



A CAREER
as an
APPRENTICE
in the
ROYAL AIR FORCE

A.M. Pamphlet 339
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QUALIFICATIONS AND METHODS OF ENTRY

Some of the essential information relating to qualifications and procedure for entry is tabulated below for quick reference and comparison. Full particulars will be found in the pamphlet.

1. <i>Category</i>	<i>Aircraft Apprentices</i>	<i>Administrative Apprentices</i>
2. Age limits. (Page 6.)	15-17 years. (In exceptional cases 15-17½.)	16-17 years. (In exceptional cases 15½-17½.)
3. Months of Entry to Training. (Page 7.)	January, May and September.	January, May and September.
4. Educational Qualifications. (Page 6.)	Good general education up to age 15 or over. General Certificate of Education an advantage.	
5. Qualifying Examination and Tests. (Page 7.)	Special examination at local centres (1 day), including Intelligence Test, 3 months before entry. Medical Test at a R.A.F. centre just before entry.	
6. Nomination Forms. (Page 7.)	Nomination on A.M. Form 699 (or 699A) obtainable through Headmasters or (through Youth Employment Officers) from Youth Employment Committees.	
7. Latest date for receipt of Nomination Forms at Air Ministry (E.S. 5(b)). (Page 8.)	14th January (for May entry). 14th May (for September entry). 14th September (for January entry).	
8. Length of First Engagement <i>Regular Service</i> . (Page 3.)	From date of entry until attaining the age of 30.	

ROYAL AIR FORCE

Summary of Conditions of Entry and Service

OF

APPRENTICES

The Scope of this Pamphlet

1. This pamphlet contains the summary of the conditions of entry and service of aircraft apprentices and administrative apprentices in the Royal Air Force. The conditions are those in force at the date of issue, but they are liable to change from time to time. They are subject in all respects to the detailed regulations which have been, or may be, issued by the Air Council.

Types of Careers

2. The Royal Air Force offers careers up to the age of 55 years to all airmen who are up to the required standard, and airmen who have had the benefit of thorough R.A.F. apprenticeship training are expected to reach the higher ranks, either as non-commissioned and warrant officers or as technicians. For a career as a non-commissioned officer, an airman needs to have not only a knowledge of his trade but also qualities of leadership and organising ability which will enable him to control and supervise others. A career as a technician is open to an airman who possesses great skill or versatility in the duties of his trade group and who can accept a high degree of responsibility for his work. Technicians are employed as instructors, inspectors, and technical experts, and they play a major part on Royal Air Force stations in developing the practical skill and theoretical knowledge of junior airmen. Master technicians rank as warrant officers and wear the same uniform and rank insignia. Chief Technicians and below wear the ordinary stripes of N.C.O.'s with the point upwards; they have the powers of command and privileges, etc., of N.C.O.'s of corresponding status as shown below, except that in connection with the performance of the duties of their trades, chief and senior technicians are subject to the authority of the senior N.C.O. in charge, irrespective of rank :—

corporal technician	corporal
senior technician	sergeant
chief technician	flight sergeant

(The stages in the types of career are illustrated by a typical career diagram in Appendix J to this pamphlet.)

Trade Groups and Trades

3. All R.A.F. trades are in one of 22 trade groups, each of which is concerned with a particular activity of the Royal Air Force. Generally speaking, aircraft

apprentices are trained for employment in the more highly skilled trades in some of the engineering trade groups, and administrative apprentices are trained for employment in trade groups engaged on secretarial, accountancy and supply work. (Details of the particular trade groups are given in paragraphs 4 and 5 below ; and brief descriptions of the trades within these trade groups are given in Appendix H.)

4. *Aircraft Apprentices.* The trade groups and trades at present open to aircraft apprentices are :—

- (a) Aircraft Engineering (for the trades of airframe fitter and engine fitter (servicing)) ;
- (b) Radio Engineering (for the trades of air radio fitter, ground radar fitter and ground wireless fitter) ;
- (c) Armament Engineering (for the trade of armament fitter) ;
- (d) Electrical and Instrument Engineering (for the trades of electrical fitter (air), electrical fitter (ground), instrument fitter (navigation), and instrument fitter (general)).

5. *Administrative Apprentices.* The trade groups and trades at present open to administrative apprentices are :—

- (a) Accounting and Secretarial (for the trades of clerk secretarial and pay accountant) ;
- (b) Supply (for the trade of supplier I).

“ Advanced ” and “ Skilled ” Trades

6. Royal Air Force trades fall into two categories, “ advanced ” and “ skilled. ” Compared with “ skilled ” trades, the “ advanced ” trades require a wider technical knowledge, and so the period of training is longer and the rates of pay are higher. Airmen can, however, progress from “ skilled ” to “ advanced ” trades during their service. (Details of weekly rates of pay for apprentices and for airmen in “ advanced ” and “ skilled ” trades are given in Appendix C.)

7. All apprentices are trained for “ advanced ” trades. In the case of administrative apprentices, however, entry to the “ advanced ” trades is dependent on their satisfying certain educational as well as trade standards. (See paragraph 17 (d).)

Training

8. The period of training is normally three years for an aircraft apprentice and 20 months for an administrative apprentice. The training includes a progressive and carefully designed course of general education with emphasis on those subjects which are essential to the apprentices future career in the Service. As the apprenticeship course of training is itself intensive and leaves little time for the study of extraneous subjects, candidates for apprenticeships are recommended to study for the General Certificate of Education before they leave school. However, there will be an opportunity for an apprentice to take the General Certificate of Education examination (University of Cambridge local examinations syndicate) under Service arrangements in subjects which are directly related to those in the syllabus of his apprenticeship course, provided that he can satisfy his Commanding Officer that he can prepare for the examination without prejudice to his service training.

9. Any aircraft apprentice who obtains a Class “ A ” pass in educational subjects at the final passing-out examination is able to claim exemption from the Common Preliminary Examination of the Engineering Joint Examination

Board, and this standard is also acceptable as the educational qualification for a permanent commission in some branches of the Royal Air Force. The standard obtained in the final educational examination may also be taken into account when the apprentice has become an airman and is being considered for promotion.

10. The course for Aircraft Apprentices in certain trade groups enables them to enter, without further preparation, for the City and Guilds of London Institute's Intermediate Examination in certain subjects (e.g. Instrument Maintenance) while administrative apprentices who reach the appropriate standards may be certified by the Royal Society of Arts as having reached Intermediate Standard in certain subjects, and can be awarded First of Second Class Certificates. Aircraft apprentices in all trades, except Radio Engineering, and who are of sufficient promise, are prepared for the Ordinary National Certificate in Mechanical Engineering or in Electrical Engineering. This award is made on the apprentice's record of progress and on his results in those papers of the final educational examination which are assessed by the Institution of Mechanical Engineers or the Institution of Electrical Engineers.

Period of Service

11. On joining, an apprentice is attested for a period of regular air force service terminating at the end of 12 years reckoned from the date of attaining 18 years of age ; that is, from the date of joining until he reaches the age of 30.

