ADMIRALTY FLEET ORDERS

ADULT EDUCATION—EXTENSION OF FACILITIES—REPORT

CORRESPONDENCE AND POSTAL STUDY COURSES—REVISED AND CONSOLIDATED ORDERS

EXAMINATIONS OF CIVILIAN EXAMINING AND PROFESSIONAL BODIES

ADMIRALTY, S.W.1,
8th April, 1943.

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,

[Signature]

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.

(62842)
2. Education Officer

In each ship, establishment or unit, an officer detailed as Education Officer is to be responsible for carrying out the provisions of this Order, and for making known the facilities available. If an Instructor or Schoolmaster Officer is borne he should undertake this duty. A list of the more important orders with which the Education Officer should be familiar is given in Appendix V.

3. Civilian Lecturers and Teachers

(a) In the United Kingdom, civilian lecturers can be obtained through Regional Secretaries of the Central Advisory Council for Adult Education in H.M. Forces. Their addresses and those of their regional offices are given in Appendix I. Their regions cover the whole of the country and they can advise as to the facilities which are likely to be of use to the Services in any area. They are directly responsible for arranging such miscellaneous activities as lectures, "brains trusts," week-end schools in current affairs (for officers or ratings), musical recitals, etc., etc., in many places. Education officers should establish liaison with them.

Lecturers can also be obtained from Regional Officers of the Ministry of Information (A.F.O. 3895/41) and the Churches' Committee (A.F.O. 1780/41).

(b) Local Education Authorities are the normal source for the supply of class teachers. Contact with these authorities can be made through the Regional Secretaries mentioned above.

Members of H.M. Forces will normally be admitted free to existing classes in the United Kingdom, and to courses run by the following authorities.

Members of H.M. Forces may be used to instruct in Service subjects where officers of the educational branches of the Royal Navy (or Acting Schoolmasters) are not available.

3. Books and Stationery

Students should be encouraged to purchase text-books, but these, maps and reference books required by instructors may be obtained on demand from the Keeper of Stationery and Printing, for loan. Stationery should also be obtained from K.S.P.

5. Films, Printing, etc.

Commanders-in-Chief of Fleets and Administrative Authorities arishore may sanction expenditure on the hire of educational films, printing of notices of lectures and classes (where this cannot be done on Service presses or by the Keeper of Stationery and Printing), and other minor incidental expenses which are considered necessary, provided that the total sum expended on these various heads does not exceed £25 in any Command in a year.

6. Hire of Epidisecopes, etc.

Where a lecturer employed in accordance with paragraph 3 uses a lantern or epidisecope in his lecture, the following payments may be made. They should be reported under heading (a), paragraph 3 below —

For lanterns or epidisecopes —

The least of the following:

(a) the actual cost of hire ; or
(b) 10s. a day or 10s. 4d. a week; or, if the value of the instrument is over
£35, 13s. 4d. a day or £1 a week; or
(c) 1 per cent. of the value of the instrument (if it is the lecturer's own property).

Lantern slides — not over 2s. a day or 3s. a week.

7. Equipment

Tools, materials and equipment required for instruction in handicrafts, etc., may be obtained as below:

(a) Expenditure, and the supply of Naval stores for these purposes are only permitted where a qualified instructor is employed and paid.

(b) All stores are to be obtained through the Accountant Officer responsible for stores in or for the ship or establishment in which the instruction is given. Tools and equipment are to be taken on charge.

(c) Naval stores are invariably to be used where it is possible and economical to do so. They should be demanded in the normal manner.

(d) Other articles may be purchased locally and this may also be done in the case of Naval stores which are not available in local yards and can be purchased from commercial sources at reasonable prices. Such purchases should be made through Naval Store Officers (Form D.2528). This is specially necessary in the case of controlled materials. If members of a class wish to purchase handicraft tools and materials for their own use, these may be obtained by the ship through Naval Store Officers on repayment.

(e) All purchases must be sanctioned by the Commanding Officer.

(f) For ships and establishments with complements under 200 an annual expenditure on equipment, including the value of Naval stores, up to £10 may be sanctioned by the Commanding Officer. For complements between 200 and 1,000 the corresponding limit is £25, and for larger complements £50. If greater expenditure is required, Commander-in-Chief's approval must be obtained.

(g) Permanent stores are to remain on charge in an Adult Education Stores Account and are to be mustered periodically.

