

VANCOUVER VOCATIONAL INSTITUTE



OUTLINE OF TECHNICAL AND VOCATIONAL PROGRAMMES

**250 West Pender
Vancouver 3, B.C.
Mutual 1-8111**

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GENERAL INFORMATION

The Vancouver Vocational Institute is operated by the Vancouver Board of School Trustees with financial assistance and the co-operation of the Canadian Vocational Training Branch, Department of Labour, Government of Canada and the Technical Branch, Department of Education, Province of British Columbia. 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 programme.

I. POSSIBLE TRAINEES

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

- (a) Students who have completed their high school education, and who wish to take short, intensive practical courses or advanced Technical Training before entering desired employment.
- (b) People who require upgrading in their own particular occupation.
- (c) People who, due to injury or lack of interest in their present occupations, wish to rehabilitate themselves in some new line of endeavour.
- (d) 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 Grade X educational standing, or its equivalent. Educational qualifications of older people are assessed on the basis of personal interview in respect to equivalency of Grade X standing. Grade XII is preferred for a number of occupations.

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.); five-day week, and a twelve-month year, and the courses range from ten weeks to two years 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. 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.

VI. FEE REGULATIONS

Fees are charged on all courses, and range from Fifteen to Twenty 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) In certain occupations special fees are charged for short-term courses.
- (h) A 50¢ Registration Fee is charged for the Student Fund.
- (i) Locker Fee - \$1.25 (\$1.00 refundable when lock is returned.)

VII 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 status. Graduates of the Institute normally receive time and money credits for their respective courses.

VIII LENGTH OF COURSE

Courses vary in length from 10 weeks to 2 years. 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 occupation. Early attainment of this standard may reduce the time in the course by one or two months.

BOARD AND ROOM

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. or at the Institute.

The approximate minimum cost of board and lodging is \$65.00 per month at the present time.

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FURTHER INFORMATION

For further information address communications to:-
The Principal,
Vancouver Vocational Institute,
250 West Pender Street,
Vancouver 3, B.C.

ADMINISTRATION AND STAFF

Principal:

Mr. S.V. Clarke

Vice-Principal:

Mr. M.A.A. Harris

Vice-Principal in charge of night schools: Mr. G.W. Lidster

Co-Ordinator: Mr. J.T. Moore

AUTO COLLISION REPAIR

R.B. McCarthy

AUTO MECHANICS

R.J. Bryant

W.D. Bland

BARBERING

J.L. Condy

BEAUTY CULTURE

Miss Ruth Nichols

(Mrs. R.M. Abramson)

Mrs. A. Clark

Mrs. B.F. Lock

Mrs. J.B. Sutherland

BUILDING CONSTRUCTION and CABINET MAKING

E. Churchill

W.E. Norris

CHEF TRAINING

B.H. Cruttenden

P.M. Ringby

G.H. Valente

COMMERCIAL (General)

A.S. Pickell

J.L. Knox

D.J. McLeod

R.H. Maitland

COMMERCIAL (Secretarial)

W.H. Emmerson

Mrs. N.B. Gilgan

Mrs. L.M. Jenkins

Miss A.J.L. Murison

DIESEL OPERATION and MAINTENANCE

J.A. Sanders

P.A. Dale

DRAFTING

J.D. Taylor

R.A. Dawson

H.B. Hatfield

ELECTRICAL and INDUSTRIAL ELECTRONICS

W.J. Warner

E.A. Frost

E.D. Tuley

ELECTRONICS

K.L. Wheeler

F.G. Mitchell

ENGINEERING

T.D. Munro

N.C. Coen

H.E. Justesen

J.L. Steel

J. Bagley

N.B. Reid

MACHINE SHOP

J.B. Lock

NAVIGATION

G.E. Murrell

R.E.S. Armstrong

POWER SEWING

Miss V.L. Spencer

PRACTICAL NURSING

Mrs. K.I. Johnstone

Mrs. M.E. Baigent

Mrs. L.V. Downey

Miss C.G. Thomas

Mrs. K.E. Wobick

SHOE REPAIRING

J. Pearson

WELDING

A.R. Burns

G.E. Martin

AUTO COLLISION REPAIR

ENTRANCE REQUIREMENTS

AGE - 18 to 21 years preferred

EDUCATION - No specific educational standing required. Grade X desirable. Physical fitness required with a minimum weight of 150 lbs. Driver's License required.

