

A 23428

# AGREEMENT FORM

Revenue 1/- Stamp
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To the REGISTRAR,  
THE LYCEUM COLLEGE,  
P.O. Box 5482, Johannesburg.

JULY 1 2 1955

Please register me as a student of the Lyceum College for the following Correspondence Course(s):

The Subjects are : .....

I hereby undertake to pay the Lyceum College the total sum of .....  
pounds ..... shillings ..... pence (£ : : ) **cash in advance or**

\*monthly instalments as follows: The sum of £ : : as first instalment, and thereafter  
instalments of £ : : per month at the beginning of each following month. (\*Delete if  
paying by instalments).

Name in full .....

(Surname in block letters).

Qualifications (Standard passed) .....

Occupation and name and address of employers .....

Home (Parents') address .....

My lectures must be sent to .....

Date when course is to begin .....

I understand that all lectures and Model answers sent to me by the College remain the property of the College, are issued for my own personal use only, and that they must be returned to the College immediately after the course is completed. I also agree to observe the College regulations, and am fully aware that the College reserves the right to stop dispatch of lectures if my payments are in arrear, and that all such stoppage or discontinuance of the Course does not release me from payment of any part of the full fee. I also understand that this agreement cannot be cancelled.

I am aware that I am entitled to the benefits arising from the fact that the Lyceum College is a member of the S.A. Association of Correspondence Colleges and as such is pledged to high standards of tuition and service.

Date of Birth ..... Signed .....

(Signature of Student)

If the student is under 21, his father or guardian must sign as guarantor here .....

Date .....

# OOREENKOMSVORM

Inkomste-

1/-

Seël

Aan die Registrateur,  
LYCEUM KOLLEGE,  
Posbus 5482, Johannesburg.

Geliewe my te registreer as 'n student van die Lyceum Kollege vir die volgende Korrespondensiekursus(se):

Onderwerpe : .....

Ek onderneem om aan die Lyceum Kollege die totale bedrag van ..... pond  
sjielings ..... pennies (£ : : ) **kontant vooruit te betaal**, \*of in maandelikse paaie-  
mente as volg: Die som van £ : : as eerste paaielement, en daarna paaielemente van  
£ : : per maand aan die begin van elke maand. (\*Skrap as maandelikse betaling geskied.)

Volle naam .....

(Van in drukletters)

Kwalifikasies (Standaard geslaag) .....

Beroep en naam en adres van werkgewers .....

Huisadres (Ouers s'n) .....

My lesings moet gepos word na .....

Datum waarop Kursus moet begin .....

Ek verstaan dat alle lesings en model antwoorde wat deur die Kollege aan my gestuur word, net vir my eie **persoonlike** gebruik uitgereik word, dat dit die eiendom van die Kollege bly en onmiddellik na voltooiing van die kursus deur my teruggestuur moet word. Ek onderneem ook om my te onderwerp aan die Kollege se regulasies, en verstaan dat die Lyceum Kollege die reg behou om die afsending van lesings te staak as my paaielemente agterstallig is, maar dat sodanige staking van die Studiekursus my geensins onthef van die betaling van enige deel van die oorspronklike bedrag nie. Ek verstaan ook dat hierdie ooreenkoms geensins gekanselleer kan word nie.

Ek is bewus daarvan dat ek geregtig is op die voordele vooruitspruitende uit die feit dat die Kollege 'n lid is van die S.A. Vereniging van Korrespondensiekolleges en as sodanig verbind is om 'n hoë standaard van onderrig en diens te handhaaf.

Geboortedatum ..... Geteken .....

(Handtekening van student)

As die student onder 21 is, moet sy vader of voog as borg hier teken .....

Datum .....

# Lyceum College



*Home Study Courses*

**THE GATEWAY TO SUCCESS**

**16, HARRIES STREET, MOTORTOWN, JHB.**

P.O. Box 1103/5482

Phone 23-7811

*Johannesburg*

The Lyceum College is a member of the South African Association of Correspondence Colleges and our students have the full protection of this body.

