

SMTC/100212/12

EDUCATION
BOARD,
AUCKLAND

DEPARTMENT OF
TECHNICAL EDUCATION
AND
MANUAL TRAINING



AUCKLAND TECHNICAL COLLEGE.

PROSPECTUS of the
DAY CLASSES
FOR BOYS AND GIRLS.
SESSION 1910.



CLASSES COMMENCE
MONDAY, FEBRUARY 21st, 1910.

SCIENCE
ART

COMMERCE
TECHNOLOGY

Smtc/1002/2/2

EDUCATION BOARD, AUCKLAND.

DEPARTMENT OF TECHNICAL EDUCATION
AND MANUAL TRAINING.

Auckland Technical College

PROSPECTUS
OF THE
DAY CLASSES FOR BOYS AND GIRLS,
FOR THE SESSION COMMENCING
MONDAY, FEBRUARY 21st, 1910.

HAMILTON:
Waikato Times Office, Victoria Street.

AUCKLAND TECHNICAL COLLEGE.

Free Day Classes for Boys and Girls, 1910.

Application Form to be filled in by Pupil.

- (1). Name in Full (no pet names, please)
- (2). Age years, months. Date of Birth
- (3). Name of Parent in Full
- (4). Address
- (5). State what Certificate you hold that qualifies you to a Free Place, giving name of School at which Certificate was gained, also date :—
Certificate
- Name of School Date
- (6). Have you ever attended as a Free Place Pupil at a Grammar School, High School, District High School, or Technical School?
- (7). If you have attended as a Free Place Pupil at a Grammar School, High School, District High School, or Technical School, give the name of the School, and period for which you attended :—
School
- From 19 to 19
- (8). For which course at the Technical College (see Prospectus, pages 10-12) do you now wish to enter ?
- (9). What trade or profession do you intend to follow?
- (10). How many years do you propose attending the Day Classes at the Technical College?

PARENT'S DECLARATION.

I believe the above particulars to be accurately given.

(Signed)

Parent or Guardian.

Date 1910.

NOTE.—This application must be accompanied by the Certificate of Proficiency or other qualification of the Candidate.

[Please turn over.]

AUCKLAND TECHNICAL COLLEGE.

Agreement between Parent and Board of Education.

Memorandum of Agreement made this day of

..... one thousand nine hundred and ten.

Between of the one part
and the Education Board of the District of Auckland (hereinafter called "the Board") of the other part
Whereby it is mutually agreed between the parties hereto as follows :—

1. The Board will at the request of the said
and upon the terms and conditions hereinafter set forth accept and enrol and instruct
the of the said
..... as a student at the
Day Classes of the Department of the Auckland
Technical College for the session commencing
and ending

2. In case the said
shall not attend at the said classes of the Department
of the said College sufficiently regularly to earn Eight hundred hours' capitation in accordance with the
regulations of the Education Department during the said session, or shall break such rules of the College
as shall lead to ^{his}_{her} expulsion from the College, then the said
will pay to the Board for such instructions as shall have been given to the said
..... a sum equal to the difference between Fifteen pounds (which
would have been paid by the Education Department to the Board if the said
..... had attended the said classes sufficiently regularly to
have earned Eight hundred hours' capitation, as above) and the sum actually received by the Board from the
Education Department by way of capitation in respect of the attendance and instruction of the said
..... **Provided always** that in case the
failure to attend the said classes for the necessary time as aforesaid shall have been occasioned by the illness
of the said and a Doctor's Certificate
to that effect shall have been produced to the Board then no such sum shall be payable by the said
..... to the Board.

In witness whereof these presents have been executed by the parties hereto.

Signed by the said
in the presence of

The Common Seal of the Education Board of the
District of Auckland is hereto affixed in pursuance of a
resolution passed this
day of nineteen hundred
and ten.

.....
Secretary.

GOVERNORS OF THE COLLEGE.

THE EDUCATION BOARD, AUCKLAND.

Chairman :

CHRISTOPHER J. PARR, Esq.

CHARLES T. BARRIBALL, Esq.

GEORGE EDGE CUMBE, Esq.

ANDREW J. FARMER, Esq.

GEORGE J. GARLAND, Esq.