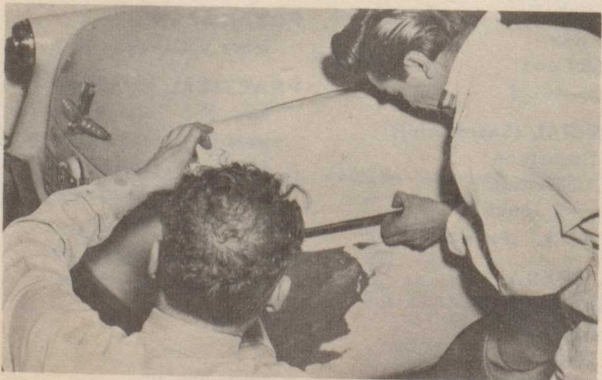
LENGTH OF COURSE - 6 months FEES - \$15.00 per month

TOOLS:- On leaving school a \$55.00 set of tools should be purchased.

TRAINING PROGRAMME

This course is essentially practical in nature and covers all the repair work done on the body of a passenger car. Only late model cars are used in this programme and all work is done in a well equipped shop under the supervision of an expert instructor. Fundamental tool operation, welding, fender and body repair, painting, finishing and assembly work are covered in this course.

ENROLMENT DATES - Monthly intakes



AUTO MECHANICS

ENTRANCE REQUIREMENTS

AGE - 17 to 20 years preferred

EDUCATION - Minimum Grade X or equivalent. Grade XII preferred. Physical fitness and Driver's License required.

LENGTH OF COURSE - 8 months. FEES - \$15.00 per month

TEXTBOOKS - \$5.00

TOOL DEPOSIT - \$5.00 (Refundable)

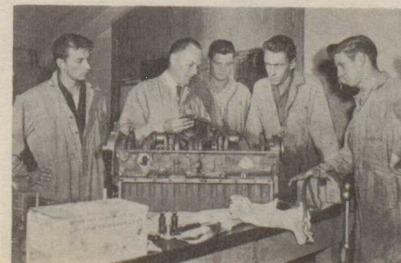
TRAINING PROGRAMME

This course is divided into two 4-month sessions. The first session is spent in developing all the fundamental skills required to service a modern car. The following systems of the car are worked on:-

| | |
|--------------|--------------------|
| Engine | Rear axles |
| Clutch | Carburetor |
| Distributor | Generator |
| Starter | Pump |
| Transmission | Brake and Steering |

On the successful completion of this phase of the work the students are moved to the service floor, where late model customer cars are serviced. We try to have each student perform at least two jobs on each of the major service or repair operations. All work is closely supervised by competent instructors.

ENROLMENT DATES - September, January and May



BARBERING

ENTRANCE REQUIREMENTS

AGE - 18 years or older

EDUCATION - No specific educational standing required
Grade X desirable

HEALTH - Health certificate required

Personal interview with Selection Committee required

LENGTH OF COURSE - 1000 hours (approximately 6 months)

FEES - \$15.00 per month (smocks supplied and laundered)

ASSOCIATION FEE - \$2.00

TEXTBOOKS - \$5.00

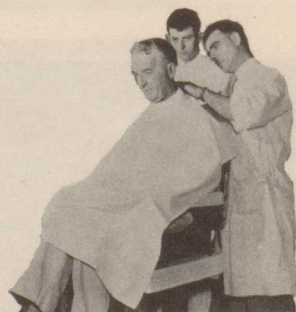
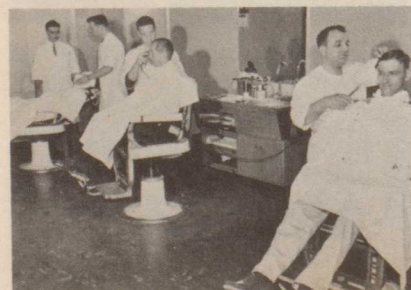
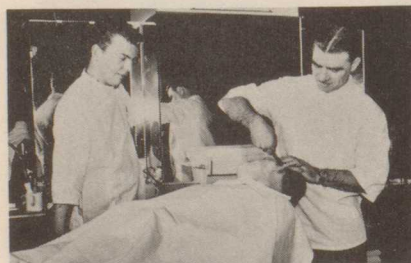
B.C. Barbers' EXAMINATION FEE - \$10.00

