; and
- have had previous education or training which will enable them to benefit from the selected course.

2. *Fees.*—The standard enrolment fee is 10s. for a course, deducted from pay. See also paragraph 9 and the special regulations in Parts II, III and IV.

3. *Registration.*—Application forms are to be sent to the Under-Secretary of State, the War Office (A.E.3), 45, Eaton Square, London, S.W.1. A specimen application form for all courses is given in Part V of this Order.

The War Office (A.E.3) will report to the Commanding Officer if the application is accepted or otherwise. If the application is accepted, the Commanding Officer should notify the Accountant Officer on whose books the applicant is borne for pay, in order that the enrolment fee may be charged against his or her account.

In due course the applicant will receive the study notes and instructions for the course. In some subjects these are sent from the War Office (A.E.3) and in others from the professional body or college concerned.

Applications should not be forwarded from candidates, other than hospital patients, who are within two months of the date of their probable discharge from the Service.

For Dominion and Allied personnel, the procedure in applying for courses will be the same as outlined above, but a clear distinction must be maintained between the cases where personnel are serving in (i) British, or (ii) Allied or Dominion units.

Fees which are collected in ships and establishments of the Royal Navy are regarded as an appropriation in aid to Vote 5 I (5).

Fees collected in Dominion or Allied units from Dominion, Allied or British personnel will be returned to Imperial funds. To enable this to be done the nationality of the ship or establishment should be given (in capitals) in the last line of the application form in the case of candidates from Dominion or Allied units. The names of personnel for whom such refunds will be required will then be forwarded by the War Office to the Admiralty who will collect the sums from the Navies concerned.

The part of the cost of these courses which is not covered by the enrolment fee will be borne by Imperial funds.

4. *Supply of Text Books.*—(a) Text books for courses will be supplied by the Services Central Book Depot, Finsbury Barracks, City Road, London, E.C.1. This Depot is under the control of the War Office and will supply books automatically on instructions from the War Office (A.E.3).

(b) The books will be sent direct to students. Army Form G.1033, enclosed with the books, is to be received by the student and returned to the Officer-in-Charge, Services Central Book Depot.

(c) The student is responsible for the care of the books, which are lent to him, and must return them to the Officer-in-Charge, Services Central Book Depot, when he completes or withdraws from a course. If he fails to do so he will be charged the value of the book, on instructions from the Services Central Book Depot.

Where books are returned, this should be done through the Commanding Officer, and the despatch recorded.

5. *Change of Address, Suspension of Course, etc.*—(a) *Change of Address.*—Any change of address, at any time after application has been made, must be notified immediately to the War Office (A.E.3), the Services Central Book Depot, and to the Professional Body, Correspondence College or tutor concerned.

(b) *Liaison with Tutors.*—Students are strongly advised to maintain close contact with their respective tutors.

(c) *Suspension of Courses.*—It will not normally be practicable to continue courses outside the areas mentioned in paragraph 1 (a), above. Students who are leaving these areas for more than six months must return their text books and should inform the War Office (A.E.3) whether they wish the enrolment to be cancelled or remain in suspense. In the latter case, students may apply to the War Office (A.E.3) to resume their courses at any time during hostilities or within six months thereafter, provided that they are still in the Service, except as under (e) below.

(d) *Refund of Fees.*—In the event of cancellation under paragraph (c), refund of the whole or part of the enrolment fee may be made. This will be at the discretion of the War Office (A.E.3), who may authorize repayment by the Accountant Officer if less than 75 per cent. of the course has been completed and the Commanding Officer certifies that withdrawal is caused by circumstances outside the student's control. Such refunds will be a charge on the Adult Education Grant and are to be reported in accordance with heading (i) of paragraph 8 (b), A.F.O. 1525/43.

(e) *Discharged Students.*—A student who is discharged from the Service may, at the discretion of the War Office (A.E.3), complete any course for which he has been enrolled, provided that the enrolment fee has been paid before the date of discharge. Text books may not be retained on loan, but the student may be allowed to purchase them if an application is made to the War Office (A.E.3).

6. *Prisoners of War.*—British prisoners of war in German camps cannot be enrolled as students, but can be supplied with study notes and some text-books through the Educational Book Service, British Red Cross Society and St. John Organization, New Bodleian, Oxford.

7. *Enquiries.*—(a) All enquiries before enrolment should be made to the Education Officer.

(b) Enrolled students may, when necessary, communicate direct with the War Office (A.E.3).

(c) In all enquiries the student's registration number, the serial letter and number of the course concerned and also its title must be quoted.

(d) If an applicant does not receive his enrolment papers within a reasonable time he should not submit a second application, but should address a written enquiry as directed in sub-paragraph (c) above to the War Office (A.E.3), 45, Eaton Square, London, S.W.1.

(e) Enquiries by Education Officers about the suitability of particular courses in individual cases must state the applicant's age, general educational background and, for vocational courses, his professional training and experience.

8. *Withdrawals, Completions and Certificates.*—On withdrawing from, or completing any course, a student must, in all cases, notify the War Office (A.E.3). If he so desires, application may be made at the same time, through the Commanding Officer, for a certificate stating that the course has been satisfactorily completed. The award of such a certificate will be at the discretion of the War Office (A.E.3) after consultation with the Professional Body or Correspondence College concerned.

N.B.—War Office certificates are merely an evidence of study. They do not exempt the holder from any professional examination.

9. *Special Enrolments.*—Certain subjects additional to those enumerated in Part III and in the Estate Management section of Part II can be provided as a "special enrolment". Students applying for such courses should submit a form in the usual manner. This will be returned to them if the course cannot be arranged.

The enrolment fee will, in some cases, be greater than the fee of 10s. which is usually payable.

Text-books for "special enrolment" courses cannot be issued by the Services Central Book Depot, but must be provided by the student.

#### PART II.—VOCATIONAL CORRESPONDENCE COURSES IN PROFESSIONAL SUBJECTS

1. Most of the courses are designed to prepare candidates for the examinations set by the appropriate professional bodies. *Enrolment for a course does not entitle a student, not otherwise qualified to do so, to sit for any professional examination.*

Those who wish to take these examinations are strongly advised to obtain, before applying for a course, full information as to the qualifications for candidature, including any war-time concessions to serving students. *Direct application should be made to the secretary of the professional body concerned, who will also give details of the examination itself and of any special arrangements for holding it during hostilities.* A list of addresses of examining bodies is given in A.F.O. 2959/44.

2. *Fees and Enrolment.*—The fee of 10s. covers any or all of the courses in one subject group, e.g. Accountancy. A student will not normally be allowed to take more than two courses simultaneously but, on the recommendation of the Commanding Officer, an exception may be made to this rule, by the War Office (A.E.3), in special cases (e.g. when all the subjects of an examination must be taken together).

When courses have been completed, application may be made by the student direct to the War Office (A.E.3) for other courses in the same group, until all have been studied. Applications for any further courses should be clearly marked "Application for a further course (or courses)". (See also Part I, paragraph 7 (c).)

#### LIST OF VOCATIONAL ACCOUNTANCY CORRESPONDENCE COURSES

Courses primarily designed as a preparation for the Intermediate and Final Examinations of the Institute of Chartered Accountants (I.C.A.); the Society of Incorporated Accountants and Auditors (S.I.A.A.); or the Association of Certified and Corporate Accountants (A.C.C.A.), but suitable for those of other Incorporated Societies of Accountants.

##### Intermediate Standard

- A.1 (i) Book-keeping and accounts.\*  
(ii) Book-keeping and accounts. (Executorship law and accounts, and income tax.)
- A.2 Auditing.
- A.3 Cost Accounts.
- A.4 General commercial knowledge.
- A.5 Mercantile law.†
- A.6 Economics.

##### Final Standard.

- A.7 Advanced book-keeping and accounts.
- A.8 Advanced auditing.
- A.9 Advanced cost accounts.
- A.10 Company law.
- A.11 General commercial knowledge.
- A.12 Mercantile law (including arbitrations and awards). (Not essential for A.C.C.A.)
- A.13 Partnership law and accounts. (Essential only for A.C.C.A.)
- A.14 Bankruptcy law (including deeds of arrangements, receiverships and trusteeships).
- A.15 Economics.†
- A.16 Statistics.†

\* *Note.*—This course is of an advanced standard. Students with no previous knowledge of book-keeping should, in the first place, take Course S.3.

† Not essential for I.C.A.

#### ACCOUNTANCY (COST AND WORKS)

Courses suitable for the Intermediate and Final Examinations of the Institute of Cost and Works Accountants.