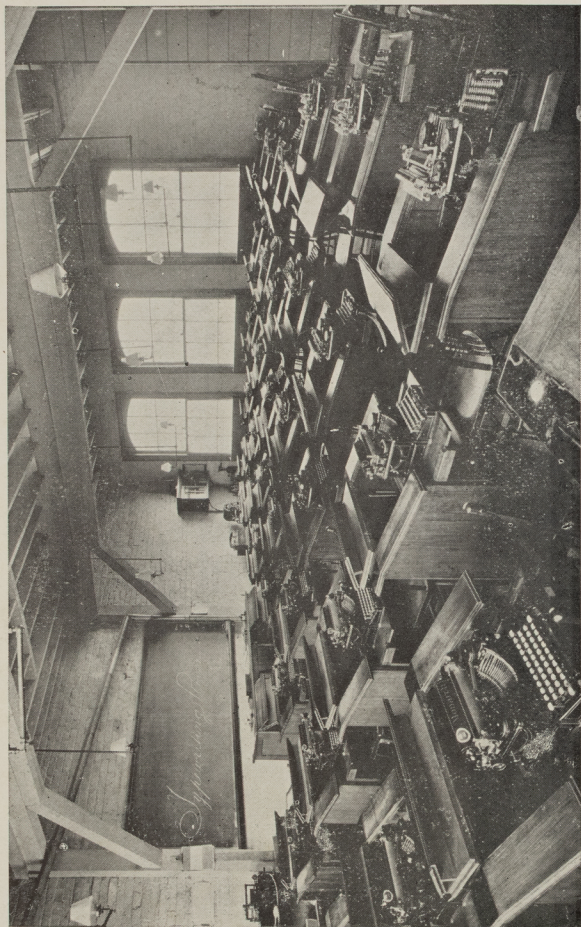
HENRY J. GREENSLADE, Esq., M.P.

ALFRED R. HARRIS, Esq.

JOHN D. MCKENZIE, Esq.

(VACANT)

SECRETARY . . . RICHARD CROWE.



TYPEWRITING ROOM.

STAFF.

Director of Technical Education and Manual Training:

GEORGE GEORGE, F.I.C., F.C.S., I.R. San. I., late Headmaster of the Sutherland Technical Institute, Longton, Staffordshire, and of the Longton High School; Associate of, and late Colston Exhibitor and Assistant Master at, the Merchant Venturers' Technical College, Bristol.

Assistant Director:

WILLIAM LEWINS, B.Sc. (Lond.), late Inspector of Schools to the Blackburn Education Committee.

Applied Mechanics and Mechanical Drawing:

CHARLES CARROL ALLEN, A.M.I.M.E., Wh. Ex., late Chief Lecturer in Mechanical Engineering, Municipal Technical School, Coventry.

Art:

HARRY WALLACE, late Organising Art Master to the Burslem School Board.
FRANCIS C. J. COCKBURN, late Art Master Halifax Higher Grade School.

Bookkeeping, Business Methods, Shorthand, Typewriting, Commercial History, and Commercial Handwriting:

JOHN PAYNE, formerly of Smart's Commercial College, Manchester.
MISS MARY HAMILTON COOK, late Secretary and Commercial Instructor of the Hamilton Academy and Technical School, Hamilton, Scotland.

Cookery, Laundrywork, and Housewifery:

MISS EMILY LAWSON, Diplôme in Cookery, Laundrywork, Housewifery, and Dressmaking; late of the National Training School of Cookery, London.

Dressmaking and Needlework:

MISS ATALINA CAMPBELL.

English and Commercial Geography:

EDWARD W. SHANAHAN, B.A., late Acting-Lecturer in Modern Languages at University College, Auckland.

Hygiene and Human Physiology:

THE ASSISTANT DIRECTOR.

Magnetism and Electricity, and Theoretical and Practical Physics:

S. IRWIN CROOKES, A.M.I.E.E., F.C.S., late Chief Assistant Lecturer in Physics and Electrical Engineering, Battersea Polytechnic.

Millinery:

MISS GRACE PROBERT.

Practical Mathematics and Commercial Arithmetic:

LEONARD CULLIS, B.A. (Cantab.), 26th Wrangler; late Scholar and Exhibitor of St. John's College, Cambridge.

Practical Geometry and Manual Training (Woodwork):

ARTHUR D. TRENDALL, A.B.I.C.C., Honours in Carpentry and Joinery, City and Guilds of London Institute.