1 Set of Tools, approximately \$70.00 should be purchased before entering trade.

TRAINING PROGRAMME

This course covers both the theoretical and practical work required to prepare students for the B.C. Barbers' Examination. The practical training covers hair cutting, shaving, massaging, shampooing, facial work and general shop procedures. This work is performed on customers in a modern shop containing twelve chairs and under supervision of an expert barber. After completing the course, a one year apprenticeship is usually required before a B.C. Government Certificate is issued to the student.

ENROLMENT DATES - January, April, July, October



BEAUTY CULTURE

ENTRANCE REQUIREMENTS

AGE - 18 years or older

EDUCATION - No specific educational standing required
Grade X desirable

HEALTH - Medical examination is required

LENGTH OF COURSE - 1000 hours (approximately 6 months)

FEES - \$15.00 per month (smocks supplied and laundered)

TEXTBOOKS - \$9.50

SUPPLIES - \$15.00

ASSOCIATION FEE - \$2.00 EXAMINATION FEE - \$15.00

TOOL DEPOSIT - \$10.00 (Refundable)

TRAINING PROGRAMME

This course covers the theoretical and practical work required to prepare students for the B.C. Hairdressers' Examination. The practical work covers haircutting, permanent waving, facials, manicuring, scalp treatment, hairstyling, tinting and bleaching. This work is performed in a modern shop under the supervision of expert instructors. After completing the course the students take the B.C. Hairdressers' Examination and, if successful, the students become fully qualified operators.

ENROLMENT DATES - January, April, July, October



BUILDING CONSTRUCTION & CABINET MAKING

ENTRANCE REQUIREMENTS

AGE - 18 to 25 years preferred

EDUCATION - Grade X or equivalent - minimum. Physical fitness

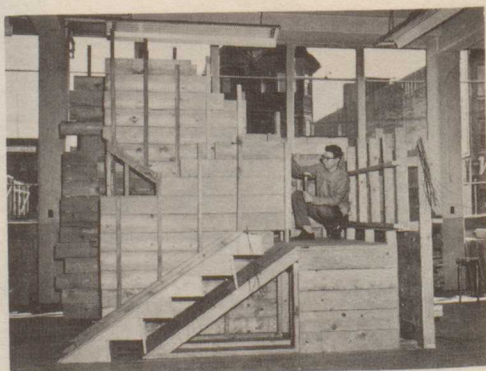
LENGTH OF COURSE - 9 months

FEES - \$15.00 per month TEXTBOOKS - \$17.50

TRAINING PROGRAMME

This course is divided into two sections. In the first 3 months, care and use of hand tools, millwork and the construction of cabinets and fixtures are covered. During the last 6 months the students work on house framing, roof construction, concrete forms and stair building. Plan drawing and blue-print reading is taken throughout the course. All work is done on full-sized projects and all work is supervised by skilled instructors. Further advanced training is given in carpentry foreman training and transit and level work as space permits.

ENROLMENT DATES - Monthly intakes as space permits



CHEF TRAINING

ENTRANCE REQUIREMENTS

AGE - 18 to 30 years preferred

EDUCATION - No specific educational standing required

Grade X desirable

Physical examination required

LENGTH OF COURSE - 9 months

FEES - \$20.00 per month (includes Tuition Fee and noon meal)

TEXTBOOKS - \$10.00

TRAINING PROGRAMME

This division does all the cooking for this Institute. The students and staff eat what is on the training programme for the day. Each day the entrees include 1 egg, 1 fish and 3 meat or poultry dishes. The students spend at least 3 months in each of the following sections:-

- (1) Stove work which includes soups and stocks: sauces and entrees; roasts and grill work.
- (2) Pantry work which includes meat, fish and poultry butchery; cold buffet work; and salad work.
- (3) Bakeshop practice which includes the making of pies, cakes, cookies, pastries and bread.

ENROLMENT DATES - Monthly intakes as space permits.