##### Intermediate

C.W.1 Costing.

##### Final

C.W.3 Costing.

Other subjects in the Examination Syllabus of the Institute are adequately covered by courses in other subject groups as given below:—

##### Intermediate

- A.1 Book-keeping and accounts.
- A.4 General commercial knowledge.
- A.6 } Economics.
- A.15 }
- E.2 Fundamentals of industrial administration.

##### Final

- A.7 Advanced auditing.
- I.C.32 Law of master and servant.

#### ARCHITECTURE

Courses in preparation for the Intermediate and Final Examination of the Royal Institute of British Architects. Some of the courses are suitable for general study by students who do not intend to take the R.I.B.A. examinations.

*Intermediate. (Examination students must be registered probationers of the R.I.B.A.)*

- A.R.1 General history of architecture.
- A.R.2 Special period of history of architecture: (a) Greek and Roman; or (b) Gothic. *Students must state whether they require (a) or (b).*
- A.R.3 Simple stresses.
- A.R.4 Building construction.
- A.R.5 Architectural design.
- A.R.6 Testimonies of study. *(Students may in special circumstances submit the testimonies after the examination.)*

*Final. (Examination students must be registered students of the R.I.B.A.)*

- A.R.7 The theory of steel and reinforced concrete.
- A.R.8 Professional practice.
- A.R.9 Advanced building construction.
- A.R.10 Architectural hygiene and sanitation.
- A.R.11 Specifications.
- A.R.12 Architectural design.
- A.R.13 Testimonies of study. *(These may be submitted after the examination.)*
- A.R.14 The thesis.

As a general rule, students may not enrol for more than one subject at a time.

#### BAKERY

Courses suitable for those with some experience in Bakery who wish to take the City and Guilds Intermediate Breadmaking or Flour Confectionery examinations:—

- B.A.1 Bread-making.
- B.A.2 Flour confectionery.

Courses suitable for those who have passed the City and Guilds Intermediate Examination or who have reached equivalent standard:—

- B.A.3 Bread-making.
- B.A.4 Flour confectionery.

#### BANKING (ENGLISH)

Courses adapted to the requirements of Part I and Part II of the Associateship Examination of the Institute of Bankers:—

##### Part I Standard

- B.1 Practice and law of banking.
- B.2 Economics.
- B.3 Book-keeping.
- B.4 English composition.
- B.5 Commercial geography.

*Part II Standard*

- B.6 Practice and law of banking.  
 B.7 Economics.  
 B.8 English composition.  
 B.9 Foreign exchange.  
 B.10 Accountancy.

**BANKING (SCOTTISH)**

Courses adapted to the requirements of the Associateship and Membership Examinations of the Institute of Bankers in Scotland :—

*Associateship Standard*

- S.B.1 Book-keeping and bank books.  
 S.B.2 Banking practice.  
 S.B.3 Negotiation of bills and cheques.  
 S.B.4 History and present position of banking in Scotland.

*Membership Standard*

- S.B.5 Stocks and Stock Exchange transactions.  
 S.B.6 History and principles of banking and currency.  
 S.B.7 Principles of Scots law and conveyancing.  
 S.B.8 Law of bankruptcy.  
 S.B.9 Mercantile law.  
 S.B.10 Law of bills, cheques and deposit receipts.  
 S.B.11 Practical banking (including correspondence, branch supervision and advances).

N.B.—The following Membership Examination subjects are adequately covered by Banking (English) courses :—

- B.7 Economics.  
 B.9 Theory and practice of foreign exchanges.

**BUILDING SOCIETIES**

Courses primarily designed for students working for the Intermediate Examination of the Building Societies Institute, but also suitable for general revision purposes :—

- B.S.1 Building society law and practice.  
 B.S.2 Book-keeping.  
 B.S.3 Economics.

Those who have not studied these subjects before are recommended to take B.S.2 and B.S.3 before B.S.1.

**ENGINEERING (A.M.I.C.E., A.M.I.MECH.E. AND A.M.I.E.E.)**

Courses based on the respective Associateship Membership Examinations of the Institutions of Civil, Mechanical and Electrical Engineers. They are divided into two groups covering, respectively the subjects in Sections A and B (or in the case of the Institution of Electrical Engineers, Parts I and II) of the above-mentioned examinations.

These courses are primarily designed to meet the requirements of enrolled students of the three institutions who are desirous of keeping abreast of their subjects and of sitting for one or other section (or part) of the Associate Membership

Examination during their war service. Applicants, other than students of one of the institutions who desire to enrol for a Section A (or Part I) course should, as a minimum, have reached the general educational standard of Matriculation or School Certificate, with credit in mathematics and science or, in the case of Mechanical or Electrical Engineering courses, should have completed one or two years of a course leading up to the Ordinary National Certificate.

A Section B (or Part II) course should not as a rule be attempted by anyone until he has taken all the relevant Section A (or Part I) subjects of the Associate Membership Examination of the Institution concerned, or has obtained the Ordinary National Certificate in Mechanical or Electrical Engineering, or equivalent qualifications.

*Section A (or Part I) Courses*

War Office Course	I.C.E. Subject	I. Mech. E. Subject	I.E.E. Subject
E.1 English ...	—	English Essay ...	English
E.2 Fundamentals of industrial administration.	—	Fundamentals of industrial administration.	Engineering organization management and economics*.
E.3 Engineering Science	Mechanics ...	Applied Mathematics	Applied mechanics
E.4 General science ...	—	Physics and chemistry.	Heat, light and sound
E.5 Electrotechnics† ...	Electricity and magnetism.	Electrotechnics and mechanical design and electrical machinery†.	Electrical technology
E.6 Strength of materials†.	Strength and elasticity of materials.	Strength of materials†	—
E.7 Theory of structures	Theory of structures	—	—
E.8 Theory of machines†	Theory of machines	Theory of machines and machine design†.	—

\* This is a Part II Subject for the I.E.E.

† This is a Section B subject for the I. Mech. E. Examination.

*Section B (or Part II) Courses*

E.9 Steam engines ...	Theory of heat engines.	Steam and the steam engine.	—
E.10 Internal combustion engines.		Internal combustion engines.	—
E.11 Hydraulics ...	Hydraulics ...	Hydraulics ...	—
E.12 Metallurgy* ...	Metallurgy* ...	Metallurgy* ...	—
E.13 Surveying ...	Surveying ...	—	—
E.14 Geology and mineralogy.	Engineering geology and mineralogy.	—	—
E.15 Electricity supply and electrical installations.	—	—	Electricity supply and electrical installations.
E.16 Electrical communications.	—	—	Electrical communications.

\* This course is suitable only for students who have had practical laboratory experience.

**ENGINEERING (CITY AND GUILDS—ELECTRICAL)**

The courses are suitable for students who are preparing for the City and Guilds of London Institute Examinations. For further particulars of examinations in Radio Communication, Grades I and II, see A.F.O. 2962/44.

- C.G.1 Radio Communication, Grade I  
 C.G.2 Radio Communication, Grade II  
 C.G.3 Transmission and Lines, Grade I

ENGINEERING (GAS)

Certain ancillary subjects in the Ordinary and Higher Grade Examinations of the Institution of Gas Engineers are covered by courses in the Engineering (Civil, Mechanical and Electrical) Group.

Ordinary Grade

<i>War Office course.</i>		<i>Ancillary subject of the I.G.E.</i>	
E.3	Engineering Science ... ..	...	Engineering Science
E.4	General Science ... ..	...	Physics and Chemistry
E.5	Electrotechnics ... ..	...	Electrical Engineering

Higher Grade (The scope of these courses is somewhat wider than is necessary).

<i>War Office Course</i>		<i>Ancillary subject of the I.G.E.</i>	
E.6	Strength of Materials ... ..	}	Mechanics
E.7	Theory of Structures ... ..		
E.8	Theory of Machines ... ..		
E.9	Steam Engines ... ..	}	Heat Engines
E.10	Internal Combustion Engines ... ..		

When an application is made for a course, the serial letter and number and the title of the War Office course must always be used.

ENGINEERING (STRUCTURAL)

The following examination subjects for Graduateships and Associate Membership Standard of the Institution of Structural Engineers are covered by courses in the Engineering (Civil, Mechanical and Electrical Group) :—

Graduateship Standard

<i>War Office Course.</i>		<i>I.Struct.E. Subject.</i>	
E.6	Strength of Materials ... ..	...	Strength and Elasticity of Materials
E.7	Theory of Structures ... ..	...	Theory of structures
E.13	Surveying ... ..	...	Surveying

Associate Membership Standard

E.7	Theory of Structures ... ..	...	Theory of Structures (advanced)
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When an application is made for a course, the serial letter and number and the title of the War Office course must always be used.