Theoretical and Practical Chemistry, and Theoretical and Practical Physics:

HOWARD HOULSTON MORGAN, B.Sc. (Lond.), A.R.C.S. (Lond.), late Science Master at the Kidderminster School of Science.

Turning and Fitting, Patternmaking, and Manual Training (Metal Work):

EDWARD HAYDOCK, late Workshop Superintendent to Messrs. W. H. Bailey & Co., Ltd., Manchester.

Military Drill and Marksmanship:

SERGEANT-MAJOR ATWELL.

Physical Culture for Girls:

MRS. HARRY HEAP, late of Stockport Technical School.

Chief Clerk and Registrar	...	JOHN SALE
Senior Typiste	...	FLORENCE BANKIN
Junior Typiste	...	HELENA A. JORDAN
Junior Clerk	...	HARRY ABERCROMBIE

BUILDINGS AND EQUIPMENT.

Up to the present time, the City of Auckland has possessed no permanent building of the nature of a Technical College, but such an Institution is now in the course of erection in Wellesley Street East, and it is hoped that the first portion of this, which with equipment will cost about £30,000, will be ready for occupation at the end of the present year (1910).

During the present session the various Day Classes of the College will be conducted in the following buildings :—

(a) **Rutland Street Building.**—At this building the bulk of the classes will be held. The rooms comprise the following :—Director's and General Offices, Commercial Rooms, Laboratories, Mathematical and Science Lecture Rooms, Lavatories, etc. A large room 34ft. by 23½ft has been fitted up with *forty* of the most modern pattern Typewriting and Office Desks, and provided with forty of the most up-to-date "Visible" Typewriters.

(b) **Normal School, Wellesley Street East**—Two rooms at this School have been specially fitted up for the use of the Technical College Students, one for the teaching of Mechanical Drawing and the other for classes in Applied Art.

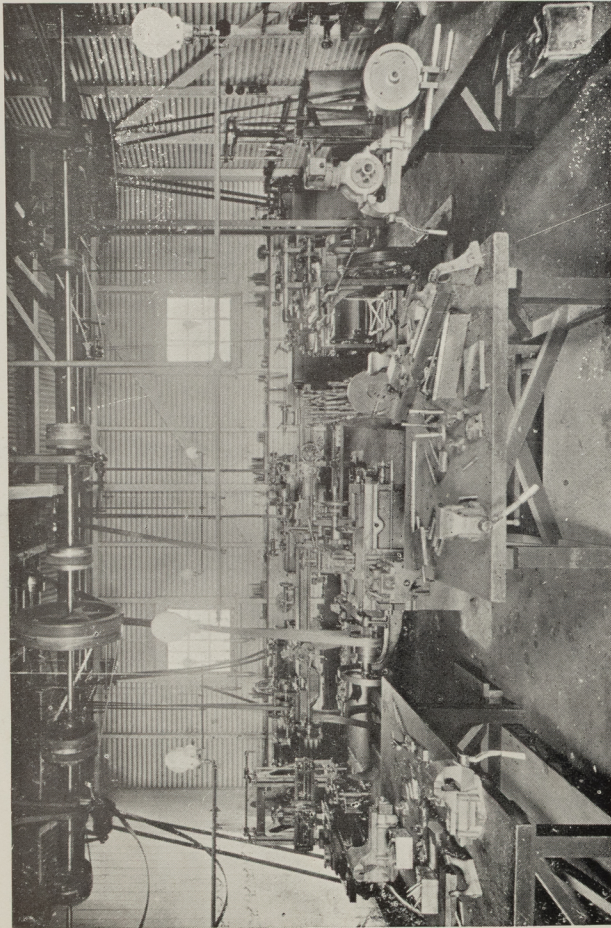
(c) **Machine Shop, Wellesley Street East.**—At this building, boys attending the day classes will receive instruction in Metal Work. The Shop equipment includes seven lathes, planing machine, milling machine, two shapers, two drilling machines, drill and tool grinders, etc., as well as the usual benches and tools.

(d) **Carpenters' Shop, St. Paul's Street.**—This building has been erected and fitted up as a Carpenters' Shop. It is equipped with benches and tools for forty students.