COMMERCIAL (GENERAL)

ENTRANCE REQUIREMENTS

AGE - 17 years and up

EDUCATION - Grade X minimum; Grade XI or higher preferred

LENGTH OF COURSE - Four (4) to seven (7) months depending on course selected and previous training or experience of student

FEES - \$15.00 per month

The GENERAL COMMERCIAL DIVISION offers practical office training to students desiring to enter the business or commercial field. The type of training given is of such a nature that students completing the various courses should be able to enter the business world with as little additional coaching as possible.

The various courses offered provide practical office training for:-

General Duty Clerks Clerk Typists Payroll Clerks
Junior Bookkeepers Bookkeepers

The subject matter of the various courses include :-

| | |
|----------------------------|-------------------------|
| Recordkeeping | Typewriting |
| Elementary Bookkeeping | Filing |
| Intermediate Bookkeeping | Business Correspondence |
| Machine Bookkeeping | Business Letter Writing |
| Advanced Bookkeeping | Business Machines |
| Industrial Payroll Records | Office Practice |

ENROLMENT DATES - Weekly as space permits

The flexible nature of the programme also permits refresher training or upgrading when space is available, as well as special summer courses for high school students who wish to improve their commercial skills.



COMMERCIAL (SECRETARIAL TRAINING)

(Presently located at Dawson School, 901 Helmcken Street, Vancouver)

ENTRANCE REQUIREMENTS

AGE - 17 years and up

EDUCATION - Grade XI minimum

LENGTH OF COURSE - 9 to 12 months depending on ability

FEES - \$15.00 per month SUPPLIES - \$25.00

TRAINING PROGRAMME

The subject matter of the programme includes :-

Manual and electric typewriting
Pitman shorthand
Shorthand letter transcription
Letter transcribing from sound equipment
The keeping of records
Operation of calculating and duplicating equipment
Office etiquette and deportment
Industrial spelling
Verbatim reporting
Systems control
The English of business
Commercial law

ENROLMENT DATE - September

Short term brush-up courses are available if space permits during the summer months, as well as special summer courses for high school students who wish to improve their commercial skills.



DIESEL OPERATION & MAINTENANCE

ENTRANCE REQUIREMENTS

AGE - 18 to 30 years preferred

EDUCATION - Grade X minimum, Grade XII preferred
Minimum weight of 150 lbs.

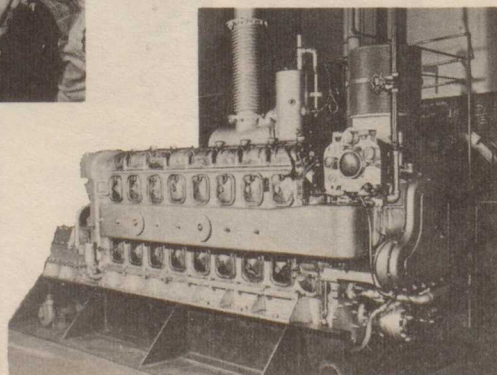
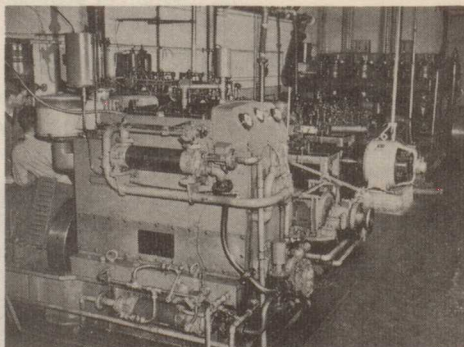
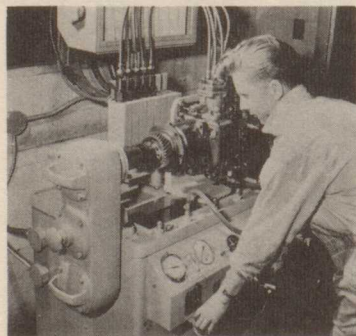
LENGTH OF COURSE - 11 months

FEES - \$15.00 per month

TRAINING PROGRAMME

This course covers the operation, overhaul and servicing of heavy-duty and high-speed marine and stationary diesel engines. The course is divided into two sections. The first section covers the basic skills necessary for the trade, engine construction and various systems such as cooling, starting, etc. The second section covers the construction, operation and service of the various injection systems, theory of combustion and its application, overhaul procedure and operation.