## FOREWORD

### WHY STUDY AT ALL?

Life is one long struggle from the cradle to the grave, a struggle for existence and a struggle for comfort. But the struggle becomes less onerous if one is armed with ability and courage to overcome the many obstacles that lie in one's way.

One way of arming oneself is by the acquisition of knowledge, for **knowledge is power**. Yes, knowledge is the musket with which life's battles are fought and won. Every educated man is stronger than his less fortunate ill-educated brother whose lot it will be to stick to the **pick and shovel** or remain a hewer of wood and drawer of water.

To every man who is ambitious there is a standing invitation by the Lyceum College to throw in his lot and advance with the College to glory and fame.

Like an athlete you must train for the contest of life. It is indeed essential for everyone to train his mind and bring unto himself some of the material comforts offered by the world—a **decent job, a decent salary, decent clothes and a decent home**. In short you must study to gain **SUCCESS, FINANCIAL INDEPENDENCE and HAPPINESS**.

The man who says—"My father had not much schooling yet he made quite a comfortable living, why should I worry?"—lives in a fool's paradise, **for he forgets that competition for good jobs is growing keener and keener every day**.

We are apt to forget there are 2½ million white people and 11 million black and coloured people in Southern Africa, and only a small percentage of these people can hope to get good positions.

**The coloured man is awakening to the glamour and force of learning and is eagerly seeking after education as never before, for he has learnt that education not only gives him power and independence but enables him to compete with the white man, and stand with him on the same plane.** The white civilisation has taught him and made him conscious of this naked truth.

We refuse education to nobody. Our doors are wide open to anyone who desires to avail him- or herself of the specialised training offered by us, and our advice is study, if you do not wish to land yourself **in the terrible abyss of poverty and misery**.

Our advice to you is—study, if you do not wish to fall by the way, study and qualify, if you do not wish to lag behind; study, if you wish to win in this modern race between men for power and position.

This is the age of the able and learned man. There is no room for illiterate people.

### ● BE PREPARED FOR THE TREMENDOUS STRUGGLE THAT LIES AHEAD.

#### WHY TAKE A HOME STUDY COURSE?

Theodore Roosevelt, one of the Presidents of the U.S.A., once said: "I look upon instruction by mail as one of the most wonderful and phenomenal developments of this age."

The testimony of our hundreds and thousands of students amply supports this great truth. Home Study enables one to **study while earning and to gain knowledge and achieve high honour in the world with little effort and in comfort at home**.

Student F 700 of Marandellas writes:—

"I am indeed grateful to you, sir, and your tutors for the excellent lectures and careful coaching which enabled me to pass my J.C. within so short a time. This has enabled me to be transferred from Grade C to A in my teaching profession. My gratitude may rather be imagined than expressed in words. They have been telling me that Arithmetic and Bookkeeping were difficult subjects. With your short and inclusive lessons this belief was disproved beyond doubt by me. I kindly ask you to enrol me for the N.S.C. as I am certain that with you and your excellent methods I will in a short time again pass N.S.C. You had better be proud of your methods and excellent lessons. My success has been due to my following your methods and coaching."

### CERTIFICATES ARE ESSENTIAL.

There may be many successful men in the world who do not possess Certificates, but those are the favoured few who obtained their important positions by personal influence, through a relation or a friend. **You may not have influential friends or relations to help you find a good position, so you must rely upon yourself.** How better can you show the world your ability than by the possession of certificates? Without a certificate you are heavily handicapped against your certificated competitors.

No man can expect to be appointed even as an ordinary clerk in an office without the Std. VII or Std. X Certificate. In fact the minimum educational qualifications for a job carrying a commencing salary\* of £15—£20 per month is the Std. X.