(h) When a ship pays off or if classes terminate without a reasonable probability of their being resumed, stores which have been obtained by local purchase are to be returned to the appropriate yard, duplicate lists being sent by the Accountant Officer for Stores to the Commanding-in-Chief or Administrative Authority and to the Secretary of the Admiralty (for D.E.D.).
Appendix I
Central Advisory Council for Adult Education in H.M. Forces

Regional Secretaries

Aberdeen .... J. A. Dawson, Esq., C.I.E., Forestry Department, The University, Aberdeen.
Bangor .... Miss Jean Jones, B.A., University College of North Wales, Bangor.
Belfast .... A. J. Allaway, Esq., The Queen’s University, Belfast.
Birmingham .... B. C. James, Esq., 3, Great Charles Street, Birmingham, 3.
Bristol .... W. E. Salt, Esq., M.A., The University, Bristol, 8.
Cardiff .... Miss Haynes, University College, Cathays Park, Cardiff.
Exeter .... C. H. Roberts, Esq., M.A., Extra-Mural Department, University College of the South-West, Exeter.
Glasgow .... R. C. McDowall, Esq., C.I.E., The University, Glasgow.
Hull .... J. T. Mayfield, Esq., University College, Hull.
Liverpool .... Dr. Allan McPhee, M.A., B.Comm., 22, Abercromby Square, Liverpool, 7.
London .... A. Bow-Ford, Esq., M.B.E., B.A., London School of Hygiene and Tropical Medicine, Keppel Street, London, W.C.1.
Manchester .... R. D. Waller, Esq., M.A., The University, Manchester, 13.
Newcastle-on-Tyne .... H. E. R. Highton, Esq., King's College, Newcastle-on-Tyne.
Nottingham .... H. L. Featherstone, Esq., 14, Shakespeare Street, Nottingham.
St. Andrews .... Neil S. Snodgrass, Esq., The University, St. Andrews.
Sheffield .... Dr. G. P. Jones, The University, Sheffield, 10.
Southampton .... J. Parker, Esq., M.A., University College, Southampton.
Swansea .... Edwin Drew, Esq., University College, Singleton Park, Swansea.
(i) The normal rate of payment is to be 2s. 6d. an hour. Rates may, however, be increased according to circumstances (depending on the standard of the subjects, the qualifications of the teacher and any other relevant factors) with a maximum of 7s. 6d. an hour. As a guide, the possession of a university pass degree or comparable qualifications would usually justify payment at the rate of 5s. an hour. In case of doubt, reference may be made to the Secretary of the Admiralty (for D.E.D.).

(ii) Payments should be credited in the miscellaneous credits column of the ledger and be described as “adult education”, the authority for payment in each case being forwarded as a ledger enclosure. Special arrangements may be made when an officer or rating conducts a class in a ship or establishment other than that in which he is borne. The authority for payment is to be in the form given in Appendix IV to this order.

**Appendix IV**

(To be forwarded as a ledger enclosure.)

**Authority for Payment to a Naval Officer or Rating acting as Adult Education Instructor**

- Name and rank or rating of instructor ........................................
- Subject ........................................................
- Rate of payment ................................... Hours of instruction ............... 

I certify that the above instruction was given and that the conditions of A.F.O. 138/43, Appendix IIIA, were complied with.

Name .........................................................
Education Officer. ........................................
Approved ...................................................
Commanding Officer. ......................................

The sum of £ s. d. has been credited to the above-named at
List ......................................................................
No. in ledger of H.M.S. ........................................
for quarter ended ...........................................

Accountant Officer. ...........................................

**Appendix V**

**Admiralty Fleet Orders dealing with Adult Education**

- A.F.O. 1780/41—Churches Committee : Lecturers.
- A.F.O. 4356/41—External Degrees and Diplomas of London University.
- A.F.O. 5449/41, 1198s/42, 1912s/43—French, German and Spanish from Scratch.
- A.F.O. 4456/42—Maps for Use by the Fleet or by R.M. on Shore.
- A.F.O. 693/43—City and Guilds of London Institute Examinations in Radio.
- A.F.O. 1526/43—Correspondence and Postal Study Courses.

(A.F.O. 138/43 is cancelled.)

This Order comprises:—

**Part I.**—General Regulations.

1. **Eligibility for Courses.**—Courses are open to all Naval personnel 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:—

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

3. **Registration.**—Application is to be made on the appropriate form. The forms for the courses in Parts II and III are different and care should be taken to use the correct one.

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.I. This depot is under the control of the War Office and will supply books automatically on instructions from the War Office (A.E. 3). The War Office (A.E. 3) will report to the Commanding Officer if the application is accepted or otherwise, and will also send details of the course to the applicant. If the application is accepted, the Commanding Officer should notify the Accountant Officer on whose books the man is borne for pay, in order that the enrolment fee may be charged against the man’s account.

6. **Change of address, withdrawals, 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) and to the Officer-in-Charge, Services Central Book Depot. After enrolment the tutor, or correspondence college, must also be notified.

   b) Liaison with tutors.—Students are strongly advised to maintain close contact with their tutor.
(c) Suspension of courses.—Because of the time taken in transmitting work, it will not normally be found practicable to continue courses outside the areas mentioned in paragraph 1 (a) above. Those 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.

(d) Refund of fees.—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 authorise 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 under heading (i) of paragraph 8 (a) in A.F.O. 1525/43.

(e) Students invalided.—A student invalided from the Navy may complete any course for which he has been enrolled, provided that the fee has been paid before invaliding. He must return any books to the Services Central Book Depot and obtain the necessary text books from other sources.

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

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

(b) Students enrolled for Part II courses may, when necessary, communicate direct with the War Office (A.E. 3).