(e) **Mechanical Engineering Laboratory, Lorne Street.**—This building adjoins the premises of Messrs. Tonson Garlick & Co., Ltd., Lorne Street. It comprises three floors, and provision has been made in it for an Engineering Lecture Room and also for a Mechanical Laboratory and Testing Room.

(f) **Newton Manual Training School, Upper Queen Street.**—At the Cookery Room of the Newton Manual Training School, which is one of the best equipped in the Dominion, the girls of the Day School will receive instruction in Cookery, Laundrywork and Housewifery.

(g) **Dressmaking and Millinery Rooms, Hall of Commerce, Coburg Street,** have been specially fitted up for Dressmaking, Millinery and Needlework.



ENGINEERING WORKSHOP.

THE OBJECT OF THE DAY CLASSES.

The object of the Day Classes at the Technical College, which were inaugurated in 1906, is to provide boys and girls who have passed the Sixth Standard at a Public School, during the *first two years* of their attendance at the College, with a sound general education (adapted as far as possible to meet the special requirements of different individuals), which shall fit them at the end of that time to either

- (a) Enter practical life as Apprentices, Articled Pupils, Clerks, etc., and continue their studies at the Evening Classes of the Technical College ;
- or (b) Take up a Specialised Technical Course in the College Day Classes.

Boys and girls as a rule pass out of the Public School with Standard VI. Certificates of Proficiency at the age of 13 or 14 years. They are then too young to commence learning a trade or profession ; the interval is often filled up for the next two years by girls staying at home, and by boys taking up such situations as message or office boys, or in some other way which has little relation to the occupation which they intend later on to follow. During this interval, too, a great deal of the knowledge obtained at the Public School is forgotten, and when the boy does at last commence his apprenticeship, and at the same time enters the Evening Classes of the Technical College, he finds himself at a considerable disadvantage as regards continuing his studies.

Again, it is generally acknowledged that when a boy enters a works, he spends the first year or so doing odd jobs such as sweeping up the shop, running errands for the men, etc. His practical knowledge is not generally sufficient for his employer to trust him with useful work.

Previous attendance at the Day Technical Classes would prevent this waste of time, as the employer or shop foreman would find that the boy had received such preliminary training as would render him *at once* useful.

From the courses given on pages 10, 11, and 12, parents will make a selection for their boys and girls according to the occupation, trade, or profession that they intend them to follow.

The attention of parents is especially directed to the course of instruction in Domestic Science for girls, particulars of which will be found on page 11. Nothing is of greater importance to the community than that our girls

should receive such training as will fit them to become good wives and mothers, and the course of training now offered at the College is such as will prove useful to girls, no matter what station in life they may occupy.

This course was inaugurated for the first time at the commencement of 1908, and the parents of those girls who have been in attendance since that time, are most enthusiastic over the benefits their daughters have derived.

During their first two years' attendance at the College Day Classes, all pupils, no matter what course they have entered for, receive special instruction in the following:—

(1). **Handwriting.**—Systematic instruction is given in Commercial Handwriting, a style having been adopted which is not only legible when carefully written, but which does not degenerate into a scribble when one has learnt to use it rapidly.

(2). **English Composition, Letter-Writing, Paraphrasing, and the Cultivation of Literary Taste.**—That comparatively few people are able to express themselves concisely and accurately in their mother-tongue is generally recognised; that a knowledge of the meaning of words and phrases is essential to students, and that the cultivation in the young of a taste for good literature is of the utmost importance, are universally admitted.

(3). **The Cultivation of Neatness, Accuracy, Resourcefulness, and Manual Skill; Attention to Detail; Development of Character.**—“Whatever is worth doing, is worth doing well” seems to be an axiom that is almost forgotten in these days of “rush” and “make-money-quickly.”

(4). **The Importance of Courtesy and Good Manners.**—Even in democratic countries success in life depends largely on personal manners; “civility” does not mean “servility.”

(5). **Health and Personal Hygiene.**

ADMISSION TO THE CLASSES.

Free Pupils.—Classes are FREE to any boy or girl thirteen years of age and upwards who has obtained:—

- Either (1) A Standard VI. Certificate of Proficiency at a Public School;
- or (2) Has qualified for a Free Place in the Examination for Junior National Scholarships;
- or (3) Has qualified in any special examination for Junior Free Places held by the Education Department;
- or (4) Has qualified for an Education Board Scholarship;

- or (5) Is the holder of an Education Board Scholarship, or a National Scholarship, or a Queen's Scholarship, or any other Scholarship that the Minister may approve for the purpose: Provided that the value of any such scholarship is not greater than £40 per annum in the case of any pupil who is obliged to live away from home in order to attend the Technical College, or than £10 per annum in any other case.