ENROLMENT DATES - September and February



DRAFTING

ENTRANCE REQUIREMENTS

AGE - 18 to 25 years preferred

EDUCATION - Grade XII preferred, with Mathematics and Science background

LENGTH OF COURSE - 11 to 15 months

FEES - \$15.00 per month

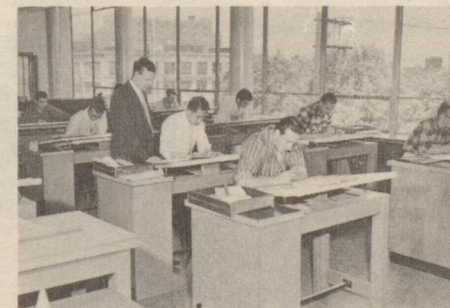
SUPPLIES - \$6.50

TOOL DEPOSIT - \$5.00 (Refundable)

This course consists of basic drafting, re-inforced concrete and process piping, and a choice of machine or architectural drawing.

The whole programme is flexible, and planned to provide suitable training for employment according to the varying needs of Industry.

ENROLMENT DATES - Monthly intakes as space permits



ELECTRICITY & INDUSTRIAL ELECTRONICS

ENTRANCE REQUIREMENTS

AGE - 17 to 26 years preferred

EDUCATION - Grade XII preferred

Mathematics 91 and Physics 91 required

LENGTH OF COURSE - 11 months

FEES - \$15.00 per month

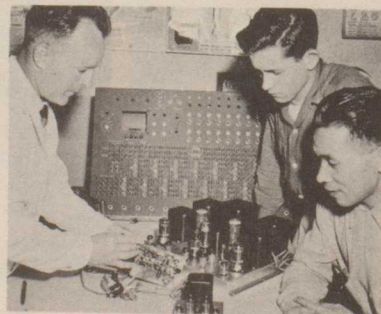
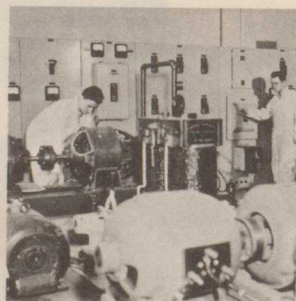
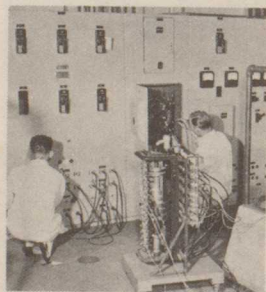
TEXTBOOKS - \$25.00

TOOL DEPOSIT - \$5.00 (Refundable)

TRAINING PROGRAMME

Fundamentals of direct current circuits; Magnetism and Electromagnetism; House and Industrial wiring; Fundamentals and analysis of alternating current circuits, instruments, appliances, transformers, motors and controls, three-phase circuits; Industrial Electronics.

ENROLMENT DATES - September and March



ELECTRONICS

ENTRANCE REQUIREMENTS

AGE - 18 to 26 years preferred

EDUCATION - Grade XII or better preferred

Mathematics 91 and Physics 91 required

LENGTH OF COURSE - 11 months

Optional Post Grad work on a monthly basis

FEES - \$15.00 per month TEXTBOOKS AND SUPPLIES - \$25.00

TRAINING PROGRAMME

Electronic Theory - A detailed study of the fundamentals, particularly as applied to HF, VHF, theory of Microwave and multiplex communication, closed circuit TV and camera work. AM communications - Construction, modification and repair of HF and VHF equipment. FM Communications - Tuning and fault finding on mobile and fixed VHF equipment. Antennas - Construction and testing of HF and VHF antennas of both beam and omni-directional types. Lab work occupies nearly 75% of the total course time and course emphasis is on the building, modification and testing of electronic equipment in these categories.

ENROLMENT DATES - September and March



ENGINEERING

Three programmes are in operation at the Institute.—

- A. Stationary Engineering
- B. Marine Engineering (Steam or motor)
- C. Advanced Technical Programme

Details of each programme follow under separate headings. Instruction classrooms, steam plant equipment, and adequate laboratory equipment for physics and chemistry are available for all courses.