(c) Students enrolled for Part III courses will usually address their enquiries to the correspondence college concerned, but may, if necessary, communicate direct with the War Office (A.E. 3).

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

8. Examinations and certificates.—On 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 tutor or correspondence college concerned.

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, of itself, entitle a student to sit for an 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.

2. Fees and enrolment.—The fee of 10s. covers any or all of the courses in one subject group, e.g., Accountancy. The student will not normally be allowed to take more than two courses simultaneously, but an exception to this rule may be made 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)”.

It is essential that the serial letter and number, and title of course should be clearly stated on the application form. The serial letters and numbers in this Order must be used, as some of them have been changed since the issue of previous orders. For example, Advanced Auditing of Final Standard in Accountancy is now A. 8.

LIST OF VOCATIONAL CORRESPONDENCE COURSES.

Accountancy

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. Book-keeping and accounts.*
A. 2. Auditing.
A. 3. Cost accounts.
A. 4. General commercial knowledge.
A. 5. Mercantile law.

Final Standard

A. 8. Advanced auditing.
A.12. Mercantile law (including arbitrations and awards).
A.13. Partnership law and accounts.
A.14. Bankruptcy law (including deeds of arrangements, receiverships and trusteeships).
A.15. Economics.

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

Banking (English)

Courses adapted to the requirements of Part I and Part II of the Associatehip Examination of the Institute of Bankers.

Part I Standard

B. 1. Practice and law of banking.
B. 2. Economics.
B. 5. Commercial geography.

Part II Standard

B. 6. Practice and law of banking.
B. 7. Economics.
B. 8. English composition
B.10. Accountancy.

Banking (Scottish)

Courses adapted to the requirements of the Associatehip and Membership Examinations of the Institute of Bankers in Scotland.

Associatehip Standard

S.B. 2. Banking practice.
S.B. 3. Negotiation of bills and cheques.
S.B. 4. History and present position of banking in Scotland.

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Membership Standard

S.B. 5. Stocks and Stock Exchange transactions.
S.B. 6. History and principles of banking and currency.
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.

Building Societies

Courses adapted to the requirements of the Intermediate Examination of the Building Societies Institute.

B.S.1. Building Society law and practice.
B.S.3. Economics.


Courses based on the respective Associate 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.

Section A (or Part I) Courses

<table>
<thead>
<tr>
<th>War Office Course</th>
<th>I.C.E. Subject</th>
<th>I.Mech.E. Subject</th>
<th>I.E.E. Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. 1. English</td>
<td>—</td>
<td>—</td>
<td>English, Engineering organization and economics.</td>
</tr>
<tr>
<td>E. 5. Electrotechnics†</td>
<td>Electricity and magnetism.</td>
<td>Electrotechnics and mechanical design and electrical machinery.†</td>
<td>Electrical technology.</td>
</tr>
<tr>
<td>E. 6. Strength of materials†</td>
<td>Strength and elasticity of materials.</td>
<td>Strength of materials†</td>
<td>—</td>
</tr>
<tr>
<td>E. 7. Theory of structures</td>
<td>Theory of structures.</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>E. 8. Theory of machines†</td>
<td>Theory of machines and machine design.†</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>Section B (or Part II) Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.10. Internal combustion engines.</td>
</tr>
<tr>
<td>E.11. Hydraulics</td>
</tr>
<tr>
<td>E.12. Metallurgy</td>
</tr>
<tr>
<td>E.13. Surveying</td>
</tr>
<tr>
<td>E.15. Electricity supply and electrical installations.</td>
</tr>
</tbody>
</table>

Engineering (Gas)

The courses in preparation for the ancillary subjects of the Institution of Gas Engineers are as follows:

<table>
<thead>
<tr>
<th>War Office course</th>
<th>Ancillary subject of the I.G.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.3. Engineering Science</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>E.4. General Science</td>
<td>Physics and Chemistry</td>
</tr>
<tr>
<td>E.5. Electrotechnics</td>
<td>Electrical Engineering</td>
</tr>
</tbody>
</table>

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.

The following courses may be taken by those preparing for the ancillary subjects of Mechanics and Heat Engines for the Higher Grade Certificate of the Institution.

The scope of these courses is somewhat wider than is necessary.

E.8. Theory of machines.

Estate Management

Courses suitable for students working for the following examinations:

Chartered Surveyors' Institution (Reference A below).
Auctioneers and Estate Agents' Institute (Reference B below).
Land Agents' Society (Reference C below).
London B.Sc. Degree (Final) in Estate Management (Reference D below).

Special study papers are available for each particular examination. The applicant must indicate which of these examinations he wishes to take by adding the reference letter for the particular examination after the serial letter and number (e.g., Central and Local Government for the Chartered Surveyors' Institution Examination will be E.M.5 (A)).

A War Office non-examination elementary course (Reference letter E) is available in each subject for the applicant who is not eligible for or does not desire to take a professional examination. An applicant for such a course in "Valuation" will enter E.M.12 (E) on his application form.

(628142)
G.1. An elementary course (seven to eight months).—Suitable for those who have had some experience in the grocery and allied trades and who are desirous of taking the Intermediate Examination of the Institute of Certified Grocers.