Under this scheme, students will be granted FREE technical education for a period of five years, provided that they attend regularly; that they receive instruction for the first two years in the compulsory subjects laid down by the Department, viz.: English and Arithmetic, or some branch of Mathematics; that their conduct is satisfactory; and that they pass the necessary examinations at the end of each year.

NOTE.—No pupil who has attended for two years as a Junior Free Place Pupil at a District High School or at a Secondary School is eligible to hold a JUNIOR FREE PLACE at a Technical School. Nevertheless, pupils who have completed their two years as JUNIOR Free Place Pupils at a Secondary or District High School, and who have passed the examination for a SENIOR Free Place, are eligible for FREE admission to the Technical College.

In Special cases, where it is shown to the Minister's satisfaction that the Free Pupil is unable to obtain at the Secondary School or District High School he is attending, instruction in the subjects required for the course of study he desires to follow, such Free Pupil may, with the consent of the Minister previously obtained, continue his Free Place for the unexpired period thereof at a Technical School.

Paying Students.—A student not eligible for FREE tuition under one of the above clauses, may be admitted to the College on payment of a sum of £5 per annum, provided that the Director is satisfied that the student in question is likely to profit by the instruction provided.

The minimum period for which any student can be enrolled is *one year*, and parents will be required to enter into a bond that in the event of their son or daughter not making a full year's attendance at the College from any cause except illness, they will pay to the Board a sum of money equivalent to the loss in capitation sustained by the non-attendance of the pupil at the class.

Should the number of applicants exceed the accommodation, the Board reserves the right to select the students in any manner it may deem advisable.

FORMS OF APPLICATION.

An Application Form will be found at the back of the Prospectus. Additional forms can be obtained from the College in Rutland Street.

FREE RAILWAY PASSES.

Free Place students who require them will be provided with Free Railway Passes to travel to and from College.

SCHOOL TERMS AND HOLIDAYS.

The School Year is divided into two terms, and the holidays are as follows:—One week at Easter, a fortnight at Midwinter, a week at Michaelmas, and nine weeks at Midsummer.

The Session Commences

Monday, February 21st, 1910.

SCHOOL HOURS.

The Classes will be open daily on five days of the week, from 9.15 a.m. to 12.15 p.m., and from 12.50 p.m. to 3.50 p.m. Saturday is a whole holiday.

COLLEGE BADGE, CAP, AND HAT.

All students must provide themselves with the College Cap or Hat, and Badge. The badge is of gilt enamel, and is sold to students at two shillings; it is practically indestructible and will last during the whole of a student's stay at the College. In the case of the male students, this is worn on a dark green cloth cap, the cost of which is two shillings, or on a straw hat, which can be supplied for four shillings and sixpence without the badge. Girls wear the badge on a white straw sailor hat with a dark green band, which is sold at five shillings, or on a green cloth Tam-o'-Shanter cap, which costs three shillings and ninepence. All hats, etc., are supplied at the College.

CADETSHIP.

Under the New Zealand Defence Bill, 1909, all boys will require to belong to the Cadet Corps; they will also wear when in attendance at College the College uniform consisting of blue serge shirt and knickers, green tie, and black stockings with green tops.

HOME LESSONS, REPORTS, ETC.

Home lessons are set each day. The subjects and the amount of homework for each day are shown on the students' time-tables, which parents are requested to examine from time to time. No excuse, except that of illness, will be accepted. Parents are earnestly requested to co-operate with the Director by encouraging regular and punctual attendance,

and by seeing that the home lessons are carefully prepared. It is when such co-operation takes place that the best results are obtained.

A detailed Report on the work and conduct of each pupil is sent home at the end of each term.

Students who are NOT doing satisfactory work are reported to their parents at the end of each month.

JEWELLERY.

Girls will not be allowed to wear at the College rings, bracelets, or jewellery of any description, except a brooch.

LUNCHEON.

Pupils may take their luncheon in the classrooms set apart for the purpose (one for boys and one for girls).