ESTATE MANAGEMENT

Courses suitable for students working for the following examinations :—

- Chartered Surveyors' Institution.
- Auctioneers' and Estate Agents' Institute.
- Land Agents' Society.
- London B.Sc. Degree (Final) in Estate Management.

Special study papers are available for each examination and the applicant must state, not merely the serial letter and number of the War Office course, but also particulars of the examination for which he is working.

Elementary study papers are available under the heading " War Office Course " for applicants who are not eligible for, or do not desire to take, a professional examination.

The courses E.M.1-14 do not cover all the subjects of certain of the examinations. The remaining subjects can be provided as a special enrolment (see Part I, paragraph 9).

Some of the subjects for the examinations of the Incorporated Society of Auctioneers and Landed Property Agents, especially those dealing with Agriculture, are adequately covered by those listed for the Chartered Surveyors' Institution and the Auctioneers' and Estate Agents' Institute.

Special enrolment courses are also available for the examinations of the Institution of Municipal and County Engineers.

	War Office Course	Chartered Surveyors' Institution	Auctioneers' and Estate Agents' Institute	Land Agents' Society	B.Sc. Degree Estate Management
E.M. 1	...	Soil science, botany and zoology.	Agricultural science ...	Soil science, botany and physiology.	Agriculture (part of).
E.M. 2	...	Elements of agriculture ...	Elements of agriculture (part of).	Elements of agriculture ...	Agriculture (part of).
E.M. 3	...	History and elementary economics of agriculture.	Construction and maintenance of buildings (elementary).	History and elementary economics of agriculture.	Construction of buildings (part of).
E.M. 4	...	Building construction ...	Domestic sanitation (part of).	Building construction (elementary). Building construction, designing and plan drawing.	Construction of buildings (part of).
E.M. 5	...	Central and local government.	Domestic sanitation (part of).	Central and local government.	Construction of buildings (part of).
E.M. 6	...	Drainage of buildings.	Elements of forestry and timber measuring.	Elements of forestry ...	Forestry (part of).
E.M. 7	...	Sanitation of buildings.	Domestic sanitation (part of).	Elements of forestry ...	Construction of buildings (part of).
E.M. 8	...	Elements of forestry ...	Elements of agriculture (part of).	Elements of agriculture (part of).	Construction of buildings (part of).
E.M. 9	...	Elements of geology	Elements of agriculture (part of).	Elements of agriculture (part of).	Construction of buildings (part of).
E.M. 10	...	Heating and ventilation ...	Valuations (elementary and advanced).	Valuation of real and leasehold property (part of).	Theory and principles of the valuation of land and buildings (part of).
E.M. 11	...	Land drainage ...	Elements of law of property	Law of property (part of) ...	English law relating to land (part of).
E.M. 12	...	Quantities ...	Fixtures ...	Law of landlord and tenant	
E.M. 13	...	Principles of valuation (elementary).	...	...	
E.M. 14	...	Elements of law of property	...	...	

## GROCERY

G.1. *An elementary course* (seven to eight months)—suitable for those with some experience in the grocery and allied trades, who wish to take the Intermediate Examination of the Institute of Certificated Grocers.

G.2. *An advanced course* (eight to nine months)—for those who have passed the Intermediate Examination of the Institute of Certificated Grocers, or who have completed G.1 above.

Students who have taken course G.1 will be eligible to sit for the next Intermediate Examination of the Institute. Those who have completed course G.2 will be eligible to sit for Part I of the first Final Examination of the Institute to be held after the war.

## HANDICRAFT TEACHERS

The courses are designed to prepare candidates for the City and Guilds First and Second Handicraft Teachers' Examinations. They are particularly suitable for skilled craftsmen (E.R.As., Shipwrights, etc.) who are contemplating entering the Teaching Profession as Handicraft Teachers at the end of hostilities, or on retiring from the Service. Candidates who have passed the Naval Higher Educational Test in :—

- (a) Practical Mathematics, will be exempt from the H.A.2 Mathematics Examination, and  
 (b) Mechanics and Electricity and Magnetism, will be exempt from the H.A.3 Science Examination.

Further particulars are given in the Regulations and Syllabuses for Handicraft Examinations of the City and Guilds of London Institute. (Post free, 1s. 2½d. For address see A.F.O. 2962/44.)

Students must provide their own tools, which in any case they will need for the Examination.

*First Examination*

## Part I

- H.A.1 English.  
 H.A.2 Mathematics.  
 H.A.3 Science. (There is a choice of subjects in this course. Candidates should consult their tutor, on enrolment, as to which subjects they should take.)

## Part II (Woodwork)

- H.A.4 Drawing and design.  
 H.A.5 Tools and materials.  
 H.A.6 Practical test. (Particulars of text exercises are sent to the student who makes the objects specified, and sends them to the tutor for examination. This necessitates the use of a bench and tools.)

## Part III (Metalwork)

- H.A.7 Drawing and design.  
 H.A.8 Tools and materials.  
 H.A.9 Practical test. (A self-preparation course. No work is sent to the tutor, though the student may consult him over problems.)

*Second Examination*

## Section I

- H.A.10 Drawing (wood).  
 H.A.11 Drawing (metal).  
 H.A.12 Technology (wood).  
 H.A.13 Technology (metal).  
 H.A.14 Practical test (wood).

## Section II

- H.A.15 Principles of teaching.

## HORTICULTURE

The courses, which are not intended to prepare students for examinations, have been arranged by the Royal Horticultural Society.

- H.S.1 Vegetable growing (small gardens and allotments).  
 H.S.2 Hardy fruit growing (for market).  
 H.S.3 Vegetable growing in the open (for market).

Before taking H.S.2 and H.S.3, students are advised to enrol for a shortened form of course E.M.1 Agricultural Science. This should be applied for under the heading E.M.1 (H.S.).

## INSURANCE

1. *General courses*.—These cover the basic principles and practice of each of the six main branches of insurance.

- I.C.1 Fire. I.C.4 Accident.  
 I.C.2 Ordinary life. I.C.5 Marine.  
 I.C.3 Industrial life. I.C.6 National.

2. *General principles and practice of insurance (all branches)*.

- I.C.7 This forms an introduction to the subject for those who have not previously studied insurance. It is not suited to the needs of those who require specialized knowledge of particular branches of insurance.

3. *Courses based on the Part I Syllabus of the Associateship Examination of the Chartered Insurance Institute*.—As a general rule, applicants should not attempt at any one time more than one of the courses in their chosen branch. Simultaneous enrolment for more than one course in one of these branches may, however, in special circumstances, be allowed.

- |  |   |                  |
|--|---|------------------|
| I.C.8 Principles and practice                                | } | Fire.            |
| I.C.9 General fire hazards                                   |   |                  |
| I.C.10 Surveying   | } | Ordinary Life.   |
| I.C.11 Principles  |   |                  |
| I.C.12 Prospectus proposal and policy                        |   |                  |
| I.C.13 Elementary algebra leading to compound interest       |   |                  |
| I.C.14 Principles  | } | Industrial Life. |
| I.C.15 Prospectus proposal and policy                        |   |                  |
| I.C.16 Elementary algebra leading to compound interest       |   |                  |
| I.C.16 Principles and practice                               | } | Accident.        |
| I.C.17 Personal accident, disease and sickness               |   |                  |
| I.C.18 Workmen's compensation                                | } | Marine.          |
| I.C.19 Principles and practice                               |   |                  |
| I.C.20 Commercial geography in relation to marine insurance. |   |                  |
| I.C.21 Principles of National Health Insurance               | } | National.        |
| I.C.22 Principles of Unemployment Insurance                  |   |                  |
| I.C.23 Principles of Unemployment Assistance                 |   |                  |

4. *Courses based on the Part II Syllabus of the Associateship Examination of the Chartered Insurance Institute*.