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

All students who have taken course G.1 will be eligible to sit for the next Intermediate Examination of the Institute, while 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.

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.2. Ordinary life

I.C.3. Industrial life

I.C.4. Accident

I.C.5. Marine

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 specialised knowledge of particular branches of insurance.


As a general rule, applicants are advised not to 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

I.C. 9. General fire hazards

I.C. 10. Surveying

I.C. 11. Principles

I.C. 12. Prospectus proposal and policy

I.C. 13. Elementary algebra leading to compound interest

I.C. 14. Principles

I.C. 15. Prospectus proposal and policy

I.C. 16. Elementary algebra leading to compound interest

I.C. 17. Principles and practice

I.C. 18. Personal accident, disease and sickness

I.C. 19. Workmen's compensation

I.C. 20. Commercial geography in relation to marine insurance


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

I.C. 25. Insurance against loss of profits through fire

I.C. 26. Law

I.C. 27. Compound interest (elementary)

I.C. 28. Extra risks

I.C. 29. Law of contract

I.C. 30. New business

I.C. 29. Law of contract
I.C.31. Motor insurance
I.C.32. Law of master and servant
I.C.33. Burglary insurance
I.C.34. Fidelity guarantee
I.C.35. Engineering insurance
I.C.36. Institute clauses
I.C.37. Shipping and mercantile practice
I.C.38. Ship classification and registration
I.C.39. National Health Insurance law
I.C.40. Unemployment Insurance Law and Unemployment Assistance Law
I.C.41. Approved society administration
I.C.42. Insurance Committee administration
I.C.43. or
I.C.44. Unemployment Insurance administration
I.C.45. or
I.C.46. Unemployment Assistance administration
I.C.47. Law of contract
I.C.48. or
I.C.49. 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
Courses available are primarily designed for students working for the Bar or Solicitors' Examinations or a Law Degree, or persons engaged in legal work in any capacity.

L.1. Contract
L.2. Negotiable instruments
L.3. Bankruptcy
L.4. Tort
L.5. English legal system.

Municipal Accountancy
For the subject of Local Government finance, in both the Intermediate and Final examinations of the Institute of Municipal Treasurers and Accountants, a special course is available, viz.:

M.T.1. Local Government finance.

The other subjects in the Examination Syllabus of the Institute are adequately covered by courses in other subject groups:

Intermediate ... A.1. Accountancy
A.2. Auditing
A.3. Costing
Final, Part I ... A.15. Economics
A.16. Statistics
Final, Part II ... A.7. Accountancy
A.8. Auditing
A.9. Costing

Printing
Courses restricted to applicants who have been employed in these 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)

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.
(iii) Department in which apprenticed.
(iv) Technical school attended (if any), stating name of school, subjects taken and period of attendance.
(v) Details of technical examinations passed.

N.B.—Application for any of the above courses should not be made before 1st May, 1943.

Courses in bookbinding, lithography and the allied subjects will be added as and when their inclusion is justified by the number of enquiries received.

Radio Communication (City and Guilds)
The courses are suitable for students who are preparing for the City and Guilds of London Institute Examinations, Grades I and II. (See A.F.O. 693/43.)

C.G.1. Radio communication, Grade I.
C.G.2. Radio communication, Grade II.

N.B.—Applications for these courses should not be made before 1st April, 1943.

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 organisation

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.

Intermediate standard
S.1. Secretarial practice
S.2. Economics
S.3. Accountancy
S.4. Mercantile law
S.5. Company law
S.6. English

Final standard
S.7. Secretarial practice
S.8. Economics
S.9. Accountancy
S.10. Mercantile law
S.11. Company law
S.12. English

Theology
Courses designed to present various aspects of the Christian Faith.

Applicants for courses should state their "Religious Denomination" on the application form, sub-heading 9, instead of "Membership of Professional Body".
(i) Church of England, Church of Scotland, Presbyterian Churches and other Protestant Denominations—

These have been prepared in conjunction with the Churches’ Committees for Supplanting Religious Education among men in H.M. Forces (C.C.M.F.). The introductory courses are suitable for general elementary study. The Biblical courses, and the New Testament Greek course in particular, are especially designed for students who intend to offer themselves for ordination, or full-time lay work, in the Church of England, the Presbyterian and the Free Churches.

T.1 (a). The Old Testament (Introductory)
T.1 (b). The Old Testament (Advanced)
T.2 (b). The New Testament (Advanced)
T.3. Christian Faith and Life
T.4. Church History
T.5. Worship and Prayer
T.6. The Comparative Study of Religions.
T.7. New Testament Greek

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

The Church of England ... The Director of Service Ordinands, Bredfield Rectory, Woodbridge, Suffolk;
The Church of England ... The Secretary, Central Council for Women’s Church Work, 11, Little College Street, Westminster, S.W.I.
The Baptist Union
The Congregational Union
The Methodist Church
The Presbyterian Church of England.
The Church of Scotland ... Professor Manson, New College, Edinburgh.
The Free Church of Scotland ... Mr. D. MacBeath, Free Church Offices, 15 North Bank Street, Edinburgh.
The Presbyterian Church of Ireland.