If you do nothing else you should study at least those subjects which make it possible for you to start work. The subjects are **Arithmetic, English, Afrikaans, Commerce, Bookkeeping.** The man with a good, fundamental knowledge of these subjects has a big chance of becoming successful.

Read what F.1269 of Edenvale has to say about the Lyceum College courses. He writes:—

"I am short of words to express my inestimable indebtedness to the tutors of the Lyceum College for the great success that I have achieved through their harmonious and co-operative methods. This is something remarkable and I think I will encourage many students to take the Lyceum College Correspondence Courses.

"It took me seven months to pass these four subjects and I should have passed all six subjects if I had used those seven months proficiently. Due to the fact that I was working during the day time, I was only able to study for 1½—2 hours a day."

Do not be dishearted by the length of time that may lie ahead of you even though you may possess the Std. VI certificate only. Under the Lyceum College system the Stds. VII, VIII and X certificates, can with little effort be acquired within two to three years. The sooner you start the better for yourself and your family.

## WHAT COURSE MUST YOU STUDY ?

The Lyceum College concentrates on Commercial and Administrative subjects only, because for technical subjects it is by far the best to attend a Technical College or University for personal tuition.

Experience has taught us that students find it extremely difficult to master highly technical subjects, with perhaps one or two exceptions, by correspondence courses. The one important exception as far as we are concerned is our course known as "KNOW YOUR CAR," which has been specially designed to enable every man, woman and child in South Africa to learn all about his or her car in an elementary and popular way.

The student is trained by the Lyceum College for the following AVENUES OF EMPLOYMENT AND PROFESSIONS: **Clerks, Native Administrators, Lawyers, Journalists, Short-Story Writers, Commercial and Business Managers, Scientific Farmers, Civil Servants, Bookkeepers and Secretaries, Cabinet Makers, Bookbinders and amateur Motor Mechanics.**

## WHY TAKE THE COURSE WITH THE LYCEUM COLLEGE ?

The Lyceum College, in the words of our students, is verily a "UNIVERSITY AT HOME," for the humble man in the street as well as the very advanced and highly paid professional man.

The school, College and University are brought to the home of the student where he can study in his OWN TIME, PRIVACY and COMFORT.

No. F.455 of Lusaka entered for a Lyceum College Course and, although he had little time before the examination, he nevertheless had such confidence after having received our lectures that he entered for the Examination. Read this letter we received after publication of the results :

"I have pleasure to inform you that I have been successful in each of the subjects I sat for the Examination. I cannot help but thank you for your systematic lessons which have made it easy for me to pass my examination at my first attempt. Your method is obviously unique and I have been able to obtain distinction in Arithmetic. I can definitely defy many other Institutions to prepare a candidate, however talented he may be, to pass at the first attempt after six months' part-time study."

## THE LYCEUM COLLEGE METHOD OF TRAINING IS BRIEFLY AS FOLLOWS :

1. There are 10—20 specially prepared lectures on each subject. Each lecture consists of approximately 6 foolscap pages. The lectures are sent out at monthly intervals.
2. The lectures contain test questions based on past Examination Questions. Elementary, useless and time-wasting questions are eliminated.
3. PAST EXAMINATION PAPERS are worked out and the MODEL ANSWERS sent to the student. The student will, however, be required to attempt them first to obtain the necessary training in answering questions under examination conditions. These model answers contain useful hints on the correct method of answering examination questions and the procedure to adopt in order to obtain the highest number of marks and so make sure of success.