A. STATIONARY ENGINEERING

ENTRANCE REQUIREMENTS

Before enrolling in class at the Institute, persons wishing to qualify for certificates should present their credentials to the Boiler Inspector, 501 West 12th Ave., Vancouver 9, for his approval. Instructors at the Institute will assist in completing the necessary forms before the applicant sees the Boiler Inspector.

LENGTH OF COURSE

Attendance 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

— \$90.00, \$30.00 on enrolment and balance payable within 3 month period

Second Class Certificate

— \$60.00, \$30.00 on enrolment and balance payable within 2 month period

Third Class Certificate

— \$40.00, \$25.00 on enrolment and balance payable within 1 month period

Fourth Class Certificate

— \$25.00, payable in advance

BOILER OPERATING CERTIFICATE

Class "A" — \$15.00 payable in advance

Class "B" — \$15.00 payable in advance

FITTING COURSE (Practical)

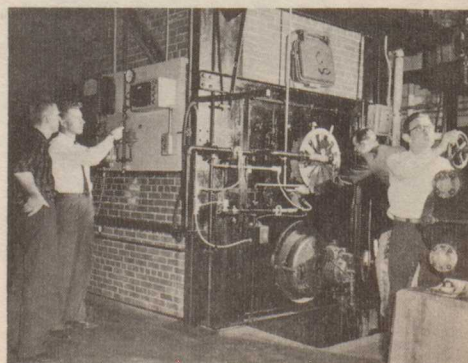
— \$5.00 per week

REFRIGERATION COURSE — 6 weeks

— \$15.00, for engineers only

SPECIAL COURSES

Fees can be arranged



B. MARINE ENGINEERING

ENTRANCE REQUIREMENTS

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 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 (steam or motor)

— Full Course — \$75.00, \$40.00 for part A, and
\$35.00 for part B, payable in advance

Endorsement — \$25.00

One Subject — \$25.00

Second Class Certificate (steam or motor)

— Full Course — \$60.00, \$30.00 for part A, and
\$30.00 for part B, payable in advance

Endorsement — \$20.00

One Subject — \$20.00

Third Class Certificate (steam or motor)

— Full Course — \$40.00, \$25.00 on enrolment and balance payable in
1 month period

Combined

Certificate — \$50.00, \$25.00 on enrolment and balance payable within
2 month period

Endorsement — \$15.00

Fourth Class Certificate

— Full Course — \$25.00, payable in advance

Combined

Certificate — \$35.00, \$20.00 on enrolment and balance payable within
1 month period

Endorsement — \$15.00

FISHERMAN ENGINEER'S CERTIFICATE

— Full Course — \$15.00

MECHANICAL DRAWING

A higher standard of mechanical drawing is now required in the Department of Transport Examinations for first and second-class engineers.

To assist our students to attain this standard, all first and second class candidates are given a short course by our drafting department in the elements of this subject.

CORRESPONDENCE COURSES (For Marine Engineers only)

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 home study courses are now available at the Institute. A course for 2nd class is presently being prepared.

The fee for these lesson aids is as follows:-

| | Diesel | Steam | Combined Steam and 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 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.

C. ADVANCED TECHNICAL PROGRAMME

FEES - \$15.00 per month

TEXTS AND SUPPLIES - \$30.00

ENROLMENT DATE - September

A number of industrial firms in the Province have employment for young men who have prepared themselves for careers in power plant engineering. A modern diesel electric or thermal-electric power plant or a large refrigeration plant can provide a challenging occupation for a young man who is interested in the technical and mechanical aspects of the generation of electrical power, electronic controls and the distribution and utilization of power in plant processes.

Graduates of this course will be eligible to write for 3rd Class Engineering standing after a six month period of power plant engineering experience and can then proceed in their studies to 2nd and 1st Class standing while they are employed in industry.

THE PROGRAMME

The Advanced Technical Programme is a two-year programme which leads to employment in some of the occupations described above. It consists of a general first year followed by a second year which provides more specialized studies and intensive practical work.

The entrance requirements are high school graduation which must include Mathematics 91, Physics 91, and Chemistry 91.