(ii) Jewish Church:

T.J.1. The Jewish Religion
T.J.2. Jewish History
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.

Further Courses

Further vocational courses will be notified from time to time.

Specimen of Application Form to be used for Vocational Correspondence Course

To the Under-Secretary of State,
The War Office (A.E.3),
Hotel Victoria,
Northumberland Avenue, W.C.2.

1. Official Number.................................
2. Rank or Rating ...................................
3. Name (Surname first in block letters)........
4. Ship or Establishment and official postal address (in block letters)...........
5. Age: (a) now .................. (b) on leaving school ...........
6. Where educated..................................

7. Examination successes (giving subjects and underlining those in which credit or distinction obtained)...........
8. Profession or Occupation before joining H.M. Forces.............................
9. Are you a member or student member of a professional body? If so, give particulars...........................
10. Course(s). Give serial letters and numbers of course(s) for which enrolment desired, stating whether any previous study of subject(s) chosen has been made ...........
11. I undertake to return to the Services Central Book Depot any text-books lent to me and to report changes of address.

12. I am satisfied that this applicant is qualified to profit by the course(s) for which he/she has applied.

Signature of Commanding or Education Officer
Ship or Establishment.

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 3 (a) below.

Only one course may be applied for, or taken, at a time. On completing a short course, a student may write, without further payment, to the War Office (A.E.3) for a second short course.

2. Notes on courses.—Where graded courses are available, the standard is indicated by the letters A, B and C, after the title of the course. Generally speaking, courses not graded, or with grading letter A, assume no previous knowledge of the subject, while those marked B are of matriculation standard, and those marked C are of inter-degree standard. If the applicant is in doubt about the grade of course to select, the information which is given in the application form will enable the college concerned to advise as to the most suitable grade.

The length of each course is indicated by the number of lessons or test papers which is shown in brackets after the grading letter. Except where otherwise stated each lesson may be expected to take about one month.

3. 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. 5370/42. 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. 5370/42, paragraph 2 (d).

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

(c) When completing the application form, note that:

In Section 8 (b) the names of the subjects required must be given. This is specially important for Course X.2.