## SPECIAL ADVANTAGES OF THE LYCEUM COLLEGE SYSTEM :

1. **The University is brought to your home.** You study in your own time and privacy and in comfort.
2. The Course is adapted to your **leisure and convenience.** You study whenever you like, wherever you like and at your own speed. If holidays, personal affairs, illness, or office overtime interrupt your studies, you miss nothing.
3. The tuition given is entirely **personal and individual.**
4. The lectures are drawn up and your answers are corrected by **EXPERTS** who are recognised authorities.
5. The College test papers develop that **speed and accuracy** so essential to Examinations.
6. Our students are encouraged to submit to us all their difficulties, which will be carefully explained by our Tutors.
7. Nowhere in South Africa will you receive better tuition. We defy the world to produce better results than we do. For every £10 spent on a Lyceum College Course you can increase your earning capacity by at least £50 per annum.
8. You are protected by our **GUARANTEE.**
9. The Courses are provided in the **ENGLISH and AFRIKAANS MEDIA.**
10. **OUR FEES ARE OF THE LOWEST.**

### ORAL TUITION.

At the Offices of the College, **oral tuition** is as a rule provided on Tuesday evenings after 5 p.m. All those who live nearby may, if they so wish, avail themselves of this golden opportunity to get extra assistance.

**N.B.**—This is a Correspondence College, and not a Day or Boarding School.

### PAST EXAMINATION PAPERS AND MODEL ANSWERS THERETO.

A special feature of our system of tuition is that with every examination course past examination papers are provided together with **MODEL ANSWERS** thereto. Many of our students pass in these Model Answers alone, although we encourage students to seek after knowledge by studying the complete course first so as to gain a sound foundation.

"The heights by great men reached  
and kept,  
Were not attained by sudden flight ;  
But they, while their companions  
slept,  
Were toiling upwards in the night."

### THE LYCEUM COLLEGE MNEMONIC :

- L east effort, greater results.
  - Y oung and old to benefit.
  - C areful preparation.
  - E xcellence and perfection.
  - U nnivalled superiority.
  - M ost modern methods.
- 
- C orrespondence courses in excelsis.
  - O pportunities for the dullest and cleverest.
  - L owest fees.
  - L ess study and more knowledge.
  - E asy and few lessons.
  - G lory and fame for its students.
  - E very student a decent job.

**BY ENROLLING WITH THE LYCEUM COLLEGE YOU SAVE AND GAIN SIX THINGS :**

1. MONEY, because our fees are of the lowest.
2. TIME, because you can obtain your Certificates in a short time.
3. ENERGY, because you will pass with little effort.
4. A wonderful EDUCATION by simple methods, and prospects of BETTER EMPLOYMENT.
5. PRIZES awarded to ambitious and conscientious students.
6. GUARANTEE. We guarantee our tuition.

**THE LYCEUM COLLEGE GUARANTEE :**

You are protected by our GUARANTEE :

- (a) WE GUARANTEE TO COACH YOU UNTIL YOU ARE SUCCESSFUL, WITHOUT EXTRA CHARGE, but then you are expected to attempt the examination soon after receipt of the full course of lessons or alternatively,
- (b) WE GUARANTEE that you will pass the Examination if you study our lectures carefully, carry out instructions and submit correct answers to all the test questions at the end of the lectures.

"I am really interested in your College, thanks to the corrections of my exercises, and I am very proud to say most people are anxious to enter for your courses when I showed them your lectures," writes No. 2063 of Durban.

**GENERAL PRIZE AND SCHOLARSHIP SCHEME.**

The Lyceum College offers valuable CASH PRIZES and Free Scholarships up to £10 to students obtaining the best Examination results.

**'STUDY IS FOR DELIGHT, FOR ORNAMENT AND FOR ABILITY'**

Bacon.

**COURSES OFFERED**  
School Certificates

**STD. IV AND ELEMENTARY COURSES.**

For the beginner and the student who wishes to study elementary work which serves as a refresher course, we offer special courses in ENGLISH and ARITHMETIC. On successful completion of these subjects the student proceeds to Std. V.

**TUITION FEES :** £5.0.0 cash in advance, or £5.10.0 payable £1 on enrolment and thereafter 10/- per month.

**STANDARD V.**

This course is a general elementary course for the student who needs a course to lead up to Std. VI. The examination will be conducted by the College.