Re-engagement for Pension

12. At any time after completing one year's service, airmen may apply to serve up to the age of 55, and if they are of the required standard, they will be re-engaged for the necessary period as soon as they have completed four years' service (reckoned for apprentices from the age of 18). They will, however, have the option of taking their discharge upon qualifying for a pension, i.e., on completing 22 years of reckonable service. Airmen who wish to remain in the R.A.F. after reaching the age of 55 may apply during the last year of their re-engaged service to be allowed to continue in the Service (details of the scales of pensions are given in Appendix D).

General Welfare

13. Such vaccinations and inoculations as are judged to be necessary for the protection of health will normally be carried out by the Royal Air Force medical authorities. Should the parent or guardian of an accepted candidate be opposed to vaccination or inoculation, the Air Ministry must be informed in order that an appropriate note may be made in the candidate's records at the time of his entry. The religious instruction of apprentices is carried out by chaplains of the appropriate denominations who are afforded all facilities for this work. Physical training, too, is actively encouraged ; and abundant opportunities are provided for games and out-of-doors pursuits and for the worthwhile employment of leisure time.

14. Apprentices are accommodated apart from men. Care is taken to see that meals are served under good conditions, and apprentices are encouraged to take a pride in the appearance of their mess and the way in which it is conducted. Intoxicating liquor is not allowed. Permission to smoke may be given to apprentices above the age of 16 years.

15. Apprentices may be granted leave for approximately six weeks in a year ; and during leave they will receive, in addition to their pay, an allowance in lieu of rations. A proportion of the normal pay (see Appendix C) is saved for

them and issued when they go on leave. For the three main leave periods, free return railway tickets are supplied ; and for shorter periods tickets may be obtained at forces concession rates.

Rank and Promotion

(Note.—This paragraph should be read in conjunction with the diagram at Appendix J.)

16. *Aircraft Apprentices.* On successful completion of their apprenticeship, aircraft apprentices are granted the rank of junior technician in the trade for which they have been trained. As a junior technician an ex-aircraft apprentice is eligible for promotion to non-commissioned and then to warrant officer rank. Alternatively, he may take up the technician career, in which an airman may be promoted, according to his skill and experience as a tradesman, up to the rank of master technician.

17. *Administrative Apprentices.*

(a) On successful completion of their apprenticeship, administrative apprentices who have reached the age of $17\frac{1}{2}$ years and who possess the necessary educational qualification are granted the rank of junior technician in the "advanced" trade of clerk secretarial, pay accountant or supplier I. As a junior technician an ex-administrative apprentice is eligible for advancement either in non-commissioned and warrant officer ranks or in technician ranks.

(b) Those who do not possess the requisite educational qualification are granted the rank of senior aircraftman in the corresponding "skilled" trade of clerk (general duties), clerk (accounting), or supplier II. Until they have qualified for entry to an "advanced" trade, airmen in these trades are eligible for promotion only in the non-commissioned officer ranks.

(c) Administrative apprentices who have not reached the age of $17\frac{1}{2}$ years on successful completion of their apprenticeship training are posted to selected units for duty as administrative apprentices. On reaching the age of $17\frac{1}{2}$ years they are promoted to the appropriate rank under the terms of sub-para. (a) or (b) above.

(d) The educational qualification required for rank of junior technician in the trades open to administrative apprentices is the General Certificate of Education with passes at Ordinary level in the following subjects :—

clerk secretarial ..	English and one other subject ;
supplier I	English and one other subject, or mathematics and one other subject ;
pay accountant ..	Mathematics and one other subject, or commercial subjects and one other subject.

Exemption from these educational requirements will be granted to airmen who possess equivalent qualifications or who obtain a Class "A" pass (i.e., a pass with credit) or a Class "B" pass (with not less than 55 per cent of the aggregate marks) in educational subjects in their passing-out examination which is held at the end of their administrative apprentice training.

18. Promotion in non-commissioned ranks and to warrant officer is made in order of merit as vacancies arise for these ranks. Promotion in technician ranks (except to master technician) is not related to specific vacancies, but depends normally on completion of a minimum period of service in the rank below and on the attainment of prescribed standards of technical efficiency.

Certain ex-apprentice airmen may be given accelerated promotion to the rank of Corporal Technician. Details of this and of normal minimum periods of promotion are given below :—

(a) *Ex-apprentice Airmen—accelerated promotion.*

From Junior Technician to Corporal Technician. Certain specially selected aircraft apprentices who, on passing out of training, attain a standard equivalent to Corporal Technician, will be eligible for promotion to the rank of Corporal Technician one year after passing out of apprentice training.

(b) *Ex-apprentice airmen—normal minimum periods for promotion.*

(i) *From junior technician to corporal technician.*

Three years.

For the purpose of promotion to corporal technician, service either as a junior technician or as a corporal in an "advanced" trade will be reckonable.

(ii) *From corporal technician to senior technician.*

Four years.

(iii) *From senior technician to chief technician.*

Five years.

(iv) *From chief technician to master technician.*

Outstanding chief technicians may be selected for promotion to master technician without any time condition.

(c) *Airmen—accelerated promotion in technician rank.*

Airmen who possess outstanding technical ability may receive accelerated promotion in technician rank before completion of the periods of service described above.

Other Opportunities

19. The following opportunities are open to apprentices in the Royal Air Force apart from the normal prospects in their trades :—

(a) *Commissioning.* Opportunities are available for apprentices of exceptional ability to be considered on completion of their initial training for the award of cadetships leading to permanent commissions in the General Duties, Technical, Equipment and Secretarial branches and the R.A.F. Regiment. Cadetships involve training at the R.A.F. College, Cranwell, for the General Duties, Equipment and Secretarial branches; the R.A.F. Technical College, Henlow (or a University) for the Technical branch; and the Royal Military Academy, Sandhurst, for the R.A.F. Regiment. There are also opportunities for airmen who have proved their ability during service on regular engagements to be recommended for direct appointments to permanent commissions in branches appropriate to their trades. Very high standards are set in the selection of officers and officer cadets, and these opportunities should therefore be regarded as applying only to airmen of unusual merit.

(b) *Aircrew Employment.* Airmen who have received apprentice training, and who volunteer, may be selected for employment as pilots, navigators or air electronic officers. While they are being trained, they are appointed to commissions as acting pilot officers, and subsequently they may be selected for General List permanent commissions in the General Duties branch. Opportunities are also available for airmen to be

selected for non-commissioned aircrew duties as air signallers and radio observers.

- (c) *Educational.* Facilities for continuing general and technical education are provided at all Royal Air Force stations ; and an ex-apprentice is able to improve his education at all stages of his Service life.