FIRST YEAR (September to June)

| | |
|-------------------|--------------------|
| Mathematics - 101 | Electricity |
| Physics - 101 | Mechanical Fitting |
| Chemistry - 101 | Mechanical Drawing |
| | Machine Shop |
| | Welding |

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NOTE:-

The three 101 courses are selected because they are good general preparation for further technical training and they provide transferable credits, if the student elects to take further professional training in the future either as an engineering pupil with the Professional Engineers' Association or as a University student.

SECOND YEAR (September to June)

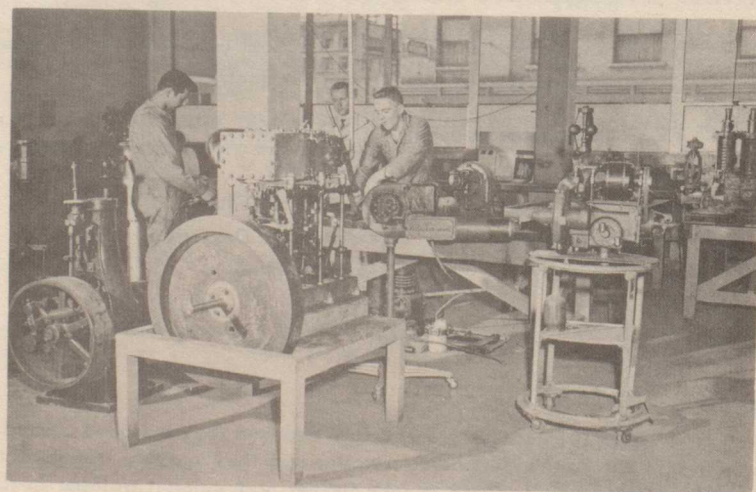
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| Applied Mechanics | Thermodynamics |) 15 periods per week |
| Strength of Materials | Basic Electronics | |
| Metallurgy | Oral and Written Reports | |

Shop Practice — 15 periods per week

e.g. Power Plant Laboratory Welding Machine Shop
Mechanical Drafting Electricity

This advanced Technical Programme provides a good outlet for young men who have completed Math 91, Physics 91 and Chemistry 91 and who, for one reason or another, do not intend to embark on a five year University course. It should prove particularly valuable to students who are interested in acquiring practical skills as well as theoretical knowledge and who are more interested in industrial application of their skill and knowledge than in the research and design fields.

For students who look forward to one year of senior matriculation as the limit of their formal education some of them might be interested in a programme of this type since it provides an opportunity to acquire the senior matriculation sciences and provides a vocational goal as well. In short, this programme provides an educational and vocational opportunity that meets the needs of some of our high school graduates and at the same time provides skilled technical help for some of British Columbia's industry.



MACHINE SHOP

ENTRANCE REQUIREMENTS

AGE — 16 to 25 years preferred

EDUCATION — Grade X minimum; Higher grade preferred

LENGTH OF COURSE — 9 months

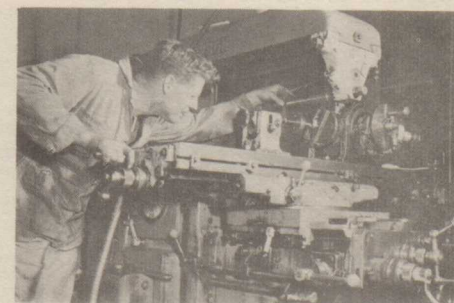
FEES — \$15.00 per month

TEXTBOOK — \$9.70 SUPPLIES — \$3.50

TRAINING PROGRAMME

A student in this course has the opportunity of working in a well-equipped machine shop under the supervision of an expert instructor. Bench work, lathe work, shaper and planer work, milling-machine work, horizontal boring-mill work, grinder work are some of the important phases covered in this course.

ENROLMENT DATES — Monthly as space permits



NAVIGATION

ENTRANCE REQUIREMENTS

Sea time is required before the courses may be taken.

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 Bldg., 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 students wish to qualify.