- |   |   |                  |
|---|---|------------------|
| I.C.24 Policy drafting and endorsements               | } | Fire.            |
| I.C.25 Insurance against loss of profits through fire |   |                  |
| I.C.26 Law  | } | Ordinary Life.   |
| I.C.27 Compound interest (elementary)                 |   |                  |
| I.C.28 Extra risks                                    |   |                  |
| I.C.29 Law of contract                                |   |                  |
| I.C.27 Compound interest (elementary)                 | } | Industrial Life. |
| I.C.30 New business                                   |   |                  |
| I.C.29 Law of contract                                |   |                  |
| I.C.31 Motor insurance                                | } | Accident.        |
| I.C.32 Law of master and servant                      |   |                  |
| I.C.33 Burglary insurance                             |   |                  |
| or  |   |                  |
| I.C.34 Fidelity guarantee                             | } |                  |
| or  |   |                  |
| I.C.35 Engineering insurance                          |   |                  |

I.C.36	Institute clauses	}	Marine.
I.C.37	Shipping and mercantile practice		
I.C.38	Ship classification and registration		
I.C.39	National Health Insurance Law		
	or		
I.C.40	Unemployment Insurance Law and Unemployment Assistance Law	}	National.
I.C.41	Approved society administration		
	or		
I.C.42	Insurance Committee administration		
	or		
I.C.43	Unemployment Insurance administration		
	or		
I.C.44	Unemployment Assistance administration		
I.C.29	Law of contract		
	or		
I.C.45	Statistics		

*N.B.*—Study plans (or directed reading notes) for the subjects in Part III of the Associateship Examination and Sections I, II and III of the Fellowship Examination of the Institute can be obtained by direct application to the Tutorial Secretary, Chartered Insurance Institute, 20, Aldermanbury, London, E.C.2.

No fee is charged and no text-books are provided.

#### LAW (ENGLISH)

Courses primarily designed for students working for the Bar, or Solicitors Examinations, or a Law Degree, or for persons engaged in legal work in any capacity :—

L.1	Contract.	L.8	Criminal law.
L.2	Negotiable instruments.	L.9	Conveyancing.
L.3	Bankruptcy.	L.10	Constitutional law.
L.4	Tort.	L.11	Real property.
L.5	English legal system.	L.12	Mercantile law.
L.6	Sale of goods.	L.13	Mercantile law (advanced).
L.7	Company law.	L.14	Equity.

Students who are in doubt as to which course they should take initially should submit their application forms, giving "L" as the serial number, and stating full particulars of their requirements.

Permission has been given for students who have enrolled for these courses to have access to various law libraries situated in the larger towns. Particulars of this concession can be obtained after enrolment.

#### LAW (SCOTTISH)

These courses (with the exception of S.L.3 Roman law) are restricted to students seeking entry to a branch of the Scottish legal profession.

S.L.1	Scots law
S.L.2	Jurisprudence
S.L.3	Roman law
S.L.4	Constitutional law
S.L.5	Public International law
S.L.6	Private International law
S.L.7	Conveyancing

(Applicants for either S.L.6 or S.L.7 must furnish evidence of competent knowledge of Scots law).

The application form must state :—

- (i) Branch of Scottish legal profession contemplated.
- (ii) Pre-war domicile and university.
- (iii) Stage of apprenticeship (if any).

#### MUNICIPAL ACCOUNTANCY

A course on Local Government Finance which meets the requirements of either the Intermediate or Final examination of the Institute of Municipal Treasurers and Accountants :—

M.T.1	Local Government Finance.
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Certain subjects in the Examination Syllabus of the Institute are adequately covered by courses in other subject groups :—

Final	Part I	A.15	Economics
Final	Part II	A.16	Statistics

Courses A.1, A.2, A.3, A.7, A.8 and A.9 do not meet the specialist requirements of the Institute's Syllabus in Accountancy, Auditing and Costing for either Part II Intermediate or Final examinations.

#### PRINTING

*Courses are restricted to those who have been employed in the appropriate departments of the printing trade.*

P.R.1	Composing (intermediate)
P.R.2	Composing (advanced)
P.R.3	Letterpress machine work (intermediate)
P.R.4	Letterpress machine work (advanced)
P.R.5	Bookbinding (letterpress work)
P.R.6	Bookbinding (account book work)
P.R.7	Printers' warehouse work (white paper warehouse)
P.R.8	Printers' warehouse work (manufacturing warehouse)
P.R.9	Lithography (transferring)
P.R.10	Lithography (plate-making)
P.R.11	Lithography (machine printing)

Applications for printing courses must contain the following detailed information :—

- (i) Nature of occupation in the printing trade before joining H.M. forces.
- (ii) Where apprenticed and in which department.
- (iii) Technical school attended (if any), stating name of school, subjects taken and period of attendance.

#### RATING AND VALUATION

Certain of the subjects of the Intermediate and Final Examinations of the Incorporated Association of Rating and Valuation Officers are adequately covered by courses in other subject groups :—

Intermediate ...	E.M.5	Law of local and central government.
	A.1	Book-keeping and accounts
	A.16	Statistics
Final, Part I ...	E.M.13	Law of property
	E.M.12	Valuation of land and buildings
Final, Part II ...	A.6	Economics
	E.M.4	Construction and pricing of buildings.

#### SALES MANAGEMENT

A general course approved by the Incorporated Sales Managers Association :—

S.M.1	Salesmanship and sales organization.
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The course deals with the elementary principles of the subject and is not intended as a final preparation for the Association's examinations.

#### SECRETARIAL

Courses adapted to the requirements of the Intermediate and Final Examinations of the Chartered Institute of Secretaries or of the Corporation of Certified Secretaries.

<i>Intermediate standard</i>		<i>Final standard</i>	
S.1	Secretarial practice	S.7	Secretarial practice
S.2	Economics	S.8	Economics
S.3	Accountancy*	S.9	Accountancy
S.4	Mercantile law	S.10	Mercantile law
S.5	Company law	S.11	Company law
S.6	English		

\* Suitable for students of commercial book-keeping as well as secretarial students.

## TEACHERS' TRAINING

Courses prepared by the Association of Teachers in Colleges and Departments of Education, at the request of the Board of Education in association with the Scottish Education Department.

- T.T.1 General Introductory Course
- T.T.2 English usage
- T.T.3 Elementary psychology
- T.T.4 Social studies
- T.T.5 General principles of teaching
- T.T.6 Health education
- T.T.7 Modern English writers
- T.T.8 Nursery and infant teaching

## THEOLOGY

These courses in religious subjects are suitable either for the general student or for the more specialized requirements of those intending to enter the ministry of a particular church.

The religious denomination of the applicant should in every case be stated on the application form.

(i) *Church of England, Church of Scotland, Presbyterian Churches and other Protestant denominations* :—

- T.1 (a) The Old Testament (introductory).
- T.1 (b) The Old Testament (advanced).
- T.2 (a) The New Testament (introductory).
- T.2 (b) The New Testament (advanced).
- T.3 Christain faith and life.
- T.4 Church history.
- T.5 Worship and prayer.
- T.6 The comparative study of religions.
- T.7 (a) New Testament Greek.
- T.7 (b) New Testament Greek (continued).

Further information about the syllabuses for ordination examinations may be obtained from :—

- |  |     |  |
|--|-----|--|
| <i>The Church of England</i> ...           | ... | The Director of Service Ordinands, Bedford Rectory, Woodbridge, Suffolk.                               |
| <i>The Church of England (for women)</i>   |     | The Secretary, Central Council for Women's Church Work, 11, Little College Street, Westminster, S.W.1. |
| <i>The Baptist Union</i> ...               | ... | The Rev. F. A. Farley, 1, Central Buildings, Westminster, S.W.1.                                       |
| <i>The Congregational Union</i> ...        | ... |  |
| <i>The Methodist Church</i> ...            | ... |  |
| <i>The Presbyterian Church of England.</i> | ... |  |
| <i>The Church of Scotland</i> ...          | ... | Professor Manson, New College, Edinburgh.  |
| <i>The Free Church of Scotland</i> ...     | ... | Dr. D. MacBeath, Free Church Offices, 15, North Bank Street, Edinburgh.                                |
| <i>The Presbyterian Church of Ireland</i>  |     | The Rev. J. F. Park, Church House, Belfast.  |

(ii) *Jewish Church* :—

- T.J.1 The Jewish Religion.
- T.J.2 Jewish history (general).
- T.J.3 History of the Jews in England.
- T.J.4 Jewish history (1914-1942).
- T.J.5 Biblical Hebrew.

(iii) *Roman Catholic Church*.—No courses have been specially designed for Roman Catholic students. They can, however, apply for guidance in their studies to the Rector, Heythrop College, Chipping Norton, Oxon.

## TOWN AND COUNTRY PLANNING

Courses suitable for the following classes of students :—

(a) Those who have already passed the Final Examination of the Royal Institute of British Architects, the Institution of Civil Engineers, the Institution of Municipal and County Engineers, or the Chartered Surveyors' Institution.