Liability for Duty in the Air

20. All airmen are liable, if medically fit, to do duty in the air in any type of aircraft in any part of the world.

Qualifications for Entry

21. (a) *Education, General Intelligence and Aptitude.* Aircraft and administrative apprentice candidates must have received a good general education such as will enable them, provided they have the necessary special aptitudes, to profit by the educational and trade training given. To ensure this they are required to take the whole of the qualifying examination (see Appendix E), unless excused the educational part of the examination under the concession made to "direct entrants" as detailed in Appendix F. Administrative apprentice candidates are not required to take the paper in Science. Candidates should also bear in mind that interviews are given at the time of medical examination. In effect these are supplementary to the qualifying examination, and they play an important part in deciding final selection.
- (b) *Nationality.* Candidates must be British subjects and normally the sons of parents both of whom are (or, if deceased, were at the time of death) British subjects.
- (c) *Age Limits.* Aircraft apprentice candidates must normally be between 15 and 17 years of age (or in exceptional cases between 15 and 17½) on the first day of the month of entry to training and administrative apprentice candidates must be between 16 and 17 years of age (or in exceptional cases between 15½ and 17½).
- (d) *Physical Fitness.* Candidates must reach the standard of physical fitness required by the Royal Air Force. Appendix A to this pamphlet gives in outline a description of the medical standards.

Pre-Selection for Apprenticeships

22. There is no minimum age limit for entry to the qualifying examination. A boy may therefore sit the examination as soon as he is nominated, and, if successful, he will be called forward for interview and medical examination. If he is found acceptable a vacancy for an R.A.F. apprenticeship will be reserved for him, and he will be eligible to enter the Service, subject to his continued medical fitness, when he reaches the minimum age for service. In the case of a boy accepted for an aircraft apprenticeship, this will normally mean that he can enter the Service immediately he leaves school, any time after reaching the age of 15. Boys are advised to attend the qualifying examination as soon as they have reached a sufficient standard because their entry may be deferred until they are ready to enter the appropriate school, and there is no limit to the number of attempts which may be made while under the upper age limit.

Dates of Nomination, Examination and Entry

23. There are three entries annually for aircraft apprentices and administrative apprentices, as detailed hereunder :—

Month of Entry to Training		Examination Date	Latest Date for Receipt of Nominations at Air Ministry
Aircraft Apprentices	Administrative Apprentices		
January	January	2nd Tuesday in October	14th September
May	May	2nd Tuesday in February	14th January
September	September	2nd Tuesday in June	14th May

Particular attention is directed to Appendix E, which gives details of the examination, and to Appendix F, which gives details of the "direct entry" scheme.

How to Apply

24. (a) All candidates, including "Service" and "direct entry" candidates, must first obtain nomination; (see paragraph 23 for latest dates). The appropriate nomination forms, A.M. Forms 699 and 699A, are obtainable from the approved nominating authorities given in Appendix G. "Service" candidature is described in paragraph 2 of Appendix E: advantageous conditions for entry are offered to sons of past or present members of the Royal Air Force, its Reserves and Auxiliaries, and the Women's Royal Air Force. Cadets of the Air Training Corps and of the Air Sections of the Combined Cadet Force or of the Boy Scouts who are recommended by their Commanding Officers will also be treated as "Service" candidates.
- (b) A prospective candidate who was recently or is still at school should apply through his headmaster. Others should also apply direct to their local Youth Employment Office.
- (c) Nominations are accepted on the understanding that :—
- (i) The candidate is certified by the nominating authority to be suitable as regards character, educational standard, physical fitness, and disposition for training as an apprentice in the Royal Air Force;
 - (ii) the nominating authority is prepared to undertake, and accept responsibility for, the holding of the qualifying examination; (should an authority experience difficulty in arranging for the conduct of the examination they are asked to arrange for their candidate(s) to sit at a centre controlled by another authority in their locality, or to apply to Air Ministry (E.S.5(b)) for a centre to be arranged);
 - (iii) the nomination is submitted on the proper form, mentioned in (a) above;
 - (iv) the candidate has not been rejected as unsuitable by another authority to whom he has previously made application.
- (d) In certain circumstances, a candidate who is abroad with his parents in an area covered by a Royal Air Force Command may be nominated

by the Commander-in-Chief concerned, to whom application should be made. If accepted, the candidate will be given a free passage to the United Kingdom.

- (e) Completed nomination forms must reach Air Ministry (E.S.5(b)), Adastral House, Theobalds Road, London, W.C.1, not later than the dates shown in the table at paragraph 23.

Entry of Candidates

25. Aircraft and administrative apprentice candidates who pass the qualifying examination or who are exempt therefrom, will be invited to attend at a Royal Air Force Selection Centre for a day or two, where they will undergo medical examination, intelligence tests and interview. They will be given detailed information about all trades open to apprentices and about the relationship between the Royal Air Force trades and their civilian counterparts. They will also hear lectures on general conditions of service ; and there will be plenty of opportunities for discussion. Free railway warrants will be provided for the journey to the Selection Centre and during their stay at the Centre, candidates will be fed and accommodated free of charge. Parties under the care of an N.C.O. will be arranged to escort boys from distant Recruiting Centres.

26. Accepted candidates will be sent home to await notification of the trade group which they can be offered. Those who accept will then report direct to the training school for enlistment when they reach the minimum age for enlistment. Certain candidates, although accepted, may have their entry deferred for a time either at their own request (to take General Certificate of Education examinations) or for other reasons, provided that they will not thereby be above the acceptable age limit on actual entry to training. It will not be possible to entertain requests for an alternative trade group. Free railway warrants for the journey to the training school will be provided.

27. Both successful and unsuccessful candidates will be given a free railway warrant for their journey home from the Selection Centre.

Choice of Trades

28. All candidates are asked to state on the appropriate form the trade groups in order of preference, for which they wish to be considered. (Brief descriptions of the trades in the appropriate trade groups are given in Appendix H.) It is emphasised, however, that detailed information and advice on the trades and trade groups will be available at the Selection Centre and, in the light of this additional information, candidates may change either their trade group preferences or the order in which they are arranged.

29. On entry an apprentice will not be allocated to a particular trade, but to a trade group. Where possible this will be the trade group of his first preference. Allocation to trade will be made later, after apprentices have indicated during their basic training the trades to which they are best suited. Wherever possible apprentices will be given the trade of their choice ; but the allocations to a particular trade depend upon the number of vacancies in it and the relative aptitude of the candidates for it.

Termination of Initial Engagement

30. During apprentice training, tests of progress are held periodically, and failure to make satisfactory progress in training would constitute grounds for discharge. Apprentices who are considered unlikely to become efficient airmen

will normally be discharged early in the training period. As an alternative to discharge, an apprentice who is considered unlikely to qualify in the trade for which he is being trained may, with the consent of his parent or guardian, be offered alternative training or given an opportunity of entering any trade for which he is considered suitable.

31. There is a final passing-out examination at the end of the training course. An apprentice who fails this examination may, at the discretion of the Air Ministry, be given further training in his trade if he is likely to qualify within a short period. An aircraft apprentice who, after further training, is still unable to reach the standard for the rank of junior technician, or who, having failed to reach that standard, is not given further training may, at the discretion of the Air Ministry, be granted the rank of senior aircraftman in the advanced trade for which he has been trained. Similarly, at the discretion of the Air Ministry, an administrative apprentice who fails to reach the trade standard for junior technician rank may be granted the rank of senior aircraftman in one of the skilled trades mentioned in para. 17 (b) above. Administrative apprentices who are under the age of 17½ at the end of their training will, however, be posted to a selected unit for employment and promoted, on attaining that age, to the rank for which they are qualified. Apprentices who, having failed the passing-out examination, do not qualify for the ranks indicated above may be discharged or, with the consent of their parent or guardian, be permitted to remain in the Service in any skilled trade for which they can pass a trade test as a result of the training received.