In Section 8 (c) the word “Matriculation” must be entered, in place of a grade letter.
List of Postal Study Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>M.1</td>
<td>Advertising (14)</td>
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<tr>
<td>M.2</td>
<td>Advertising administration (8)</td>
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<tr>
<td>M.3</td>
<td>Advertising psychology (8)</td>
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<tr>
<td>HC.1</td>
<td>Approach to literature (12)</td>
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<td>P.1</td>
<td>Arithmetic : A (14); B (12); C (10)</td>
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<tr>
<td>HC.4</td>
<td>Art in everyday life (12)</td>
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<tr>
<td>HC.3</td>
<td>Art : Modern art and art criticism (12)</td>
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<tr>
<td>F.2</td>
<td>Art—Press (commercial) (12)</td>
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<tr>
<td>U.1</td>
<td>Biochemistry for brewing students (12)</td>
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<tr>
<td>U.2</td>
<td>Biology : A (12); B (17)</td>
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<tr>
<td>U.3</td>
<td>Botany : A (12); B (12); C (12)</td>
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<tr>
<td>H.1</td>
<td>Chemistry (theoretical) : A (29); B (27)†</td>
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<td>R.1</td>
<td>Drama (6)</td>
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<tr>
<td>R.2</td>
<td>Economics : For general study : Elementary (6)</td>
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<tr>
<td>R.3</td>
<td>Economics : For general study : Advanced : Economic organisation (12)</td>
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<td>R.4</td>
<td>Economics : For general study : Economic background of the war (6)</td>
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<tr>
<td>H.2</td>
<td>Economics : For general study : Theoretical : B (14); C (19)</td>
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<tr>
<td>H.3</td>
<td>Economics : For general study : Social economies (11)</td>
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<tr>
<td>U.4</td>
<td>Electricity and magnetism : A (12); B (12)</td>
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<tr>
<td>R.5</td>
<td>English composition and grammar (6)</td>
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<tr>
<td>H.4</td>
<td>English Literature : Anthologies of verse, prose, etc.*</td>
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</tr>
<tr>
<td>H.5</td>
<td>English Literature : Authors—various.*</td>
<td></td>
</tr>
<tr>
<td>R.7</td>
<td>English Literature : Forms of writing (6)</td>
<td></td>
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<tr>
<td>R.6</td>
<td>English Literature : Historical survey (6)</td>
<td></td>
</tr>
<tr>
<td>H.6</td>
<td>English Literature : History : Before 1516 (5)</td>
<td></td>
</tr>
<tr>
<td>H.7</td>
<td>English Literature : History : 1516–1700 (11)</td>
<td></td>
</tr>
<tr>
<td>H.8</td>
<td>English Literature : History : 1700–1880 (6)</td>
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<td>H.9</td>
<td>English Literature : History : 1859–1890 (12)</td>
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<tr>
<td>H.10</td>
<td>English Literature : History : 1740–1798 (8)</td>
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<tr>
<td>H.11</td>
<td>English Literature : History : 1798–1832 (5)</td>
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<tr>
<td>H.12</td>
<td>English Literature : History : 1830–1880 (6)</td>
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<td>H.13</td>
<td>English Literature : History : 1850–1890 (6)</td>
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<td>U.37</td>
<td>English (Matriculation Course) : B (12)</td>
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<td>R.8</td>
<td>Esperanto (6)</td>
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<td>U.5</td>
<td>Essay and precis : A (16); B (12)</td>
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<tr>
<td>M.4</td>
<td>French (general) : A (18); B (13); C (13)</td>
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<tr>
<td>M.5</td>
<td>French (commercial) : B (13); C (13)</td>
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<td>M.6</td>
<td>French : Army interpreters' qualifying examination standard (13)</td>
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<td>H.16</td>
<td>French Literature : History of (14)</td>
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<tr>
<td>U.8</td>
<td>Geography (general) : A (6); B (6)</td>
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<tr>
<td>U.9</td>
<td>Geography : British Isles and Europe (6)</td>
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<tr>
<td>U.10</td>
<td>Geography : British Isles and North America (6)</td>
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<td>U.6</td>
<td>Geology (6)</td>
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<tr>
<td>U.7</td>
<td>Geometrical and mechanical drawing (12)</td>
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<td>U.11</td>
<td>German (general) : A (6); B (6)</td>
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<tr>
<td>U.12</td>
<td>German (commercial) (12)</td>
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<tr>
<td>R.9</td>
<td>Government : How we are governed (6)</td>
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<td>R.10</td>
<td>Government : Problems of government (6)</td>
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<td>U.13</td>
<td>Greek (general) : A (6); B (6); C (12)</td>
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<td>U.14</td>
<td>Greek history : A (6); B (12)</td>
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<td>P.4</td>
<td>Handwriting (24)†</td>
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<td>U.15</td>
<td>Heat : A (5); B (6); C (6)</td>
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<td>U.16</td>
<td>Heat, electricity and magnetism (12)</td>
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<td>U.17</td>
<td>Heat, light and sound : A (12); B (12)</td>
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<td>M.7</td>
<td>History : 55 B.C.–A.D. 1603 (6)</td>
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<td>M.8</td>
<td>History : 1603–1932 (8)</td>
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<td>M.9</td>
<td>History : English constitutional history since 1660 (6)</td>
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<td>R.11</td>
<td>History : Economic (6)</td>
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<tr>
<td>M.10</td>
<td>History : European—modern (8)</td>
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<td>M.11</td>
<td>History : Military (and principles of war) (10)</td>
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<td>R.12</td>
<td>History : Modern social and political (6)</td>
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<td>M.12</td>
<td>History : Political history of the great powers (9)</td>
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<td>U.18</td>
<td>Italian (general) (6)</td>
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<td>U.19</td>
<td>Latin (general) : A (6); B (6); C (12)</td>
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<td>R.13</td>
<td>Local Government (English) : (1) Structure and machinery (6)</td>
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<td>R.14</td>
<td>Local Government (English) : (2) Functions and problems (6)</td>
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<td>R.15</td>
<td>Logic : General course (6)</td>
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<td>U.20</td>
<td>Logic : A (6); B (6); C (12)</td>
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<td>M.14</td>
<td>Magnetism (Earth's) and the Compass (7)</td>
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<td>U.21</td>
<td>Map work and practical geography (6)</td>
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<td>M.15</td>
<td>Market research (8)</td>
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<td>M.16</td>
<td>Mathematics : Algebra : A (8); B (10); C (7)</td>
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<td>M.17</td>
<td>Mathematics : Algebra and trigonometry (C) (6)</td>
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<td>M.18</td>
<td>Mathematics : Calculus (11)</td>
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<td>M.19</td>
<td>Mathematics : Geometry : A (8); B (10)</td>
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<tr>
<td>M.20</td>
<td>Mathematics : Geometry and trigonometry (C) (5)</td>
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<tr>
<td>M.21</td>
<td>Mathematics : Geometry (analytical) and calculus : B (7)</td>
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<td>M.22</td>
<td>Mathematics : Geometry (analytical) (C) (6)</td>
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<td>M.23</td>
<td>Mathematics : Geometry (pure) (7)</td>
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<td>M.24</td>
<td>Mathematics : Practical mathematics : A (7); C (6)</td>
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<td>X.1</td>
<td>Matriculation (London) (Part I subjects only). Fee £1</td>
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<td>X.2</td>
<td>Matriculation (London) (Part II subjects only). Fee £1</td>
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<td>U.22</td>
<td>Mechanics : A (12); B (12); C (15)</td>
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<td>U.26</td>
<td>Musical history (12)</td>
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<td>M.26</td>
<td>Office organisation and management (10)</td>
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<td>H.C.2</td>
<td>Peace-making : The lessons of Versailles (12)</td>
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<td>U.27</td>
<td>Physics (general) (12)</td>
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<td>R.16</td>
<td>Philosophy : General introduction (6)</td>
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<td>H.21</td>
<td>Philosophy : Ethics (14)</td>
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<tr>
<td>H.22</td>
<td>Philosophy : History of (18)</td>
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<td>H.23</td>
<td>Philosophy : Theory of knowledge (14)</td>
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<td>H.24</td>
<td>Philosophy : Works of particular leading philosophers.*</td>
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<tr>
<td>H.25</td>
<td>Political and social theory : Henriques : Social Service (9)</td>
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<td>H.26</td>
<td>Political and social theory : Laski : Grammar of Politics (9)</td>
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<td>H.27</td>
<td>Political and social theory : McVer : Community (7)</td>
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<td>H.28</td>
<td>Political and social theory : McVer : The Modern State (9)</td>
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<td>H.29</td>
<td>Political and social theory : Public Social Services (7)</td>
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<td>H.30</td>
<td>Political and social theory : Sabine : History of Political Theory (8)</td>
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<td>P.5</td>
<td>Printers' costs (10)</td>
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<tr>
<td>M.27</td>
<td>Public speaking (10)</td>
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<td>U.28</td>
<td>Roman history : A (6); B (6); C (6)</td>
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<td>U.29</td>
<td>Roman history : (Empire) (12)</td>
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<td>U.30</td>
<td>Russian : A (16)</td>
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<td>U.31</td>
<td>School hygiene (9)</td>
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<td>U.32</td>
<td>School hygiene with physiology (9)</td>
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<td>H.31</td>
<td>Science (general) : A (9); B (22)†</td>
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<td>M.28</td>
<td>Shorthand : Gregg : theory and low speed (12)</td>
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<tr>
<td>M.29</td>
<td>Shorthand : Gregg : high speed (7)</td>
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<tr>
<td>P.6</td>
<td>Shorthand : Pitman's : theory (30)†</td>
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<td>P.7</td>
<td>Shorthand : Pitman's : low speed (10)</td>
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<tr>
<td>P.8</td>
<td>Shorthand : Pitman's : high speed (10)</td>
<td></td>
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<tr>
<td>P.9</td>
<td>Spelling (20)†</td>
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<td>R.17</td>
<td>Social psychology—Part I (6)</td>
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<td>R.18</td>
<td>Social psychology—Part II (6)</td>
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<td>U.32</td>
<td>Sound and optics (12)</td>
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<tr>
<td>U.33</td>
<td>Spanish (general) : A (6); B (6)</td>
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<td>U.34</td>
<td>Spanish (commercial) (12)</td>
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<tr>
<td>M.30</td>
<td>Typography (elementary) : A (7)</td>
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<td>M.31</td>
<td>Typewriting (elementary) : A (8)</td>
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<td>P.11</td>
<td>Wireless engineering (elementary) (10)</td>
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<tr>
<td>U.36</td>
<td>Zoology : A (7); B (12)</td>
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* For a detailed list of the courses available under this heading, application should be made to the War Office (A.E.3).
Specimen of Application Form to be used for Postal Study Course

To The Under-Secretary of State,
The War Office (A.E.3),
Hotel Victoria,
Northumberland Avenue, W.C.2.

1. Official Number.................................................................
2. Rank or Rating........................................................................
3. Name (Surname first in block letters)......................................
4. Ship or Establishment and official postal address (in block letters).
5. Age (a) Now................................................................. (b) on leaving school.
6. Particulars of school attainment :—
   (a) At school...........................................................
   (b) Since leaving school...........................................
   (c) Any examination taken and if passed.......................
7. Civil occupation..........................................................
8. Postal Study Course desired :—
   (a) Index letter and number....................................
   (b) Title.............................................................
   (c) If course is graded, give grade letter A, B or C.

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.
Date.................................................. Signature of applicant..............................................

To be signed by Commanding Officer
The above-named applicant is unable to obtain instruction on the subject specified by attendance at oral classes, in technical or evening institutes elsewhere and I consider him/her suitable to take a Postal Study Course in the subject.
Signature of Commanding or Education Officer...........................
Ship or Establishment...........................................................

(A.F.Os. 5370/42, 695/43, 1525/43 and 1527/43.)
(A.F.Os. 1290/41, 2025/41, 2804/41, 3704/41, 4741/41, 5385/41, 5386/41, 5509/41—
not in annual volume—are cancelled. A.F.O. 5371/42 is cancelled.)

1527.—Examinations of Civilian Examining and Professional Bodies
(N.6093/43—8.4.1943.)

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, and any war-time concessions, 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 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. 1492/40.)

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 is required.

4. Assistance in preparing for some of the above examinations may be obtained from Vocational Correspondence and Postal Study Courses. (See A.F.O. 1526/43.)