Luncheon may only be brought in a sandwich tin or serviette; PAPER packages are not permitted.

LATENESS, ABSENCE, ETC.

Absence, lateness, and neglect of work can only be excused on the special written request of parents, assigning satisfactory reasons. Verbal excuses are not accepted. When a pupil returns to the College after having been absent, a WRITTEN EXCUSE FROM THE PARENT must be brought.

Students are not allowed (except in cases of sudden illness) to leave the College during school hours unless a satisfactory reason, in writing, is brought from a parent. Students who are allowed to go home during school hours on account of illness are required to bring a note from a parent on return to the College, stating the hour of arrival home, and the reason for such early arrival.

INFECTIOUS AND CONTAGIOUS DISEASES.

No pupil coming from a house in which there is any infectious disease will be permitted to attend the College, nor will any pupil be allowed to return to College on recovery from illness of a dangerous character, without a medical certificate.

Table showing periods of isolation and of quarantine required in the case of the following diseases:—

DISEASE.	Period of Isolation required after suffering from the Disease.	Quarantine after accidental exposure to infection, if disinfection be carried out at the commencement of Quarantine.
Chicken Pox	— Until every scab has fallen off	For 19 clear days
Diphtheria	— For at least 4 weeks	For 14 days
German Measles	— For at least 10 days	For 22 clear days
Measles	— For at least 3 weeks after rash has gone	For 19 clear days
Mumps	— 1 week after the subsidence of all swelling	For 25 clear days
Scarlet Fever	— For at least 6 weeks	For 7 clear days
Small Pox	— Until every scab has fallen off	For 20 clear days
Whooping Cough	— For at least 5 weeks	For 14 clear days

BOOKS, INSTRUMENTS, ETC.

All books, instruments, etc., required by the pupils, must be provided by the parents. Pupils are requested not to leave any of their books, etc., lying about the College premises; the Board can take no responsibility for the custody of articles so left.

COURSES OF STUDY.

The following courses of study have been arranged for the 1910 session:—

COMMERCE.

Junior Course.—This course is intended to provide a Preliminary Commercial Training for boys and girls who have just completed their primary school education, and who propose, at the end of two years, to either (1) enter business, or (2) take up an advanced Commercial Course at the College.

FIRST YEAR.

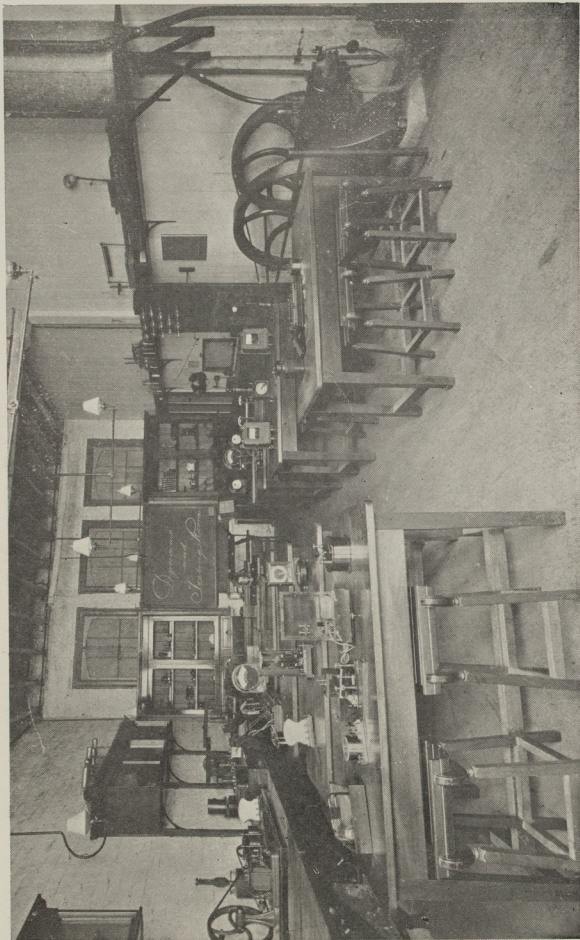
English Composition and Literature.
Practical Mathematics.
Handwriting and Commercial Correspondence.
Commercial Geography.
Cookery and Needlework (for girls).
Drawing and Design.
Business Methods and Office Routine.
Elementary Science.
Shorthand and Typewriting.
Military Drill (for boys).
Physical Culture (for girls).
Woodwork and Metalwork (for boys).