32. An airman who does not wish, or is not selected, for re-engagement will be discharged on the completion of his initial engagement ; and, subject to his accepting a liability for service in the Reserve if required to do so, will receive a Service gratuity on the following scale :—

(a) After 10 years' service	£50
(b) After each year's service in excess of 10 (subject to a maximum of £200)	£25

Thus in respect of 12 years' service from the age of 18 years, an airman would receive £100. Higher gratuities are payable to those airmen who have completed a period of aircrew service.

Discharge by Purchase

33. There is provision for discharge by purchase in certain cases on payment of the stipulated sum. There is, however, a statutory right to such discharge only during the first three months of service. Thereafter discharge by purchase will be permitted according to Service requirements after three years' service. In compassionate cases, discharge may be granted at any time and the purchase price may be reduced or waived.

The Air Training Corps

34. Membership of the Air Training Corps is open to youths between 14 and 18 years, although recruits cannot be accepted above the age of 17½. There are between 800 and 850 Air Training Corps units in the British Isles, and Commanding Officers will supply particulars of entry on request. Addresses of units may be obtained from Royal Air Force Recruiting Centres, branches of the Royal Air Force Association, or Headquarters, Home Command, Royal Air Force, White Waltham, near Maidenhead, Berks.

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STANDARDS OF PHYSICAL FITNESS

1. Candidates must be in good health and of sound constitution and be free, as far as can be ascertained, from any disease or defect that would render them unfit for service in the Royal Air Force.
2. *Hearing.* The auditory standard requires the candidate to be able to hear a forced whisper with each ear separately at a distance of 20 feet.
3. *Vision.* The minimum visual standard is 6/24 correctable to 6/9 in each eye. Each eye must have a full field of vision as tested by hand movements. Candidates who have vision below 6/18 or whose colour vision is defective would be debarred from selection as aircrew.
4. *Dental.* The partial or total absence of the natural teeth and the carious or other defective condition of those remaining do not constitute cause for rejection. The possession of dentures is not obligatory. Candidates will not be accepted, however, with marked malformation of the jaws.

TRAVELLING ALLOWANCES FOR JOURNEYS TO AND FROM A SELECTION CENTRE

1. Candidates invited to attend at a R.A.F. Selection Centre to undergo the medical examination, intelligence tests, and interview referred to in paragraph 25 of this Pamphlet, may be granted travelling allowances at the following rates for their journeys to and from the Selection Centre :—

(a) Where overnight travel is not involved :—

For a journey of less than five hours	Nil
For a journey of from 5 to 10 hours	3/6
For a journey of more than 10 hours	6/6

(b) Where overnight travel is involved :—

For each night of travel en route	15/-
For travel in excess of 24 hours—a day allowance as provided in (a) above.		

2. The above allowances will not be payable for periods during which food and accommodation are provided by the Service.
3. No travelling allowance for the journey from the Selection Centre will be payable to candidates who withdraw voluntarily during the selection procedure.

EMOLUMENTS OF APPRENTICES, GROUND TRADESMEN AND AIRCREW

Apprentices

1. (a) Subject to the provisions of sub-paras. (b) and (c) below the rates of pay of apprentices are as follows :—

First year	31s. 6d. a week
Second year	42s. 0d. a week
Third year	63s. 1d. a week

- (b) An apprentice will become entitled to the recruits' rate of pay (Scale iii) of 91s. 0d. a week on attaining the minimum age of entry for man's service which is at present 17½ years. They will become entitled to the rate of 101s. 6d. a week on attaining the age of 18 years, or on completion of 6 months' service after attaining the age of 17½ years, whichever is the later.
- (c) Apprentices who complete their training and are posted to a unit for duty in an establishment vacancy while under the age of 17½ years will be paid at the rate of 91s. 0d. a week from the date of posting. They will become entitled to the appropriate rate of pay of their rank on attaining the age of 17½ years.
- (d) A portion of the normal pay of apprentices is saved for them and issued when they go on leave.

Ground Tradesmen and Aircrew

2. The weekly rates of pay (Scale iii) for ground tradesmen of the rank of senior aircraftman and above and for aircrew are as follows :—

WEEKLY RATES OF PAY

Rank	Ground Trade Group	
	Higher Scale (Advanced trades)	Lower Scale (Skilled trades)
	£ s. d.	£ s. d.
Senior aircraftman	6 13 0	
Junior Technician	7 7 0	
Corporal Technician	8 18 6	
Senior Technician	10 6 6	
Chief Technician	11 7 6	
Master Technician	12 12 0	
	£ s. d.	£ s. d.
Corporal	8 8 0	7 14 0
Sergeant	10 6 6	9 9 0
Flight Sergeant	11 7 6	10 10 0
Warrant Officer	12 12 0	11 14 6

In addition to the rates of pay shown above, airmen of (or above) the rank of junior technician in advanced trades in the Aircraft Engineering, Radio Engineering, Armament Engineering and Electrical and Instrument Engineering Trade Groups receive extra pay at the rate of 10s. 6d. a week.

For airmen aircrew the rates of pay as Sergeant, Flight Sergeant or Master Aircrew is the same as for Sergeant, Flight Sergeant or Warrant Officer in ground trades. The actual pay scale depending on the aircrew category in which employed. In addition to the basic pay, however, airmen aircrew receive flying pay while they remain appointable for flying duties.

Increments are payable for certain periods of service in each rank.

3. In addition to pay, apprentices and airmen receive clothing, free rations, accommodation—or allowances in lieu—and free medical attention. After the initial issue of clothing, an allowance is given for maintenance purposes. Marriage allowance is payable to married airmen, and family allowances under the provisions of the Family Allowances Act, 1945, are payable in respect of an airman's second child and subsequent children.

4. Airmen and their families will be eligible for the full range of benefits of the National Insurance Scheme, or broadly equivalent benefits (e.g. medical attention) under Service arrangements. The contributions payable during service will be at specially reduced rates.

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SCALES OF PENSION AND TERMINAL GRANT

1. The scales of pension issuable to airmen who re-engage and qualify for pension are as follows :—

(a) Service Element.

From the 1st to the 22nd year's service .. 1s. 6d. per week for each year of service.

From the 23rd year's service onwards .. 4s. 6d. per week for each year of service.

Special addition for aircrew categories.

For each year of qualifying service while employed on aircrew duties :—

Pilots and navigators 8d. per week

Other aircrew categories 6d. per week

(b) Additional Rank Element.