Examining Body | 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. 5370/42.)
*Department of Technology, City and Guilds of London Institute, 91, Breehn 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. 693/43 for radio subjects.)
Royal Society of Arts, John Adam Street, Adelphi, London, W.C.2. | March, June and November. | Subjects include English, History, Geography, Arithmetic, Commercial Subjects and Foreign Languages. There are three stages: Elementary, intermediate and advanced. The Associate Fellowship Examination.
Chartered Accountants of Scotland and General Examining Board, 142, St. Vincent Street, Glasgow. | May and December. | Intermediate and Final for Membership.
Institute of Bankers in Scotland, 62, George Street, Edinburgh. | April. | Parts I and II of the Associate Examination.
*Building Societies Institute, 14, Park Street, London, W.1. | March. | The Associate Membership Examination.
*Institution of Mechanical Engineers, Storey's Gate, London, S.W.1. | April and October. | The Associate Membership Examination.

Examining Body

Examinations

<table>
<thead>
<tr>
<th>Examining Body</th>
<th>Dates</th>
<th>Details</th>
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<tbody>
<tr>
<td>*Matriculation and School Examinations Council, Richmond College, Richmond, Surrey.</td>
<td>January or June.</td>
<td>Matriculation Examination of the University of London. (See A.F.O. 5370/42.)</td>
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<tr>
<td>*Department of Technology, City and Guilds of London Institute, 91, Breehn Place, South Kensington, London, S.W.7.</td>
<td>April and May.</td>
<td>Examinations are held in a large number of technological or allied subjects, covering many trades and industries in the country. (See A.F.O. 693/43 for radio subjects.)</td>
</tr>
<tr>
<td>Royal Society of Arts, John Adam Street, Adelphi, London, W.C.2.</td>
<td>March, June and November.</td>
<td>Subjects include English, History, Geography, Arithmetic, Commercial Subjects and Foreign Languages. There are three stages: Elementary, intermediate and advanced. The Associate Fellowship Examination.</td>
</tr>
<tr>
<td>Chartered Accountants of Scotland and General Examining Board, 142, St. Vincent Street, Glasgow.</td>
<td>May and December.</td>
<td>Intermediate and Final for Membership.</td>
</tr>
<tr>
<td>Institute of Bankers in Scotland, 62, George Street, Edinburgh.</td>
<td>April.</td>
<td>Parts I and II of the Associate Examination.</td>
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<td>*Building Societies Institute, 14, Park Street, London, W.1.</td>
<td>March.</td>
<td>The Associate Membership Examination.</td>
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<td>*Institution of Mechanical Engineers, Storey's Gate, London, S.W.1.</td>
<td>April and October.</td>
<td>The Associate Membership Examination.</td>
</tr>
<tr>
<td>*Matriculation and School Examinations Council, Richmond College, Richmond, Surrey.</td>
<td>January or June.</td>
<td>Matriculation Examination of the University of London. (See A.F.O. 5370/42.)</td>
</tr>
<tr>
<td>*Department of Technology, City and Guilds of London Institute, 91, Breehn Place, South Kensington, London, S.W.7.</td>
<td>April and May.</td>
<td>Examinations are held in a large number of technological or allied subjects, covering many trades and industries in the country. (See A.F.O. 693/43 for radio subjects.)</td>
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<td>Royal Society of Arts, John Adam Street, Adelphi, London, W.C.2.</td>
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<td>Examining Body</td>
<td>Dates</td>
<td>Details</td>
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<tr>
<td><em>Institution of Gas Engineers, 1, Grosvenor Place, London, S.W.1.</em></td>
<td>March or April.</td>
<td>Examinations in ancillary subjects.</td>
</tr>
<tr>
<td><em>National Association of Local Government Officers, Croyde, Braunton, Devon.</em></td>
<td>May or June.</td>
<td>Examinations in Gas Engineering.</td>
</tr>
<tr>
<td><em>Institution of Municipal and County Engineers, 84, Eccleston Square, London, S.W.1.</em></td>
<td>April or May, and September or October.</td>
<td>Testamur Examination, Intermediate and Final.</td>
</tr>
<tr>
<td>Chartered Surveyors Institution, 12, Great George Street, London, S.W.1.*</td>
<td>March.</td>
<td>County and Highway Engineering.</td>
</tr>
<tr>
<td><em>Auctioneers and Estate Agents Institute of the United Kingdom, Knowle, Sevenoaks, Kent.</em></td>
<td>March.</td>
<td>Diploma in Administration.</td>
</tr>
<tr>
<td><em>Institute of Municipal Treasurers and Accountants (Incorporated), 1, Buckingham Place, London, S.W.1.</em></td>
<td>Usually in September.</td>
<td>(Final Examinations are suspended.)</td>
</tr>
<tr>
<td>Chartered Institute of Secretaries, Princes House, 95, Gresham Street, London, E.C.2.*</td>
<td>June and December.</td>
<td>Examinations for Call to the Bar.</td>
</tr>
<tr>
<td><em>Corporation of Certified Secretaries, 28, Fitzroy Square, London, W.1.</em></td>
<td>June and December.</td>
<td>Candidates for the Final may take this Examination in two Divisions.</td>
</tr>
</tbody>
</table>

(A.F.Os. 1492/40, 5370/42, 693/43 and 1526/43.)