SECOND YEAR.

English Composition and Literature.
Practical Mathematics.
Handwriting and Commercial Correspondence.
Commercial Geography.
Cookery and Needlework (for girls).
Drawing and Design.
Business Methods and Office Routine.
Bookkeeping.
Elementary Science.
Shorthand and Typewriting.
Military Drill (for boys).
Physical Culture (for girls).
Woodwork and Metalwork (for boys).

Senior Course.—This course is intended for students who have received a sound preliminary training, such as is given in the Junior Commercial Course of the College. The course extends over three years, the subjects taken in the **First Year** being as follows:—

English Composition and Literature.	Commercial History.
Practical Mathematics.	Bookkeeping and Accountancy.
Handwriting and Commercial Correspondence.	Business Methods and Office Routine.
Commercial French.	Shorthand and Typewriting.
	Military Drill (for boys).
	Physical Culture (for girls).



DYNAMO AND TESTING ROOM.

DOMESTIC SCIENCE COURSE.

It is said that "The hand that rocks the cradle rules the world," and there is no doubt a great deal of truth in the statement. At all events, it is most important that our girls should grow up to be "womanly women," and take an intelligent interest in the home and its duties. The Domestic Science Course, which was instituted at the beginning of 1908 at the College, is designed to supplement the home-training which girls usually receive, and, whilst their general education is not lost sight of, to better fit them for the duties of the home-maker. The Course, therefore, aims at giving the pupil a sound foundation in the different branches of household work, such as Cookery, Needlework, Laundry-work, etc., and at awakening her interest in the important questions of sound bodies, wholesome dwellings, and real homes. The Course will prove invaluable to girls, no matter what their positions in life may be, and particularly to girls who intend to become Nurses, Housekeepers, Dressmakers, or Milliners.

FIRST YEAR.

Cookery.
Commercial Handwriting.
Drawing.
Dressmaking and Needlework.
English Composition and Literature.
Housewifery.
Human Physiology.
Hygiene.
Laundrywork.
Practical Mathematics.
Physical Culture.
Science of Daily Life.

SECOND YEAR.

Cookery.
Commercial Handwriting.
Drawing.
Dressmaking and Needlework.
English Composition and Literature.
Housewifery.
Human Physiology.
Hygiene.
Millinery.
Practical Mathematics.
Physical Culture.
Science of Daily Life.

SCIENCE AND TECHNOLOGY.

In order that boys who have passed through the Public Schools may receive a thorough preliminary training which will fit them at the end of two years to either (1) enter upon their life's occupation at some particular trade or profession, such as Mechanical, Civil or Electrical Engineering, Cabinet-making, Building, Plumbing, etc.; or (2) to continue their technical training at the College in the Advanced Specialised Technical Courses, the following 'Two Years' Course of Study has been drawn up:—

English Composition and Literature.	Mechanical Drawing.
French.	Practical Chemistry.
Practical Mathematics.	Practical Mechanics and Heat.
Handwriting and Commercial Correspondence.	Manual Training in Metal.
Practical Geometry	Manual Training in Wood.
	Military Drill.

MECHANICAL and ELECTRICAL ENGINEERING

The Full Course of instruction in Mechanical or Electrical Engineering extends over a period of four years, and students completing the course and passing the various examinations will be granted the Associateship of the College (Assoc. A.T.C.). Before being admitted to either of the Engineering Courses, students will require to satisfy the Director that they have received a sound preliminary scientific education, such as is given in the 'Two Years' Science and Technological Course of the College, above.

The Engineering Department is well equipped, and the practical work will embrace Engine Building, Lathe Making, etc. Every endeavour will be made to impart the practical knowledge to specially fit students for important positions in Engineering Workshops.

The **First Year's** Course in both Mechanical and Electrical Engineering embraces the following:—

Applied Mechanics.	Physics.
Chemistry.	Practical Geometry.
English.	Practical Mathematics.
Magnetism and Electricity.	Turning and Fitting.
Machine Construction and Drawing.	Military Drill.
Patternmaking.	

GEORGE GEORGE,

*Director of Technical Education and
Manual Training.*

RUTLAND STREET, AUCKLAND,

January 10th, 1910.