For each year's service as corporal or corporal technician	8d. a week
For each year's service as sergeant or senior technician	1s. 3d. a week
For each year's service as flight sergeant or chief technician	1s. 10d. a week
For each year's service as warrant officer or master technician	2s. 8d. a week

Note.—In reckoning the total pension each of the Service Element periods shown above should be calculated separately at the appropriate rate, added together, and the total added to the Additional Rank Element and Aircrew Element totals.

- The minimum period of service in order to qualify for pension will be 22 years.
- In addition to pensions, terminal grants, assessed on the highest paid rank held for a period of two years or more during the five years preceding discharge, are payable. The basic rates, i.e. for 22 years' reckonable service, are as follows :—

below corporal	£125
corporal or corporal technician	£175
sergeant or senior technician	£225
flight sergeant or chief technician	£275
warrant officer or master technician	£330

For each year of service beyond 22 years the basic rate is increased in accordance with the following scale :—

below corporal	£12
corporal or corporal technician	£15
sergeant or senior technician	£20
flight sergeant or chief technician	£24
warrant officer or master technician	£32

Appendix E
to
A.M. Pamphlet 339

THE QUALIFYING EXAMINATION (AIRCRAFT AND ADMINISTRATIVE APPRENTICES)

- Candidates who are qualified for direct entry, under the provisions of Appendix F to this pamphlet, are required to take only the General Intelligence Test in the qualifying examination (for dates, *see* para. 23 of this pamphlet). All other candidates, including "Service" candidates, are required to take the whole of the qualifying examination except that administrative apprentice candidates are not required to take the paper in science.
- "Service" Candidates.—Candidates either of whose parents is serving or has served in the Royal Air Force, the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve, the Women's Royal Air Force, the Women's Auxiliary Air Force, the Royal Flying Corps or the Royal Naval Air Service may be permitted by the Air Council to sit at the examination as "Service" candidates. To be successful, such candidates must reach a qualifying standard determined by the Air Council. Application for a "Service" candidature should be made on the reverse side of the nomination form, A.M. Form 699. The grant of a "Service" candidature is invalid unless the candidate also obtains a nomination. Air Training Corps cadets and cadets of the Air Sections of the Combined Cadet Force will also be treated as "Service" candidates if recommended by their Commanding Officer.
- Examinations, which occupy one day only, are conducted at centres situated as near as possible to the candidates' places of residence.
- A fee of 2s. 6d., payable at the examination centre on the examination day, is charged to cover the cost of the examination. Full instructions as to the method of payment will be sent to candidates by the nominating authorities. Candidates who take only the General Intelligence Test are not required to pay an examination fee.

Examination Subjects

- The subjects of the examination are as follows :—

- Educational*—Mathematics
Science (aircraft apprentice candidates only)
Essay
English (Comprehension Test)
General Paper

(b) *General Intelligence Test*

Candidates must attain a certain minimum standard, as decided by Air Ministry, in mathematics, in the educational examination as a whole and in the General Intelligence Test. There is no minimum standard set in science and, as far as the result of the educational examination as a whole is concerned, a low mark in science may be offset by higher marks in other subjects.

Syllabus

6. The syllabus on which Part (a) of the examination is based is as follows :—

(a) *Mathematics*.—(All candidates are required to reach a qualifying standard in this subject.)

The examination paper will contain a large number of graded questions. Candidates who have not covered the whole of the syllabus need not therefore be reluctant to compete.

Arithmetic.—General school arithmetic, including vulgar fractions, decimals, proportions, percentages, money.

Mensuration.—Problems based on the right-angled triangle, the rectangle, the rectangular block, the circle, the sphere, and the cylinder, involving calculations of lengths, areas and volumes.

Algebra.—The use of symbols. Substituting in a formula. Factors. Simple and simultaneous equations.

Logarithms and Trigonometry.—The use of logarithms in calculation. The meaning of sine, cosine, and tangent. Solution, by means of tables, of simple right-angled triangles.

(b) *Science*.—Candidates will be expected to answer as many questions as they can from the Mechanics section and any other three sections.

Section 1. Mechanics.—Elementary ideas of velocity and acceleration. Laws of motion. Vertical motion under gravity. Mass, force and weight. Parallelogram and triangle of forces. Moments. Meaning of centre of gravity. Stable and unstable equilibrium. Simple machines. Ideas of work, energy, and power. Density and specific gravity. Pressure in liquids. Flotation. Principle of Archimedes. Atmospheric pressure; barometers. Boyle's law.

Section 2. Heat.—Thermometers. Conversion from one scale to another. Linear expansion of solids. Conduction, convection, and radiation. Units of heat measurement. Specific heat. Change of state. Latent heat. Simple calorimetry. Mechanical equivalent of heat. Common applications of the foregoing.

Section 3. Light and Sound.

(a) *Light*.—Rectilinear propagation; eclipses; the pin-hole camera. Reflection at plain and spherical surfaces, and the formation of images. Refraction. Formation of an image by a thin lens. The prismatic spectrum. Colour. The simple camera. (Formulae for mirrors and lenses are not required.)

(b) *Sound*.—Sound produced by a vibrating source. Necessity for a medium for transmission. Speed of sound in air and other media. Echoes. Elementary ideas of loudness, pitch, and quality.

Section 4. Magnetism and Electricity.—Elementary magnetism. Lines of forces. Magnetic field near a conductor. Electric currents. Amperes; volts; ohms. Ohm's Law. Simple series and parallel circuits. Watts. Heating effects of a current. Chemical effect of a current. Primary and secondary cells. Practical applications—the electric bell and the telephone. Simple electro-magnetic induction; practical applications—the transformer, dynamo, and motor. (All applications should be treated only with sufficient detail to give an intelligent idea of principles.)

Section 5. Chemistry.—Elements, compounds, and mixtures. The chemistry of air and water. The preparation and properties of oxygen, nitrogen, hydrogen, and carbon dioxide. The electrolysis of water. The action of sodium and calcium on water. Chalk and the carbonates. Sulphur and the sulphates. Natural waters and water-softening. The common acids, sulphuric acid, hydrochloric acid and nitric acid. Salts and bases. Common salt. Caustic soda. Neutralization. Carbon. Carbon dioxide. Carbon monoxide. Producer and water gas. Coal gas. Ammonia. Nitrates. The rusting of iron. The use of symbols, formulae, and simple chemical equations. Simple calculations involving composition by weight.

Section 6. Biology.—Osmosis. The entry of water and salts into the plant. The characteristics of living things shown by the observation of familiar plants and animals. The form, life-cycle and physiology of a herbaceous flowering plant. Pollination; fertilization; seeds and fruits; dispersal; germination; transpiration; respiration; effects of light and gravity; reserve foods; vegetative reproduction. The simple study of a mammal used as an introduction to human anatomy and physiology. General structure of the body; movement of the limbs; the digestive, respiratory and excretory systems; functions and circulation of the blood; functions of the skin. Food assimilation. Life history of the frog, and of the butterfly or moth or house-fly. Bacteria and fungi as agents of decay or disease.

- (c) *Essay*.—Candidates will be required to write an essay on a subject of general or particular interest. A wide choice of subjects will be given, and candidates will be assessed on their ability to express themselves clearly and on their factual knowledge of the subject chosen, or on original ideas. Bad spelling and bad punctuation will lead to loss of marks.
- (d) *English (Comprehension Test)*.—Candidates will be given a passage of English to read, will be expected to explain the meaning of words and to answer questions showing that they have understood the main ideas contained in the passage.
- (e) *General Paper*.—This may contain questions on English literature, geography, history, current affairs, and on matters of general everyday interest.

Appendix F

to

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DIRECT ENTRY CANDIDATES (AIRCRAFT AND ADMINISTRATIVE APPRENTICES)

1. A number of vacancies at each entry will be offered to candidates possessing one of the educational qualifications set out below. Such candidates will not be required to compete in Part (a) of the qualifying examination but will be required to take Part (b), the General Intelligence Test, only. If successful they will be required, when called up for medical examination, to reach a qualifying standard in the special intelligence tests given to all candidates who reach this stage.

(a) A General Certificate of Education showing :—

- (i) in the case of *administrative apprentice candidates*, passes at the Ordinary level in two of the three subjects : English, Mathematics, and Commercial subjects ;
- (ii) in the case of *aircraft apprentice candidates*, a minimum of two passes at the Ordinary level, the compulsory subjects being Mathematics and one of the following : Applied Mathematics, Mechanics, Mechanical Science, Physics, Chemistry, Physics-with-Chemistry, Chemistry-with-Physics, General Science, Additional General Science, Heat and its Applications, or Biology.

(b) The Scottish Leaving Certificate showing :—

- (i) in the case of *administrative apprentice candidates*, passes at the lower grade in two of the three subjects : English, Mathematics, and Commercial subjects ;
- (ii) in the case of *aircraft apprentice candidates*, two passes at the lower grade, one in Mathematics, and the other in Science.

Alternatively, a candidate who has not taken the Scottish Leaving Certificate must produce a statement from the Scottish Education Department showing that he has attained a standard equivalent to that required under sub-paragraph (a) above. The Scottish Education Department can consider applications *only from pupils who have entered upon the fourth year of the secondary course*. Such applications should be addressed to The Secretary, Scottish Education Department, Broomhouse Drive, Saughton, Edinburgh, 11. In view of the closing date for receipt of nominations, candidates who are unable to produce the required evidence of their educational qualifications are advised to obtain nomination for the entrance examination also when seeking entry by the Direct Entry method.

(c) The Senior Certificate of the Ministry of Education for Northern Ireland showing :—

- (i) in the case of *administrative apprentice candidates*, passes in English and a Mathematical subject ;
- (ii) in the case of *aircraft apprentice candidates*, passes in a Mathematical subject and in one of the following : Physics, Chemistry, or Biology.

N.B.—A candidate who produces documentary evidence that he has passed in the acceptable subjects at (i) or (ii) above but who has not been awarded the actual Certificate will be regarded as fulfilling the conditions for direct entry under this scheme.

Alternatively, a candidate who has not taken the Senior Certificate of the Ministry of Education for Northern Ireland must produce a statement from the Ministry of Education for Northern Ireland showing that he has attained a standard equivalent to that required under sub-paragraph (a) above. The Ministry of Education for Northern Ireland can consider applications only from pupils who hold either the Grammar School Junior Certificate or the Technical Day School Certificate ; when assessing equivalents the standard of pass will be taken into account and, where the Junior Certificate is concerned, regard may be had to the subsequent education of the applicant. Such applications should be addressed to The Secretary,

Ministry of Education for Northern Ireland, "Netherleigh," Massey Avenue, Stormont, Belfast. In view of the closing date for receipt of nominations, candidates who are unable to produce the required evidence of their educational qualifications are advised to obtain nomination for the entrance examination also when seeking entry by the Direct Entry method.

(d) In place of any of these examinations, any other examination which, in the opinion of the Air Ministry, is of equivalent or higher standard may be accepted.

2. Candidates who seek entry by this method should satisfy themselves that they fulfil the conditions stated above. The opportunity to sit the entrance examination can only be offered if the appropriate nomination is received at the Air Ministry by the prescribed date.

3. Direct Entry candidates whose nominations (on A.M. Form 699A) are received, verified and approved by the Air Ministry on or before 1st December, 1st April, or 1st August, may be invited to present themselves for selection with a view to entry into the Royal Air Force during January, May or September respectively. In these circumstances they will take the General Intelligence Test (see Appendix E, paragraph 5(b)), with other tests, at the Selection Centre. Candidates whose nominations are approved later than the above dates, and others who prefer to postpone their entry, will be invited to present themselves for selection and, if acceptable, for entry into the Royal Air Force during the months of May, September, or January respectively; and these will take the General Intelligence Test at the time of the qualifying examination, i.e. in February, June, or October.

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to

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LIST OF APPROVED NOMINATING AUTHORITIES

All candidates for the Qualifying Examination are required, by paragraph 24(a) of this pamphlet, to obtain a nomination. The following authorities have been authorised to nominate candidates for the qualifying examination :—

- (a) Local Education Authorities or the Head Masters of Secondary Schools maintained or aided by Local Education Authorities.
- (b) Youth Employment Committees (under the Ministry of Labour and National Service).
- (c) The Governing Bodies or the Head Masters of certain schools which are neither aided nor maintained by a Local Education Authority, provided that the Head Master is a member of the Headmasters' Conference or of the Association of Headmasters of Senior Secondary Schools in Scotland.
- (d) The Council of the Boy Scouts' Association, if the candidate is a boy scout.
- (e) The Council of the National Association of Boys' Clubs, if the candidate belongs to a club affiliated to the Association.
- (f) County Territorial and Auxiliary Forces Associations and the Army Cadet Force Association in respect of members of cadet units affiliated to these bodies.
- (g) The Ministry of Education for Northern Ireland ("Netherleigh," Massey Avenue, Belfast) in respect of boys resident in Northern Ireland.*
- (h) The Air Officers Commanding Groups of Home Command, R.A.F., if the candidate is a member of the Air Training Corps and has left school.
- (j) Commanders-in-Chief or Air Officers Commanding Royal Air Force Commands overseas (see paragraph 24(d).)

* *N.B.*—Nomination Forms requiring nomination by the Ministry of Education, Northern Ireland, must be submitted to the Ministry of Education, Northern Ireland, at least *one week* before the date upon which they are due at the Air Ministry, London.

Appendix H
to

A.M. Pamphlet 339

APPRENTICE TRADES

Brief descriptions of the Royal Air Force trades in which aircraft apprentices and administrative apprentices are trained are given below. The various trades are shown in the appropriate trade groups.

AIRCRAFT APPRENTICES

(a) Aircraft Engineering

Engine Fitters (Servicing).—These tradesmen are employed on the more difficult tasks in the servicing and rectification of air-cooled, liquid-cooled, and turbine engines, and their accessories, controls, and associated fuel, oil and coolant systems. They undertake any such tasks on the range of equipment specified for engine servicing mechanics; remove and refit or install engines, power plants, propellers, cylinders, cylinder blocks, carburettors, fuel control units, etc.; use precision instruments and test equipment to check fits, clearances, tolerances, and floats, etc.; build up power plants; and embody simple modifications.

Airframe Fitters.—These tradesmen are employed on the more difficult tasks in the servicing of all types of airframes and associated accessories, components, and controls. They diagnose causes of unserviceability, and rectify by repair, adjustment or replacement; make simple repairs to metal or wooden skin and structural members in accordance with appropriate repair schemes, including repairs to hulls and floats of flying boats; inspect for structural damage after heavy landing or rough weather flying; embody simple modifications; remove and refit major components, such as main planes, tail units, and sections of fuselage; strip, inspect, recondition, adjust and reassemble hydraulic and pneumatic components, such as compressors, pumps, jacks, rams, and control boxes, and test, using the appropriate standard test equipment; carry out anti-corrosive treatment; and salvage crashed aircraft.

(b) Armament Engineering

Armament Fitters.—These tradesmen are trained to install and service small arms, machine-guns and gun mountings, rocket projectiles and launching racks, belt-fed mechanisms, firing mechanisms, signal pistols and mortars, aircrew ejection and escape equipment, all armament bomb sights, all types of aircraft turrets, servo-feed mechanisms, and fire control mechanisms; to service ancillary equipment such as bomb carriers in component bays; to diagnose and rectify minor defects; to undertake simple repairs and modifications; and manufacture small replacement parts. They may be employed, under supervision, with other technicians on servicing special classes of armament equipment, e.g. mines, depth charges, fuses, etc.; and, after specialised training, may be employed on the servicing of R.A.F. Regiment weapons.

(c) Electrical and Instrument Engineering

Electrical Fitters (Air).—These tradesmen are employed on the more difficult servicing, calibration, replacements, and adjustments of airborne electrical equipment. They use test equipment to diagnose uncommon faults in electrical circuits, motors, switch components, etc.; rectify defects, using simple electrical fitting practice involving the use of hand and power operated tools; install and adjust complex assemblies or components such as generators and motors; embody simple modifications; strip, inspect, recondition, assemble, test and adjust electrical components during major overhaul; service test equipment; and manufacture small component parts.

Electrical Fitters (Ground).—These tradesmen are employed on duties similar to those of electrical fitters (air), but they are concerned with ground electrical equipment.

Instrument Fitters (Navigation).—These tradesmen are employed on the more difficult servicing, calibration, replacements and adjustments of navigational instrument equipment, including calibration, adjustment, and swinging of compasses. They use standard test equipment (such as electrical measuring instruments, de-compression chambers, stroboscopes, etc.) and non-standard test equipment used in the diagnosis of uncommon faults and incorrect functioning of navigational instruments and installations; install and adjust complex assemblies or systems such as automatic pilots, gun sighting systems, and compass installations; embody simple modifications; strip, inspect, recondition, assemble, test, and adjust instruments during major overhaul; and service test and calibration equipment. In addition they perform routine instrument fitting tasks involving the use of hand tools, watch-makers' lathes, etc.; employ simple fitting techniques in the reconditioning of components; and manufacture small component parts.

Instrument Fitters (General).—These tradesmen are employed on duties similar to those of instrument fitters (navigation), but they are concerned with the flying and general indicating range of equipment, and with office and domestic equipment.

(d) Radio Engineering

Air Radio Fitters.—These tradesmen are trained to undertake tasks in all lines of servicing of aircraft radar and wireless equipment, miscellaneous aircraft wireless equipment, and ground radar beacons, e.g., BABS, Eureka, and relevant trainers;

to inspect, install, and perform functional tests ; to wire, tune and adjust, repair, overhaul and replace assemblies and sub-assemblies ; to diagnose and rectify faults ; to embody modifications ; and to operate petrol-electric test sets.

Ground Radar Fitters.—These tradesmen are trained to undertake tasks in all lines of servicing of ground radar stations and their related trainers ; to prepare for use, adjust and tend transmitters ; to diagnose and rectify faults ; to install assemblies and sub-assemblies ; to carry out major repairs, embody modifications, and recondition equipment on site ; to check performance, and calibrate ; and to match and phase aerial systems.

Ground Wireless Fitters.—These airmen are trained to undertake tasks in all lines of servicing of command and inter-command telecommunications equipment, terminal telegraph equipment and cyphering apparatus. They may also service the wireless equipment used by the R.A.F. Regiment. They undertake major repairs, modification and reconditioning ; diagnose and rectify faults ; install and rewire complete installations ; check the daily performance of equipment, and adjust to maintain efficient operation ; calibrate D/F stations, and match and phase aerial systems.

ADMINISTRATIVE APPRENTICES

(a) Accounting and Secretarial

Pay Accountants.—These tradesmen are trained to undertake the accounting work on R.A.F. units, which, in the main, consists of the detail work of the public cash account and the compilation and maintenance of airmen's pay ledgers. The duties include dealing with recoveries for losses and issues of stores ; checking and approval of contractors' allowances ; calculation of civilians' pay ; checking of claims for travelling allowances and removal expenses ; accounting for rations ; routine correspondence ; and book-keeping in connection with officers' messes, sergeants' messes, and Service Institutes.

Clerks Secretarial.—These tradesmen are trained to prepare and maintain officers', airmen's and airwomen's Service documents ; to maintain unit documents diaries ; to prepare Service and civilian Personnel Occurrence Reports ; to transcribe occurrences to appropriate Service documents ; to record character and trade assessments to take routine action in cases of absence and desertion ; to arrange clearance of personnel on posting, attachment, release and discharge ; to prepare periodical returns ; to prepare route forms, and issue travelling warrants and concession vouchers ; to conduct routine correspondence ; to prepare and maintain registry filing systems ; to register incoming correspondence and allocate to appropriate sections ; to despatch and register outgoing correspondence ; to draft letters, postagrams, signals and minutes ; to prepare demands for stationery and office machinery ; to prepare group and station routine orders ; and to become competent shorthand-typists.

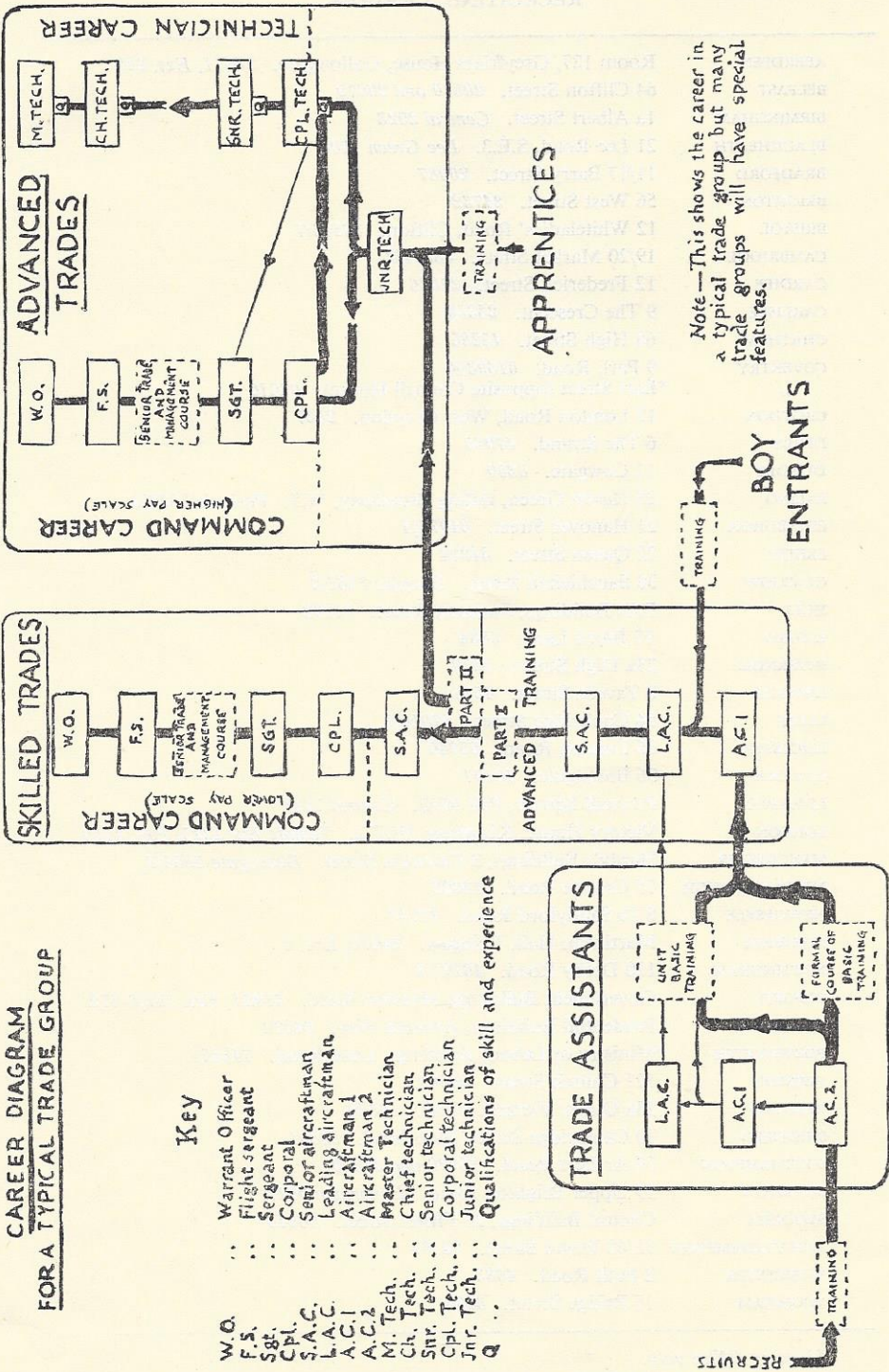
(b) Supply

Suppliers I.—These tradesmen are employed anywhere in the supply trade group, but only undertake movements or explosives duties after training in them. In equipment depots they receive stores and issue equipment ; maintain bin stock and location records ; identify equipment. In depot transportation sections they check and document receipts and issues by road, sea and air. In central aircraft stores or aircraft storage units, they check aircraft in receipt or issue, raise discrepancy reports, check variation lists and maintain records of equipment for stored aircraft, including progressing of equipment demanded to replace discrepancies. On operational stations and similar units, they undertake general supply work, e.g. identify and segregate all types of equipment (including aircraft equipment and spares).

**CAREER DIAGRAM
FOR A TYPICAL TRADE GROUP**

Key

- W.O. Warrant Officer
- F.S. Flight sergeant
- Sgt. Sergeant
- Cpl. Corporal
- S.A.C. Senior aircraftman
- L.A.C. Leading aircraftman
- A.C.1 Aircraftman 1
- A.C.2 Aircraftman 2
- M. Tech. Master Technician
- Ch. Tech. Chief technician
- Snr. Tech. Senior technician
- Cpl. Tech. Corporal technician
- Jnr. Tech. Junior technician
- Q Qualifications of skill and experience



Note—This shows the career in a typical trade group but many trade groups will have special features.

RECRUITING CENTRES

ABERDEEN	Room 127, Greyfriars House, Gallowgate. 23411, Ext. 202
BELFAST	64 Clifton Street. 20670 and 20679
BIRMINGHAM	1a Albert Street. Central 2923
BLACKHEATH	21 Lee Road, S.E.3. Lee Green 1603
BRADFORD	11/17 Barry Street. 20987
BRIGHTON	56 West Street. 24732
BRISTOL	12 Whiteladies' Road, Clifton. 36856/7
CAMBRIDGE	19/20 Market Street. 58271/2
CARDIFF	12 Frederick Street. 27626
CARLISLE	9 The Crescent. 23359
CHATHAM	68 High Street. 45285
COVENTRY	9 Park Road. 61393/4
„	*Earl Street (opposite Council House). 63616
CROYDON	12 London Road, West Croydon. 2537
DERBY	6 The Strand. 47955
DUNDEE	12 Cowgate. 6250
EALING	25 Haven Green, Ealing Broadway, W.5. Perivale 8822/3
EDINBURGH	21 Hanover Street. 34074/5
EXETER	22 Queen Street. 54204
GLASGOW	38 Sauchiehall Street. Douglas 7131/2
HULL	P.O. Buildings, Jameson Street. 15903
ILFORD	97 Ilford Lane. 3866
INVERNESS	23a High Street. 1518
IPSWICH	8 Tavern Street. 4526
LEEDS	54 Cookridge Street. 32914/5
LEICESTER	36 London Road. 65940
LINCOLN	36 Broadgate. 10191
LIVERPOOL	Pownall Square, Pall Mall. Central 7281
LONDON	Victory House, Kingsway, W.C.2. Temple Bar 1215, Ext. 4140
MANCHESTER	Hardy's Buildings, 3 Cateaton Street. Deansgate 6055/6
MIDDLESBROUGH	75 Grange Road. 43026
NEWCASTLE	8/10 Sandyford Road. 28748
NORWICH	Martineau Hall, Colegate. 24670, Ext. 2
NOTTINGHAM	120 Derby Road. 46407/8
OXFORD	Government Buildings, Marston Road. 48041, Ext. 167/8-172
PLYMOUTH	Prudential Buildings, Armada Way. 64572
PORTSMOUTH	*Ministry of Labour Buildings, Lake Road. 74881
PRESTON	121 Church Street. 56500
READING	23a Queen Victoria Street. 50650
SHEFFIELD	70 Cambridge Street, Moorhead. 23301
SOUTHAMPTON	16 Archers Road. 25230 and 25239
SURBITON	19 Upper Brighton Road. Elmbridge 0016
SWANSEA	Central Buildings, 23 Fisher Street. 55643
WOLVERHAMPTON	32/40 Broad Street. 24104
WORCESTER	2 Bath Road. 4683
WREXHAM	16 Bridge Street. 3554

*Inquiry Office only.

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