**SUBJECTS :** English, Afrikaans, Geography, Arithmetic and History (any FOUR).

**TUITION FEES :** £6.0.0 cash in advance, or £6.10.0 payable £1 on enrolment and eleven consecutive monthly instalments of 10/- each.

**FEE FOR ONE SUBJECT :** £2.10.0 cash or £3.0.0 by instalments.

Two subjects : £3.10.0 cash or £4.10.0 by instalments.

Three subjects : £5.0.0 cash or £5.10.0 by instalments.



## NATIONAL COMMERCIAL EXAMINATIONS.

Std. VI, Std. VII, N.J.C., N.S.C. (General Group), N.S.C. (Matric exemption).

### Examining Body :

Union Department of Education,  
P.O. Box 1035,  
Pretoria.

### Time of Examinations :

Examinations are held in November of each year. Subjects failed may be written in June of each year, except Agricultural Science and the Bantu languages.

### Entries :

Entries for these examinations, accompanied by the examination fees, viz. : Std. VI & VII 2/6 per subject, N.J.C.—N.S.C. 3/6 per subject, must be in the hands of the local Secretary on or before the 1st March of each year in respect of the supplementary examination in June, and on or before the 1st August in respect of the November examinations. **There is also a local fee of about 2/- per subject. The examination and local fees for the supplementary examination in June is the usual fees plus 50%.**

### Certificate of Proficiency.

Students who intend sitting for the November examination must obtain a certificate from the College, certifying that they are sufficiently prepared for the examination.

### STANDARD VI.

Although the examination is also conducted by the Union Education Department in November the College will conduct the examination for students who wish to proceed to the Std. VII course.

**SUBJECTS :** Afrikaans A or B, Bantu language A (Xhosa, Zulu, Venda, Northern or Southern Sotho, Tswana), English A or B, Arithmetic, History, Geography. **Any FOUR** of these subjects must be taken, **one** of the languages English or Afrikaans to be on the higher grade. **SINGLE** subject successes are recognised and are cumulative. In other words, the student may take and pass one subject at a time.

**N.B.**—Only one Bantu language may be taken.

**TUITION FEES :** £6.0.0 cash in advance, or £6.10.0 payable £1 on enrolment and eleven consecutive monthly instalments of 10/- each. The first instalment must accompany the enrolment form. Fee for one or more subjects: As for Std. V.

### IMPORTANT NOTICE TO STUDENTS FROM NORTHERN RHODESIA.

The attention of students in the service of the Northern Rhodesian African Education Department is drawn to the fact that the Union Education Department Std. VI Certificate is not recognized for increment purposes.

The Department requires its teachers and employees to take the Std. VI Examination (External) which is set by Northern Rhodesian African Education Department. The syllabus is obtainable from the Lusaka Bookshop, Lusaka, N.R. and is priced at 1/- plus postage.

The LYCEUM COLLEGE offers a course to cover this syllabus in the following subjects :

English ;	History (including Civics) ;
Arithmetic ;	Geography.
Science ;	

The vernacular will have to be studied, however, by the student of his own accord.

**FEES :** £8.10.0 cash or £9.10.0 by instalments of at least £1 per month.

For further information write to the Secretary without delay.

One of our students, No. F.1154 of Chester Siding, writes :  
**"I am hereby bound to thank you for your kindness and systematic method of training. I say so, because the lectures with which you have furnished me, have enabled me to pass Std. VI and this WITHIN A PERIOD OF THREE MONTHS."**

### STANDARD VII.

#### (Preliminary Commercial Certificate)

This course may be taken by any person who has completed the Std. VI course. The possession of the Std. VI Certificate is necessary for candidates under 18. The examination is conducted by the Union Education Department in November.

**SUBJECTS :** Five subjects are to be taken and selected as follows :

1. Bantu Language A, English or Afrikaans A.
2. English or Afrikaans A or B or Bantu Language A or B.
3. