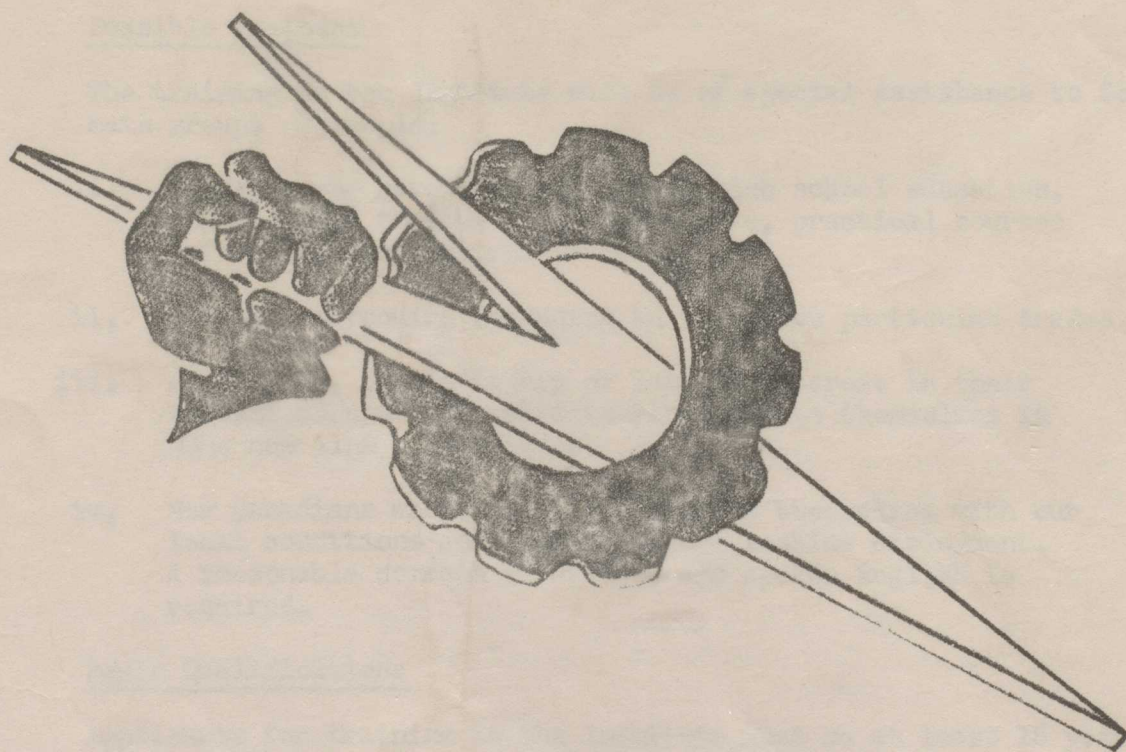


# VANCOUVER VOCATIONAL INSTITUTE

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Vancouver, B.C. V6B 1S9



EFFECTIVE JULY 1, 1957.

**250 WEST PENDER STREET  
VANCOUVER 3, B.C. V6B 1S9  
PACIFIC 8111.**



VANCOUVER VOCATIONAL INSTITUTE  
250 West Pender Street,  
Vancouver, B.C.

#### GENERAL INFORMATION

The Vancouver Vocational Institute is operated by the Vancouver Board of School Trustees, and the training is designed to prepare young men and women for gainful employment in trade or industry.

Each department has its own advisory committee, consisting of representatives of Labour and Management, and these committees assist and advise in all matters pertaining to the training program.

#### I. Possible Trainees

The training in the Institute will be of special assistance to four main groups of people:

- i. Students who have completed their high school education, and who wish to take short, intensive, practical courses before entering desired trades.
- ii. People who require upgrading in their own particular trades.
- iii. People who, due to injury or lack of interest in their present occupations, wish to rehabilitate themselves in some new line of endeavour.
- iv. New Canadians who wish to familiarize themselves with our local conditions and customs before seeking employment. A reasonable command of written and spoken English is required.

#### II. Basic Qualifications

Applicants for training in the Institute must be at least 16 years of age and have at least a Grade 10 education standing, or its equivalent. Grade 12 is preferred for a number of trades. The main requirements for the Navigation and Engineering Courses are service time and experience.

#### III. Student Hours

The Institute operates on a seven-hour day (8:30 a.m. to 4:00 p.m.); a five-day week, and a twelve-month year, and the courses range from ten weeks to twelve months in length.

#### IV. General Course Procedure

In most courses, the number of students is limited so that individual attention and close supervision may be given. All the courses are practical in nature, but all practice is supplemented by a thorough study of the principles involved.



#### V. Apprenticeship

Students in the Building and Metal Trades are encouraged to enter apprenticeships in their particular field. The Apprenticeship Act of British Columbia requires that any person under 21 years of age must be apprenticed to an employer if he is to work in a designated trade. Hence, any person under the age of 21, engaged in one of the above trades, must complete his apprenticeship before qualifying for the status and wage of a journeyman. The person who is 21 years or over may, and should, be apprenticed, if he wishes to master the trade and attain recognized journeyman status. Graduates of the Institute normally receive time and money credits for their respective courses.

#### VI. Counselling and Placement Service

Each student is interviewed before enrolling and is given guidance in the selection of a suitable course. While employment is not guaranteed by the Institute, a placement service is maintained to assist students to find employment in their particular fields of work on completion of training.

#### VII. Length of Course

Courses vary in length from 10 weeks to 12 months. The times indicated for the various courses listed in this booklet are, in most cases, the maximum periods required. A student is eligible for placement when he has reached a sufficiently high standard to hold a position in his own particular trade. Early attainment of this standard may reduce the time in the course by one or two months.

#### VIII. Fee Regulations

Fees are charged on all courses, and range from Fifteen to Forty Dollars per month. All fees must be paid in advance in accordance with the following regulations:

- (a) If a student commences a course during the first week of the month, he shall pay one month's tuition fee, which will entitle him to instruction up to the end of the month.
- (b) If a student commences a course during the second week of the month, he shall pay three-quarters of a month's fee, which will entitle him to instruction up to the end of the month.
- (c) If a student commences a course during the third week of the month, he shall pay one and one-half months' fees, which will entitle him to instruction up to the end of the following month.
- (d) If a student commences a course during the last week of the month, he shall pay one and one-quarter months' fees, which will entitle him to instruction up to the end of the following month.
- (e) No refund will be made to a student withdrawing from a class during a month.

- (f) When a student completes a course during the month, the fee for the part of the month he is in school will be calculated on a pro-rata basis.
- (g) When enrolment is on an hourly basis, a \$10.00 deposit is required.
- (h) In certain trades special fees are charged for short-term courses.
- (i) A 50¢ Registration Fee is charged for the Student Fund.

#### BOARD AND LODGING

Students are responsible for their own arrangements for board and lodging. Information concerning boarding houses in the city is available through contact with the Y.M.C.A. at 955 Burrard Street, Vancouver, B. C., and the Y.W.C.A. at 997 Dunsmuir Street, Vancouver, B. C. The approximate cost of board and lodging is \$65.00 per month at the present time.

#### FURTHER INFORMATION

For further information address communications to:

The Principal,  
Vancouver Vocational Institute,  
250 West Pender Street,  
Vancouver 3, B. C.

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	<u>Page</u>		<u>Page</u>
Auto Body and Fender Repair	5	Electronics	9
Auto Mechanics	5	Engineering (Marine ) (Stationary)	9,10,11
Barbering	5 & 6	Machine Shop	11
Beauty Culture	6	Navigation	12 & 13
Carpentry	6	Plumbing & Heating	13
Chef Training	6 & 7	Power Sewing	13
Commercial Training	7 & 8	Practical Nursing	13 & 14
Diesel Operation and Maintenance	8	Shoe Repairing	14 & 15
Drafting	8	Welding-Gas or Electric	15
Electricity	8 & 9		

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# AUTO BODY & FENDER REPAIR

Entrance Requirements: Age - 16 to 19 years preferred.  
Education - Grade 10 or equivalent.  
Physical Fitness.

Length of Course: 6 months.

Fees: \$15.00 per month  
1 lock \$1.25  
1 set of tools - \$55.00 (necessary when  
entering trade)

Course Content: Fundamental tool operation; welding, fender  
repair, body repair, painting, finishing,  
and assembly.

Enrolment Dates: Monthly intakes

## AUTO MECHANICS

Entrance Requirements: Age - 17 to 20 years preferred.  
Education - Minimum Grade 10 or equivalent.  
Grade 12 preferred.  
Physical Fitness.

Length of Course: 8 months.

Fees: \$15.00 per month.  
Tool Deposit - \$5.00 (refundable)  
1 lock - \$1.25.  
1 set of 3 books \$4.50

Course Content: Fundamentals of operation and repair, procedures  
of automotive engines, clutches, transmissions;  
rear axles; braking systems; steering and front-  
end alignment; carburetors; fuel pumps;  
distributors; starters; generators; regulators;  
batteries and miscellaneous accessories.

## BARBERING

Entrance Requirements: Age - 17½ or older.  
Education - Grade 10 or equivalent.  
Health - health certificate required.  
Personal interview with Selection Committee  
required.

Length of Course: 1000 hours. (approximately 6 months)  
\$15.00 per month. Smocks supplied and  
laundered. Tools to value of \$60.00 should  
be purchased prior to entering trade.  
Barbering Text \$4.50.

Course Content: The course covers the theoretical and practical  
work required to prepare students for the B. C.  
Barbers' Examination. A one-year apprenticeship.

(Cont'd. Page 6.)



# BARBERING (Cont'd.)

is usually necessary before a B. C. Government Certificate is given to the student.

Examination Fee - \$10.00  
Association Fee - \$ 2.00

Enrolment Dates:

January, April, July, October.

## BEAUTY CULTURE

Entrance Requirements:

Age - 17½ or older.  
Education - Grade 10 or equivalent.  
Physical Examination is required.

Length of Course:

1000 hours (approximately 6 months)

Fees:

\$15.00 per month. Maximum charge for course shall not exceed \$90.00. All equipment is provided. Smocks are supplied and laundered.  
1 textbook \$4.00; 1 lock \$1.25;  
Miscellaneous costs - \$10.00-\$15.00.

Course Content:

The course covers the theoretical and practical work required to prepare students for the B. C. Hairdressers' Examination.

Enrolment Dates:

January, April, July, October.

## CARPENTRY

Age - 18 to 25 years preferred.  
Education - Grade 10 or equivalent.  
Physical fitness.

Length of Course:

9 months.

Fees:

\$15.00 per month.  
1 lock \$1.25

Course Content:

Plan drawing and blueprint reading; care and use of hand tools; operation of machines commonly used in the trade; millwork, construction of cabinets and fixtures; concrete forms, framing, roof construction and stair building.

Enrolment Dates:

Monthly intakes as space permits.

## CHEF TRAINING

Entrance Requirements:

Age - 16 to 25 years preferred.  
Education - Grade 10 or equivalent.  
Physical examination required.

Length of Course:

9 months.  
\$20.00 per month (includes Tuition Fee and Noon Meal). Textbooks \$8.00; 1 lock \$1.25.

(Cont'd. Page 7.)

## CHEF TRAINING (Cont'd.)

Course Content:

This course includes training in the following sections: Soups and stocks; sauces and entrees; roasts and grill work; meat, fish and poultry butchery; cold buffet work; salad work, general bake-shop practice, including the making of pies, cakes, pastries and bread.

Enrolment Dates:

Monthly intakes as space permits.

## COMMERCIAL TRAINING

Entrance Requirements:

Age - 16 years and up.  
Education - Grade 10 minimum.

Length of Course:

Depends upon the course selected and the previous training of the student.

Fees:

Full-time - \$15.00 a month.  
Half-time - \$10.00 a month.  
1 lock - \$1.25.  
Course l. supplies - \$15.00

Courses Offered:

1. Secretarial - 9 months.  
Includes shorthand, typewriting, business machines, machines transcribing, elementary bookkeeping and payroll work, filing, business English, and Court Reporting for students aspiring to high-speed writing.  
1100 hr. minimum.
2. Stenography - refresher
3. Machines Transcribing - with reasonable typing speed - 375 hr. minimum.  
  
Machines Transcribing - with no typing experience - 750 hr. minimum.
4. Business Machines and typing - 500 hr. min. (Secretarial)
5. Comptometer operation.
6. Typing.
7. Bookkeeping and typing (basic) - includes basic operation of comptometer, adding machine and calculators, business law, correspondence, filing, bookkeeping machine, payroll and typewriting - 6 months.
8. General-duty clerk - Recordkeeping, elementary typing, basic comptometer and adding machines, filing - 3 months.

(Cont'd. Page 8.)



COMMERCIAL TRAINING (Cont'd.)

9. Clerk typist - for students with No. 8 or similar background - elementary bookkeeping, business correspondence, letter writing, calculators, mimeographing, electric typewriter and transcribing machine - 2 months.
10. Machine Bookkeeping - for students with 8 & 9, or similar background -- Accounts Receivable and Accounts Payable, Office Practice.
11. Clerk-typist bookkeeper - for students with No. 8 & 9 or similar background - intermediate bookkeeping and payroll - 1 month.
12. Advanced bookkeeping - for students with No. 7 or similar background who wish to go further in the bookkeeping field.

Enrolment Dates for Course 1 - September, October and January.  
Courses 2 - 12 - Weekly as space permits.

DIESEL OPERATION AND MAINTENANCE

Entrance Requirements: Age - 18 to 30 years preferred.  
Education - Grade 12 preferred.

Length of Course: 11 months  
Fees: \$15.00 per month. 1 lock \$1.25;  
1 textbook \$8.25.

Course Content: Operation and Maintenance of heavy-duty, high-speed, marine and stationary diesels.

Enrolment Dates: September and February.

DRAFTING

Entrance Requirements: Age - 18 to 25 years preferred.  
Education - Grade 12 preferred.

Length of Course: 9 months  
Fees: \$15.00 per month. Instruments provided.  
Initial Supplies \$1.50; 1 lock \$1.25.

Course Content: This course combines architectural, mechanical and structural drafting.

Enrolment Dates: Monthly as space permits.

ELECTRICITY & INDUSTRIAL ELECTRONICS

Entrance Requirements: Age - 17 to 26 years preferred.  
Education - Grade 12 preferred.

Length of Course: 11 months.  
Fees: \$15.00 per month.

(Cont'd. Page 9.)

ELECTRICITY AND INDUSTRIAL ELECTRONICS (Cont'd.)

Textbooks \$15.00; 1 lock \$1.25.

Course Content: Fundamental of direct current circuits; Magnetism and electro magnetism; House and Industrial wiring; Fundamentals and analysis of alternating current circuits, Instruments, appliances, transformers, motors and controls, three-phase circuits; Industrial Electronics.

Enrolment Date: September

ELECTRONICS:

Entrance Requirements: Age - 17 to 26 years preferred.  
Education - Grade 12 or better preferred.

Length of Course: 11 months  
Fees: \$15.00 per month.  
Textbook \$15.00, 1 lock \$1.25.  
Tool Deposit (refundable) \$5.00.

Course Content: Fundamental electrical and radio, theory; A. M. Communications transmitters and receivers, - radio and radio telephone, emergency transmitters (Gibson Girl); FM Communications transmitters and receivers, radio and radio telephone, as used in aircraft, mobile stations; etc. Mobile and fixed power supplies - regulated, vibrator, selenium; etc. Vacuum tube computer and control circuits; Transistor circuitry, etc. Course emphasis is on the building, modification and testing of electronic equipment in these categories. An amateur radio ticket may be achieved by students during the course with time on the air obtained through use of our amateur station VE7VI.

Enrolment Dates: September and May

ENGINEERING Stationary or Marine

Entrance Requirements

A. Stationary

Before enrolling at the Institute, applicants wishing to qualify for certificates should present their credentials to The Boiler Inspector, 501 West 12th Avenue for his approval. A candidate who has successfully completed a course at the Institute will be credited with from six to twenty months' experience depending upon the class of the certificate.

Cont. Page 10.



# ENGINEERING (Cont'd.)

## Entrance Requirements:

### B. Marine

Before enrolling at the Institute, applicants wishing to qualify for certificates should present their credentials to the Steamship Inspector, Department of Transport, 325 Granville Street, for his approval.

## Length of Course:

Attendance in both stationary and marine courses is possible on an hourly, or full-time basis. The division is open from 8:30 a.m. to 4:00 p.m. five days a week, and also from 5:00 p.m. to 9:00 p.m. on specified evenings. The length of each course depends largely upon the ability and progress of the candidate.

## Fees: First-Class Certificate

### Stationary

\$90.00, with installments of \$30.00 payable in advance each 2 months.

### Marine

\$75.00, with installments of \$25.00 payable in advance each 2 months.

## Second-Class Certificate

### Stationary

\$60.00, with installments of \$30.00 payable in advance each 2 months.

### Marine

\$60.00, with installments of \$30.00 payable in advance each 2 months.

## Third-Class Certificate

### Stationary

\$40.00, with installments of \$20.00 payable in advance each 2 months.

### Marine

\$40.00, with installments of \$20.00 payable in advance each 2 months.

## Fourth-Class Certificate

### Stationary

\$25.00, with \$15.00 payable in advance

### Marine

\$25.00, with \$15.00 payable in advance

## Heating Certificate

### Heating "A"

\$15.00 payable in advance

### Heating "B"

\$15.00 payable in advance

## Special Courses

Fees can be arranged

# ENGINEERING (Cont'd.)

## Correspondence Courses

FOR MARINE ENGINEERS. Courses, compiled by the Superintendent of Training of the Federal Department of Transport are now available for 4th and 3rd class certificates for study at sea and at home. Carefully planned questions indicate a syllabus and promote channelled study from recommended standard texts. When each paper is completed it should be mailed to the school for correction so that the instructor can guide and assist in further studies. Lessons should be sent to the Institute for marking and additional assistance.

These courses are now available at the Institute and a course for 2nd class is presently being prepared.

The fee for these lesson aids is as follows:

	Diesel	Steam	Combined Steam & Diesel
Fourth Class -	\$15.00	\$15.00	\$20.00
Third Class -	\$25.00	\$25.00	\$30.00
Endorsement of any Certificate in Force -			\$10.00

It is hoped that candidates will make full use of the Institute and attend for the laboratory sessions which are available to them. Even a short attendance at the school will greatly assist the student to overcome difficulties which may have arisen during the home study period. Fees for additional service can be arranged.

## MACHINE SHOP

## Entrance Requirements:

Age - 16 to 25 years preferred.  
Education - Grade 10 minimum;  
Higher grade preferred.

## Length of Course:

9 months.

## Fees:

\$15.00 per month.

1 lock \$1.25; 1 Handbook \$8.25.

## Course Content:

Bench work; lathe work; shaper and planer work; milling machine work; horizontal-boring mill work; surface, cylindrical and cutter grinding. Properties and Treatment of Steel.

## Enrolment Dates:

Monthly as space permits.



# NAVIGATION

## Entrance Requirements:

Before enrolling at the Institute, applicants wishing to qualify for certificates should present their credentials to the Examiner of Masters and Mates, Department of Transport, Federal Building, 325 Granville Street, Vancouver, B. C., for his approval. In addition, they should undergo the eyesight test to be taken at the Examiner's office.

## Length of Course:

Courses vary in length according to the different grades of certificates for which the students wish to qualify.

## Fees:

The fee is dependent on the particular course involved, not the time required to complete the course. The following is a list of the fees for the various courses:

## Enrolment Dates:

Weekly Intakes.

## Certificate

## Course Fee

### Foreign Going

Master	\$ 75.00
Mate	60.00
Second Mate	50.00

### Home Trade

Master	55.00
Mate	45.00
Second Mate	35.00
Master (under 150 tons gross)	35.00
Tug-boat Master	30.00

### Inland Waters

Master	35.00
Mate	30.00
Master (under 150 tons gross)	22.50
Tug-boat Master	22.50

### Minor Waters

Master	22.50
Mate	17.50
Master (under 150 tons gross)	12.50
Tug-boat Master	12.50

### Ferry Steamships

Master Licensed	22.50
Mate Licensed	17.50

(Cont's. Page 13.)