Students will be eligible for admission to the Special Three Months' Course to be organized by the Town Planning Institute for ex-service candidates, if they satisfy the Directorate of Studies of that Institute in all three courses (T.P.1, T.P.2 and T.P.3).

(b) Those who hold an educational qualification of matriculation standard and are members of professions allied in some way to those mentioned in (a) above, and who would find that the courses provide suitable preparation for the Intermediate Examination of the Town Planning Institute.

(c) Those who are interested in planning subjects but do not desire to obtain an examination qualification.

Students should state quite clearly on their application forms to which class they belong.

T.P.1 The Background of Planning. (Modern planning. Topographical, geological and climatic conditions. Population and industry. Rural and urban communities. Location of industry. Barlow, Scott and Uthwatt Reports.)

T.P.2 Planning Factors. (Sociology. History of planning. Law and administration of planning. Local Government structure. Survey for planning. Transport and communications. Distributive and collective services. Social services and amenities. Physical structures of buildings and roads. Ownership and value of property.)

T.P.3 Planning Practice. (Survey and research applied to planning. National, regional and local planning. Civic design. Construction and reconstruction. Old centres and new towns.)

## TRANSPORT

Courses are suitable for those who have been employed in transport, but who are not ready to study for the Institute of Transport Examinations. These courses provide a good groundwork for students who wish to proceed later to more advanced Transport studies.

- T.R.1 Economics of transport.
- T.R.2 Elements of transport.
- T.R.3 Elements of the law of inland transport.
- T.R.4 Organization and working of railway transport.
- T.R.5 Organization and working of road transport (Passenger).
- T.R.6 Organization and working of road transport (Goods).

*N.B.*—Examination courses arranged by the Institute are available at special terms for such of their members whose studies have been interrupted by service in H.M. Forces. Details of these courses can be obtained from the Secretary, the Institute of Transport, 15, Savoy Street, London, W.C.2.

## PART III.—POSTAL STUDY COURSES IN GENERAL SUBJECTS

1. *Applications and enrolment fees*.—The enrolment fee of 10s. covers one long course (of 10 or more lessons) or two shorter courses (each of not more than 9 lessons), but see paragraph 4 below. On completing a short course, a student may write, without further payment, to the War Office (A.E.3) for a second short course.

Normally, a student may only apply for one course to be taken at a time. In special circumstances, however, the Commanding Officer may endorse an application for more than one course (e.g. when the student is preparing for an examination in which the subjects specified must be offered at the same time).

*A student should state on his application form whether he requires the course as a preparation for an examination, and if so for what examination and at what date.* Extra revision lessons can then be provided where necessary and extra books recommended.



2. *Notes on Courses.*—Where graded courses are available, the standard is indicated by the letters A, B or C under the column headed Serial No. These letters do not correspond to the same standards in all subjects.

The examination standards of some of the courses are given, but, in some cases, these are only approximate.

Except where otherwise stated, each lesson may be expected to take about one month.

3. *Special enrolment.*—Certain courses which are not listed below may be provided as special enrolments under conditions similar to those outlined in Part 1, paragraph 9.

4. *Matriculation.*—(a) Two special consolidated courses are available for the two parts of the Matriculation Examination of the University of London, details of which are given in A.F.O. 2961/44. For each of these courses a composite enrolment fee of £1 is payable.

Course X.1 covers Part 1 ... English and elementary mathematics.

Course X.2 covers Part 2 ... Other subjects required, information as to which is given in the regulations which are obtainable as stated in A.F.O. 2961/44, paragraph 2 (d).

(b) A student who wishes to study a single subject only should apply for a course of matriculation standard in any one of the subjects listed below.

(c) When completing Section 8 of the application form, the names of the subjects required must be given and the word "Matriculation" entered in place of a grade letter.

## LIST OF POSTAL STUDY COURSES

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons
Advertising ... ..	M.1 ...	Inter. Advertising Assn., Final Incorp. Sales-Managers Assn.	None ... ..	14
Advertising administration	M.2 ...	Inter. Advertising Assn.	None ... ..	8
Advertising psychology ...	M.3 ...	Inter. Advertising Assn.	None ... ..	8
Approach to literature ...	H.C.1	—	None ... ..	12
Architecture: English homes.	H.C.5	—	None ... ..	10
Arithmetic (business) ...	P.1A.	—	None ... ..	14
	P.1B	Matriculation ...	P.1A ... ..	12
	P.1C	Arithmetic in Inter. Professional Secretarial Exams.	P.1B ... ..	10
Art—Drawing in pencil and water colours.	HC.6A	—	None ... ..	10
Art in everyday life ...	HC.6B	—	HC.6A ... ..	10
	HC.4	—	None. (No practical work is involved.)	12
Art—modern art and art criticism.	HC.3	—	None. (No practical work is involved.)	12
Art—Press (commercial)	P.2 ...	—	None ... ..	12
Biochemistry for Brewing students.	U.1 ...	Part I.—Institute of Brewing.	General education of at least Matric. standard.	12
Biology ... ..	U.2A	Matriculation ...	Elementary ... ..	12
	U.2B	First Medical ...	U.2A ... ..	17
Botany ... ..	U.3A	Matriculation ...	Elementary ... ..	12
	U.3B	Inter. B.Sc. ...	U.3A ... ..	12
	U.3C	B.Sc. ...	U.3B ... ..	12
Chemistry ... ..	H.1A	Matriculation ...	None ... ..	29*
	H.1B	Organic, inorganic and physical—London Inter. B.Sc.	H.1A ... ..	27*

## LIST OF POSTAL STUDY COURSES—contd.

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons
Diesel engines ... ..	P.12	—	None ... ..	10
Drama ... ..	R.1 ...	—	Good general education.	6
Economics (for general study).	R.2 ...	—	None ... ..	6
Economics: Economic background of the war.	R.4 ...	—	R.2 ... ..	6
Economics: Economic organization.	R.3 ...	—	R.2 ... ..	12
Economics ... ..	H.2B	Matriculation ...	None ... ..	14
	H.2C	Inter. B.Sc. (Econ.) ...	H.2B ... ..	19
Economics (social) ...	H.3C	Diploma in public administration.	General education ...	11
Electricity and magnetism	U.4A	Beginners' Course ...	None ... ..	12
	U.4B	Matriculation ...	U.4A ... ..	12
English composition and grammar.	R.5 ...	—	None. (Too advanced for foreign students beginning to learn English.)	6
English anthologies ...	H.4 ...	—	None { For further details of Courses see Part IV.	
English authors ... ..	H.5 ...	—		
English literature (forms of writing).	R.7 ...	—	For English literature students, elementary knowledge needed. For practice in writing good command of English needed.	6
English literature, historical survey.	R.6 ...	—	None ... ..	6
English literature before 1516.	H.6 ...	—	General education ...	5
English literature, 1516–1700.	H.7 ...	—	General education ...	11
English literature, 1700–1880.	H.8 ...	—	General education ...	6
English literature, 1579–1880.	H.9 ...	London Inter. Arts., general literature only.	General education ...	12
English lit., 1740–1798 ...	H.10	—	General education ...	8
English lit., 1798–1832 ...	H.11	—	General education ...	5
English lit., 1830–1880 ...	H.12	—	General education ...	6
English lit., 1850–1890 ...	H.13	—	General education ...	6
English ... ..	U.37	London Matriculation	Elementary ... ..	12
Esperanto ... ..	R.8	—	None ... ..	6
Essay and precis. ...	U.5A	Beginner's Course ...	None ... ..	6
	U.5B	London Univ. Special	U.5A ... ..	12
French (general) ... ..	M.4A	Beginner's Course ...	None ... ..	18
	M.4B	Matriculation ...	M.4A ... ..	13
	M.4C	Inter. Degree ...	M.4B ... ..	13
French (commercial) ...	M.5B	R.S.A., Stage II, Inter. Chartered Inst. Secretaries.	M.4A ... ..	13
	M.5C	R.S.A., Stage III, Final Chartered Inst. Secretaries.	M.4B or M.5B ...	13
French (military) ...	M.6 ...	Army Interpreters' Qual. Exam.	M.4C ... ..	13
French literature ...	H.16	London B.A. (General) literature only.	Knowledge of French language.	14
Geography (general) ...	U.8A	Beginner's Course ...	None ... ..	6
	U.8B	Matriculation ...	U.8A ... ..	6
Geography of British Isles and Europe.	U.9 ...	School Certificate ...	Very elementary ...	6