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:—

COURSE FEES

| CERTIFICATES | MASTER | MATE | SECOND MATE | MASTER under 350 tons | TUG-BOAT MASTER |
|--|---------|---------|-------------|-----------------------|-----------------|
| Foreign Going | \$75.00 | \$60.00 | \$50.00 | | |
| Home Trade | 55.00 | 45.00 | 35.00 | \$35.00 | \$30.00 |
| Inland Waters | 35.00 | 30.00 | | 22.50 | 22.50 |
| Minor Waters | 22.50 | 17.50 | | 12.50 | 12.50 |
| Licensed Ferry Steamships (Home Trade) | 22.50 | 17.50 | | | |

GYRO COMPASS COURSE — \$12.50

SPECIAL COURSES — FEES DEPEND UPON COURSE

ENROLMENT DATES — Weekly intakes



POWER SEWING

ENTRANCE REQUIREMENTS

AGE — 16 years or older

(a) 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.

(b) If not eligible under the above, 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

FEES — For (a) no fees; For (b) \$15.00 per month

ENROLMENT DATES — Weekly as space permits



PRACTICAL NURSING (FOR WOMEN)

ENTRANCE REQUIREMENTS

AGE - 18 to 45 years EDUCATION - Grade X or equivalent

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 - \$15.00 per month for the 4 months of Institute instruction

Uniforms supplied

Graduation Fee - \$7.00 Supplies - \$1.10

Loose Leaf Binder - 8½ x 11" size, 3 ring

Watch - With sweep second hand; a cheaper pocket watch
(around \$9.00) is sufficient

Shoes - Just prior to entering hospital, students must provide
themselves with good grade white hospital shoes,
(approximately \$15.00)

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

TRAINING PROGRAMME

The course is designed to train selected young women to provide nursing care to patients in hospitals, institutions, or homes under the supervision of registered nurses or physicians.

ENROLMENT DATES - January, April, September

REGISTRATION PROCEDURE

(1) It is desirable that each applicant for Practical Nursing reports 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.

FORMS TO BE COMPLETED:-

(1) Health Record Form -

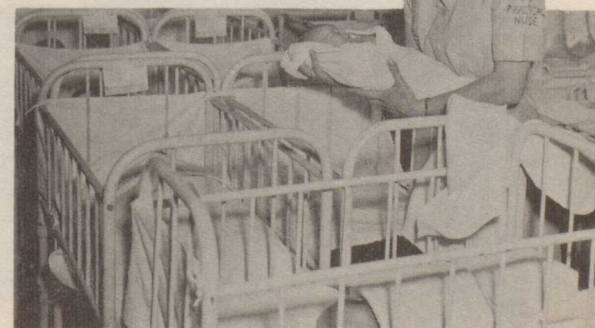
to be completed by the applicant and her physician and forwarded to Dr. Reba Willits, Associate Director, School Health Services, Metropolitan Health Committee, City Hall, Vancouver.

(2) 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.

(3) Immunization Record:-

to be completed by a medical practitioner or public health unit recording the indicated immunizations completed. The completed immunization record must then be forwarded to the Vancouver Vocational Institute, prior to admission to the course.



SHOE REPAIRING

ENTRANCE REQUIREMENTS

AGE - 16 years or older

EDUCATION - No specific educational standing required
Grade X desirable

LENGTH OF COURSE - 8 to 12 months
depending upon the ability of the student

FEES - \$15.00 per month

TRAINING PROGRAMME

The work in the Shoe Repairing Shop is essentially practical in nature. All types of shoes are worked on during the course and all work is closely supervised by an expert instructor. This work is performed in a well-equipped shop and all of the basic hand and machine techniques are developed during the training period.

ENROLMENT DATES - Weekly as space permits



WELDING

ENTRANCE REQUIREMENTS

AGE - 16 years and older

EDUCATION - No specific educational standing required
Grade X desirable

HEALTH - Any respiratory disability is a handicap in this trade

LENGTH OF COURSE - 6 months for the complete course, less
if only one phase of welding is required.

FEES - \$15.00 per month for full-time attendance
\$1.00 per day for daily attendance

TEXTBOOKS - \$4.75 GOGGLES - \$2.75 GLOVES \$3.00

TRAINING PROGRAMME

During the 6-month training programme all types of welds, in all positions, on different metals are covered in both oxy-acetylene and electric welding. When a student has mastered one phase he progresses to more difficult work. All jobs are closely supervised by expert instructors. Normally a student takes 3 months oxy-acetylene welding followed by 3 months electric welding.

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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