# NAVIGATION (Cont'd.)

## Course Fee

Gyro Compass Course \$12.50

Special courses Fees depend upon course

## PLUMBING AND HEATING

## Entrance Requirements:

Age - 17 to 25 years preferred.  
Education - Grade 10 or equivalent.  
Physical Fitness.

## Length of Course:

8 months.

## Fees:

\$15.00 per month.  
1 lock \$1.25; 1 Plumbing Code .60¢

## Course Content:

Blue-print reading, plan drawing. Plumbing by-law, drainage, sewage disposal, septic tanks, fixture installation and automatic controls; hot water and steam heating installations.

## Enrolment Date:

October.

## POWER SEWING

## Entrance Requirements:

- Age - 16 years or older.
- (a) Women 16 to 30 years who have not been previously employed may be enrolled under the Dominion-Provincial Youth Training Plan.
  - (b) Unemployed women may be directed to this course by the National Employment Service who may see fit to pay unemployment benefits during the training period.
  - (c) If not eligible under either of the above schemes, women may enroll at their own expense if there is an opening in the class when the student applies.

## Length of Course:

10 to 12 weeks, depending upon the ability of the student.  
For (a) and (b) above, no fees.  
For (c), \$15.00 per month.  
1 lock \$1.25.

## Enrolment Dates:

Weekly as space permits.

## PRACTICAL NURSING (for women)

## Entrance Requirements:

Age - 18 to 45 years.  
Education - Grade 10 or equivalent desirable.

(Cont'd. Page 14)



# PRACTICAL NURSING (Cont'd.)

Length of Course: 12 months - 4 months' instruction at the Institute; 8 months' training in hospital. New groups of students are enrolled at 4-month intervals.

Fees and Hospital Pay: \$15.00 per month for the 4 months of Institute Instruction. Uniforms supplied and laundered free of charge. During the 8 months of hospital training, the student receives \$14.00 per week for the first two months, \$16.00 per week for the second two months, \$18.00 per week for the third two months, and \$20.00 per week for the last two months. 1 lock \$1.25. Graduation Fee \$6.00.

Course Content: The course is designed to prepare selected young women to care for the mildly ill, chronically ill or convalescent patients in homes or institutions under the supervision of registered nurses or physicians.

Enrolment Dates: January, May and September.

Registration Procedure: (i) It is desirable that each applicant for Practical Nursing report to the main office of the Vancouver Vocational Institute for a personal interview before completing the necessary forms. If an applicant lives out of town, these forms will be mailed to her upon request, and these forms must be completed and forwarded as indicated below. However, in these latter cases, personal interviews must be arranged prior to enrolment in the class. (ii) Forms to be completed: Health-Record Form to be completed by the applicant and her physician and forwarded to Dr. Reba Willits, Associate Director, School Health Services, Metropolitan Health Committee, City Hall, Vancouver. Application Form to be completed and returned to the Vancouver Vocational Institute. In the case of applicants who have not already had a personal interview, a snapshot of the applicant should be attached to the application form.

## SHOE REPAIRING

Entrance Requirements: Age - 16 years and older. Education - Grade 8 or equivalent.

Length of Course: 8 to 12 months, depending upon the ability of the student.

(Cont'd. Page 15.)

## SHOE REPAIRING (Cont'd.)

Fees: \$15.00 per month. 1 lock \$1.25.

Course Content: Shoe Rebuilding and new-shoe construction; machine and hand work.

Enrolment Dates: Weekly as space permits.

## WELDING

Entrance Requirements: Age - 16 years and older. Education - no specific educational standing required. Grade 10 desirable. Health - any respiratory disability is a handicap in this trade.

Length of Course: 6 months for the complete course; 1 ss if one phase of welding is required.

Fees: \$40.00 per month for full-time attendance. \$3.00 per day for daily attendance. Goggles \$2.75. Gloves \$3.00. 1 lock \$1.25. Textbooks \$4.00

Course Content: Both electric and oxyacetylene, or upgrading in either phase may be taken.

Enrolment Dates: January, April, July and October.

Experienced Welders Only (Inert Gas Welding \$10.00 for 4 hours.) (Low Hydrogen rod \$5.00 for daily attendance)

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