## LIST OF POSTAL STUDY COURSES—contd.

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons
Geography of British Isles and N. America.	U.10	School Certificate ...	Very elementary ...	6
Geography: Map work and Practical Geography.	U.21	Inter. Arts ...	Matriculation: Geography.	6
Geology ...	U.6	Inter. Degree ...	Elementary ...	6
Geometrical and mechanical drawing.	U.7 ...	Matriculation ...	Elementary knowledge of geometry, M.19A.	12
German (general) ...	U.11A	Beginner's Course ...	None ...	6
	U.11B	Matriculation ...	U.11A ...	6
German (commercial) ...	U.12	—	U.11B ...	12
Government: How we are governed.	R.9 ...	—	None ...	6
Government: Problems of government.	R.10	—	R.9 ...	6
Government: Local government—English (structure and machinery).	R.13	—	None ...	6
Government: Local government—English (functions and problems).	R.14	—	R.13 ...	6
Greek ...	U.13A	Beginner's Course ...	None ...	6
	U.13B	Matriculation ...	U.13A ...	6
	U.13C	Inter. Arts (with U.14B)	U.13B ...	12
Greek history ...	U.14A	Matric. Ancient History (with U.28A).	None ...	6
	U.14B	Inter. Arts Greek (with U.13C).	U.14A ...	12
Handwriting ...	P.4 ...	—	—	24*
Heat ...	U.15A	Beginner's course ...	None ...	6
	U.15B	Matriculation ...	U.15A ...	6
	U.15C	Inter. B.Sc. Engineering, Heat, Electricity and Magnetism (Tuition in Heat Sec. only).	U.15B ...	6
Heat, electricity and magnetism.	U.16	Inter. B.Sc. Engineering. Heat, Electricity and magnetism.	Mathematics and science in matric.	12
Heat, light and sound ...	U.17A	Beginner's Course ...	None ...	12
	U.17B	Matriculation ...	U.17A ...	12
History, B.C. 55-1603 ...	M.7 ...	Professional Prelim. Examinations.	None ...	6
History, 1603-1932 ...	M.8	Professional Prelim. Examinations.	None ...	8
History (English constitution since 1660).	M.9	Final B.Sc. (Econ.) Dip. in Pub. Administration.	Matric. history ...	6
History—economic ...	R.11	—	None ...	6
History—mod. European	M.10	Matriculation ...	None ...	8
History—military ...	M.11	Army Staff College Entrance.	Matric. history ...	10
History—modern social and political.	R.12	—	None ...	6
History: Political history of the great powers.	M.12	Final B.Sc. Econ. or B.Com. (London).	Matric. history ...	9
Investment principles and Stock Exchange practice.	M.13	Inst. of Bankers; Executors and Trustees Diploma.	None ...	6
Italian ...	U.18	Beginner's Course ...	None ...	6
Latin ...	U.19A	Beginner's Course ...	None ...	6
	U.19B	Matriculation ...	U.19A ...	6
	U.19C	Inter. Arts (with U.28A).	U.19B ...	12

## LIST OF POSTAL STUDY COURSES—contd.

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons
Logic—general course ...	R.15	—	Difficult subject. R.17 is a helpful preliminary.	6
Logic ...	U.20A	—	Good general education	6
	U.20B	Matriculation ...	U.20A ...	6
	U.20C	Inter. Arts Degree ...	U.20B ...	12
Magnetism (Earth's) and the compass.	M.14	Civil Aircraft Navigator's Licence (2nd Class).	None ...	7
Market research ...	M.15	Final Inc. Sales Man. Assn.	None ...	8
Mathematics: Algebra ...	M.16A	School Cert. and easier professional Prelim. exams.	None ...	8
	M.16B	Matriculation ...	Use of literal expressions and formulas, M.16A.	10
	M.16C	Inter. Science Degree	Quadratic equations, indices and logarithms; arithmetical and geometrical progressions (M.16B).	7
Mathematics: Algebra and trigonometry.	M.17A	School Cert. and easier Prof. Prelim. Exams.	None ...	10
	M.17B	Matriculation ...	Algebra, M.16A. Trigonometry, no previous knowledge necessary.	12
	M.17C	Pass Degree ...	Sufficient for Inter. Science Degree. (See M.16C and M.20.)	6
Mathematics: Calculus	M.18	Pass Degree ...	Inter. Science Degree (M.21B).	11
Mathematics: Geometry	M.19A	School Cert. and easier Professional Prelim. exams.	None ...	8
	M.19B	Matriculation (with M.17B).	Elem. Properties of triangles and circles (M.19A).	10
Mathematics: Geometry and trigonometry.	M.20	Inter. Science Degree	M.19B ...	5
Mathematics: Geometry—analytical, and calculus.	M.21	Inter. Science Degree	M.16B and M.19B ...	7
Mathematics: Geometry—analytical.	M.22	Pass Degree ...	M.21 ...	6
Mathematics: Geometry—pure.	M.23	Pass Degree ...	M.20 ...	7
Mathematics—Elementary.	M.32	Revision of elementary Arith., Algebra and Geometry.	General elementary ...	9
Mathematics: Practical arith. algebra, geometry and trigonometry.	M.24A	Matriculation ...	M.32 ...	7
	M.24C	—	M.24A ...	6
Matriculation, Part I (Lond. Univ.).	X.1 ...	London Matric. ...	Elementary English and mathematics. (Cost £1.)	
Matriculation, Part II (Lond. Univ.).	X.2 ...	London Matric. ...	Elementary knowledge of subjects selected. (Cost £1.)	
Mechanics ...	U.22A	Beginner's Course ...	—	12
	U.22B	Matriculation ...	U.22A ...	12
	U.22C	Inter. B.Sc. Applied Maths.	U.22B ...	15
Meteorology ...	M.25	Civil Aircraft Navigator's Licence (2nd Cl.).	Elementary mathematics.	5

LIST OF POSTAL STUDY COURSES—*contd.*

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons	
Motor mechanics ...	P.10	—	None ... ..	10	
Music: Counterpoint ...	U.23	Inter. B.Mus. (Lond.)	} Matric. standard ...	12	
Music: Form and analysis ...	U.24	Inter. B.Mus. (Lond.)		} musical theory. ...	9
Music: Foundations ...	U.38	—	None ... ..	6	
Music: Harmony ...	U.25A	—	Rudiments of music, notation of pitch and time. Classification of intervals—formation of scales.	6	
	U.25B	Inter. B.Mus. (Lond.)	U.25A ... ..	12	
Music: Musical history ...	U.26	Inter. B.Mus. (Lond.)	Matric.: Music. ...	12	
Office organization and management.	M.26A	—	None ... ..	8	
	M.26B	—	General knowledge of junior office work.	10	
Peacemaking: The lessons of Versailles.	H.C.2	—	—	12	
Physics ... ..	U.27	Beginner's Course ...	None ... ..	12	
Philosophy, general introduction.	R.16	—	Good general education	6	
Philosophy: Ethics ...	H.21	—	} Good general education.	14	
Philosophy—history of	H.22	B.A. general ... ..		} Elementary study of philosophy.	18
Philosophy: Theory of knowledge.	H.23	—			Elementary philosophy.
Philosophy: Works of leading philosophers.	H.24	—	For further details of courses see Part IV.		
Political and social theory. Henriques' social service.	H.25	Diploma in Public Administration.	} Good general education.	9	
Political and social theory. Laski: Grammar of politics.	H.26	Diploma in Public Administration.			
Political and social theory. McIver: Community.	H.27	—			7
Political and social theory. McIver: The modern state.	H.28	—			9
Political and social theory. Public social services.	H.29	—			7
Political theory. Sabine: History of political theory.	H.30	—			8
Printers' costing ... ..	P.5A	Stage I.—Exam.—British Federation of		None ... ..	10
	P.5B	Stage II.—British Federation of Master Printers.		P.5A ... ..	8
Psychology: Child psychology.	R.19	—		None. (Course suitable for both parents and teachers.)	6
Psychology: Social psychology. Part I.	R.17	—		Good general education	6
Psychology: Social psychology. Part II.	R.18	—	R.17 ... ..	6	
Public speaking ... ..	M.27	—	None ... ..	10	
Roman history ... ..	U.28A	Matriculation—Ancient History (with U.14A).	None ... ..	6	
	U.28B	Matriculation—Roman History.	U.28A ... ..	6	
	U.28C	Inter. Arts in Latin (with U.19C).	U.28B ... ..	6	
Roman Empire history ...	U.29	Inter. Divinity ...	U.28B ... ..	12	
Russian ... ..	U.39	Matriculation ...	None ... ..	16	
School hygiene ... ..	U.30	—	None ... ..	9	

LIST OF POSTAL STUDY COURSES—*contd.*

Subject	Serial No.	Examination Grade of Course	Knowledge assumed at beginning of Course	No. of lessons
School hygiene with physiology.	U.31	—	None ... ..	9
Science—general ... ..	H.31A	—	None ... ..	9
	H.31B	Matriculation ...	H.31A ... ..	22*
Shorthand (Gregg) (theory and low speed).	M.28	London Chamber of Commerce or Royal Society of Arts, up to 60 words a minute.	None ... ..	12
Shorthand, Gregg (high speed).	M.29	London Chamber of Commerce or Royal Society of Arts, over to 60 words a minute.	M.28 ... ..	7
Shorthand, Pitman's (theory).	P.6 ...	Pitman's Shorthand Theory Exam.	None ... ..	30*
Shorthand, Pitman's (low speed).	P.7 ...	Pitman's Speed Exam. to 80 words a minute.	P.6 ... ..	10
Shorthand, Pitman's (high speed).	P.8 ...	Pitman's Shorthand Speed Examination.	P.6 and 7 ...	10
Spelling ... ..	P.9 ...	—	None ... ..	20*
Sound and optics ... ..	U.32	Inter. B.Sc. Engineering.	—	12
Spanish ... ..	U.33A	Beginner's Course ...	None ... ..	6
	U.33B	Matriculation ...	U.33A ... ..	6
Spanish (commercial) ...	U.34	—	U.33B ... ..	12
Telegraphy ... ..	M.30	—	None ... ..	7
Telephony ... ..	M.31	—	None ... ..	8
Wireless engineering ...	P.11	—	None ... ..	10
Zoology ... ..	U.36A	—	—	6
	U.36B	Intermediate B.Sc. ...	U.36A ... ..	12

\* Test papers in this subject may be submitted at weekly intervals.

#### PART IV.—POSTAL STUDY COURSES ON ENGLISH ANTHOLOGIES, ENGLISH AUTHORS AND PHILOSOPHY

The Postal Study Courses on English Anthologies, English Authors and Philosophy, which are listed in Part III under the serial numbers H.4, H.5 and H.24 respectively, include over 230 separate courses, each involving the study of one book. There are 32 courses on English Anthologies, 170 courses on the works of English authors and 30 courses on the works of leading philosophers.

A full and detailed list of courses available under this heading is obtainable from Command Education Officers or from Director, Education Department, Admiralty, S.W.1.

#### PART V.—SPECIMEN APPLICATION FORM APPLICATION FOR VOCATIONAL OR POSTAL STUDY COURSES

(Delete whichever does not apply)

To The Under-Secretary of State,

The War Office (A.E.3),

45, Eaton Square, S.W.1.

- Official Number..... 2. Rank or Rating.....
- Name (Surname first in BLOCK letters) .....
- Ship or Establishment and official postal address (in BLOCK letters).....
- Age. (a) Now..... (b) On leaving school.....
- Educational Attainments:—
  - Where educated.....
  - Education since leaving school.....
  - Examinations passed, underlining subjects in which credit or distinction obtained.....

7. Civil Profession or Occupation.....  
Membership of a Professional or Trade Organization (if any).....  
.....
8. Course(s) required (giving title, serial letter, number and grade letter) (if any)  
.....
9. Previous study or practical experience in subject(s) chosen.....  
.....
10. If course is for examination purposes, give details of Examination and approximate date you hope to take it.....  
.....

**TO BE SIGNED BY APPLICANT**

I promise to confine all tutorial literature issued to me to my own personal use. I also undertake to return to the Services Central Book Depot any text-books lent to me and to report changes of address as directed.

(For Examination candidates only.) I have studied the regulations of the Examination which I hope to take and have made certain that I shall be eligible to sit for it.

Signature..... Date.....

**TO BE SIGNED BY COMMANDING OFFICER (OR EDUCATION OFFICER)**

The applicant is unable to obtain instruction on the subject specified by attendance at oral classes, in technical or evening institutes or elsewhere, and I consider him/her suitable to take the course applied for.

Signature..... Ship or Establishment.....

Nationality of Ship or Establishment.....

A.F.Os. 1055/41, 1525/43, 2907/43, 5583/43, 1085/44, 1199/44, 2959/44, 2960/44,  
2961/44 and 2962/44.)

(A.F.Os. 1526/43 and 1527/43 are cancelled.)

**2959.—Examinations of Civilian Examining and Professional Bodies**

(N. 11264/44.—8 Jun. 1944.)

Outlined information is tabulated below of the war-time arrangements for the examinations of examining and professional bodies. For any further information regarding these examinations, candidates should write direct to the secretary of the body concerned.

2. Written examinations conducted by the examining and professional bodies marked thus "\*" may be held in H.M. Ships and Establishments, provided that the candidates are eligible and that Commanding Officers arrange for the proper conduct of examinations. They must be supervised by an officer not below the rank of Lieutenant.

Candidates who are serving in the United Kingdom should, as far as possible, make arrangements to take the examinations at one of the ordinary civilian centres. (See A.F.O. 2960/44.)

3. Applications to take examinations in H.M. Ships and Establishments must be made through Commanding Officers. These must reach the examining bodies two to three months before the date of examinations, while from overseas up to five or six months are required.

4. Assistance in preparing for some of the examinations may be obtained from Vocational Correspondence and Postal Study Courses. (See A.F.O. 2958/44.)

5. Attention is drawn to A.F.O's. 2960/44, 2961/44 and 2962/44 which have a bearing on the subject of this order, and which replace A.F.O's. 1492/40, 5370/42 and 693/43 respectively.

Examining or Professional Body	Examinations	
	Dates	Details
*Matriculation and School Examinations Council, Richmond College, Richmond, Surrey.	January or June	Matriculation Examination of the University of London. (See A.F.O. 2961/44.)
*Department of Technology, City and Guilds of London Institute, 31, Brechin Place, South Kensington, London, S.W.7.	April and May	Examinations are held in a large number of technological or allied subjects, covering many trades and industries in the country. (See A.F.O. 2962/44 for radio subjects.) Subjects include English, History, Geography, Arithmetic, Commercial Subjects and Foreign Languages. There are three stages: Elementary, intermediate and advanced. The Associate Fellowship Examination.
*Royal Society of Arts, John Adam Street, Adelphi, London, W.C.2.	March, June and November	Intermediate
*Royal Aeronautical Society, 4, Hamilton Place, London, W.1. Royal Institute of British Architects, 66, Portland Place, London, W.1.	May and December May and November July and December	Final
*The National Association of Master Bakers, Confectioners and Caterers, Wellington House, 125, Strand, London, W.C.2.	April and May	Intermediate and Final. (Examinations are arranged by City and Guilds of London Institute.)
Institute of Chartered Accountants, Moorgate Place, London, E.C.2.	January and August	Intermediate and Final
Society of Incorporated Accountants and Auditors, Incorporated Accountants, Hall, Victoria Embankment, London, W.C.2.	July and December	Intermediate and Final
Association of Certified and Corporate Accountants, The Vineyard, Saffron Walden, Essex.	June and December	Preliminary, Intermediate and Final Examinations.
*Institute of Cost and Works Accountants, Glade House, The Glade, Kingswood, Surrey.	June and December	Intermediate and Final for Associateship.
Chartered Accountants of Scotland, General Examining Board, 142, St. Vincent Street, Glasgow.	May and December	Intermediate and Final for Membership.
*Institute of Bankers, 11, Birchin Lane, London, E.C.3.	April	Parts I and II of the Associateship Examination.
Institute of Bankers in Scotland, 62, George Street, Edinburgh.	March	The Associateship and Membership Examinations.
*Building Societies Institute, 14, Park Street, London, W.1.	May	Intermediate and Final for Associateship.
*Institution of Civil Engineers, Great George Street, London, S.W.1.	April and October	The Associate Membership Examination.
*Institution of Mechanical Engineers, Storey's Gate, London, S.W.1.	April and October	The Associateship Membership Examination.
*Institution of Electrical Engineers, Savoy Place, Victoria Embankment, London, W.C.2.	May or November (November only for students overseas)	The Association Membership Examination.
*Institution of Gas Engineers, 1, Grosvenor Place, London, S.W.1.	March or April	Examinations in ancillary subjects.
*Institution of Structural Engineers, 11 Upper Belgrave Street, London, S.W.1.	May or June January and July	Examinations in Gas Engineering Graduateship and Associate Membership.
*National Association of Local Government Officers, Croyde, Braunton, Devon.	May	Intermediate and Final.
*Institution of Municipal and County Engineers, 84, Eccleston Square, London, S.W.1.	April or May, and September or October	Testamur Examination, Intermediate and Final. County and Highway Engineering. Diploma in Administration. Building Inspectors' Certificate.

Examining or Professional Body	Examinations	
	Dates	Details
Chartered Surveyors Institution, 12, Great George Street, London, S.W.1.	March	First, Intermediate and Final Examinations.
*Auctioneers and Estate Agents Institute of the United Kingdom, Knowle, Sevenoaks, Kent.	March	Intermediate qualifying for Licentiate-ship, and Final and Direct Final qualifying for Associateship and Fellowship.
*Incorporated Society of Auctioneers and Landed Property Agents, 34, Queen's Gate, London, S.W.7.	April or May	Intermediate and Final.
*Land Agents Society, 318, Bank Chambers, 329, High Holborn, London, W.C.1.	March	Parts I, II and III of the Membership Examination.
*Institute of Certificated Grocers, 50, Doughty Street, London, W.C.1.	May	The Intermediate Examination. (Final Examinations are suspended.)
Chartered Insurance Institute, The Hall, 20, Aldermanbury, London, E.C.2.	April	Preliminary. Associateship (Part I only)
*Council of Legal Education, 15, Old Square, Lincoln's Inn, London, W.C.2.	May, October and December	Examinations for Call to the Bar. Candidates for the Final may take this Examination in two Divisions.
*The Law Society, Law Society's Hall, Chancery Lane, London, W.C.2.	March and October	Solicitors' Examinations. Preliminary, Intermediate and Final.
*Institute of Municipal Treasurers and Accountants (Incorporated), 1, Buckingham Place, London, S.W.1.	Usually in September	Intermediate—for admission to Studentship. Final—for Associateship.
*Incorporated Association of Rating and Valuation Officers, 137, Palmerston Road, London, N.22.	May	Intermediate and Final (Parts I and II).
*Incorporated Sales Managers Association, 23, Bedford Square, London, W.C.1.	June	Intermediate and Final for Associate Membership.
Chartered Institute of Secretaries, Princes House, 95, Gresham Street, London, E.C.2.	June and December	Preliminary, Intermediate and Final.
*Corporation of Certified Secretaries, 28, Fitzroy Square, London, W.1.	June and December	Preliminary, Intermediate and Final for Secretaries, Local Government Administration and Hospital Administration.
*Town Planning Institute, 11, Arundel Street, Strand, London, W.C.2.	July	Intermediate and Final for Associate Membership. Final for Legal Associate Membership.
*Institute of Transport, 15, Savoy Street, London, W.C.2.	May	Graduateship and Associate Membership.

(A.F.Os. 2958/44, 2960/44, 2961/44 and 2962/44.)

(A.F.Os. 1492/40, 5370/42 and 693/43 are cancelled.)

#### 2960.—Grant of Leave to Sit for Examination in Law, Accountancy, or Other Profession in Civil Life

(N. 11264/44.—8 Jun. 1944.)

Personnel serving in the Royal Navy or the Royal Marines, who were students for a profession in civil life such as Law, Accountancy, etc., before joining H.M. Forces, and who desire to take an examination arranged by the Society or Institute governing the profession, may, if they are serving in shore establishments at home or in sea-going ships in home waters, be granted leave when service exigencies permit, at the discretion of the Commanding Officer.

2. Leave, when granted for the purpose of taking such an examination, should only exceed the period of the examination by such time as is reasonable for travel and other arrangements, and should not include time for preparation for the examination.

3. Pay and allowances will not be granted during the period of such leave unless general ship leave is granted at the same time, when pay and allowances may be issued for the period of the general leave. Special leave when granted without pay will not prejudice entitlement to leave at any general leave period.

4. The occasion of examination leave may be used as one of the four free leave journeys allowed under A.F.O. 3843/42, if so desired.

(A.F.O. 3843/42.)

#### 2961.—Matriculation Examination of the University of London—Concessions to Service Personnel

(N. 11264/44.—8 Jun. 1944.)

The University of London have announced two important concessions during the present emergency to men and women serving with His Majesty's Forces.

1. *Division of the Matriculation Examination into two parts.*—The examination may be taken in two parts:—

(a) English and Elementary Mathematics.

(b) Three (or four) other subjects selected in accordance with the regulations.

The parts may be taken in either order. If a candidate satisfies the examiners in one part while serving, the other part may be taken subsequently.

A candidate who, while serving with His Majesty's Forces, enters for the whole examination and states on his entry form that he is so serving, may be credited with either part of the examination in which he satisfies the examiners.

The fee for each part when taken separately is 1½ guineas.

2. *Holding of the Examination in H.M. Ships and Service Establishments.*—(a) Where it is convenient for candidates to sit the examination at one of the ordinary civilian centres, this should be done and, subject to the exigencies of the service, leave to sit may be given.

(b) Alternatively, the examination may be held in H.M. ships or Naval establishments in January or June. The necessary procedure is as follows:—Application to hold the examination must be made by the Commanding Officer, who will make the necessary arrangements and accept responsibility for the proper conduct of the examination. Applications must reach the University not less than three months before the commencement of the examination, and should be accompanied by a statement as to each candidate's names, and the subjects he offers and by the appropriate fees. If any special language is offered four months' notice must be given and payment of an additional fee will be required. An entry form for each candidate will be forwarded to the Commanding Officer, with the examination papers, to be completed and returned to the University with the candidates' answers. Instructions for the conduct of the examination will be forwarded at the same time.

(c) Should a candidate be prevented from sitting for the examination, his Commanding Officer should take steps to recover from the University the portion of the fees to which the candidate is entitled.

(d) All communications regarding the examination must be addressed to the Secretary of the Matriculation and School Examinations Council, Richmond College, Richmond, Surrey, from whom the general regulations governing the examination may be obtained free.

### 2962.—City and Guilds of London Institute Examinations in Radio

(N. 11264/44.—8 Jun. 1944.)

The attention of all men who intend to take up radio work on their return to civil life is drawn to the value of passing the Radio Examinations of the City and Guilds of London Institute. There are two subjects of examination :—

(a) *Radio Service Work*.—This examination is intended for those who seek to undertake the commercial servicing of radio receivers.

Candidates for this examination must normally have taken a specified practical course, but the City and Guilds Institute have agreed as a war-time measure that the training of Chief Petty Officer, Petty Officer and Leading Radio Mechanics and the corresponding W.R.N.S. ratings shall be regarded as equivalent to this. To meet the Institute's requirements under this concession. Commanding Officers must, when forwarding applications to sit this examination, verify the rating of candidates for Radio Service Work. Telegraphist ratings who have passed the W.T.2 Higher Examination are also eligible. In their case, Commanding Officers must certify that they have passed this test.

Candidates from other branches must satisfy the Institute that they have done the necessary practical work on receivers.

(b) *Radio Communication*.—These examinations are designed for those who wish to start a career in Radio Engineering. There is no restriction on entry. There are three grades—I, II and III—In increasing order of difficulty.

2. The examinations will be held in May.

3. The examinations can be held in Ships and Naval Establishments. Unless special arrangements are made on the station, intending candidates should apply through their Commanding Officers, who should make all arrangements direct with the Superintendent, Department of Technology, City and Guilds of London Institute, 31, Brechin Place, Old Brompton Road, London, S.W.7. Commanding Officers, who will be responsible for the custody of the question papers and for arranging that each examination is supervised by an officer not below the rank of Lieutenant, should apply to the Department of Technology for the requisite forms of entry.

4. Fees and forms of entry should reach the Department of Technology by 15th March, 1943, for examinations to be taken in Great Britain and Northern Ireland, and correspondingly earlier for examinations overseas. In special cases application for papers may be made by Commanding Officers by letter or signal.

5. The fees payable are : Radio Service Work, 8s ; Radio Communication, Grade I, 6s. ; Grade II, 8s. ; Grade III, 10s.

6. Intending candidates requiring information regarding the examinations of the City and Guilds of London Institute in these and other subjects, should communicate direct with the Department of Technology at the address given above.

(A.F.Os. 2958/44 and 2959/44.)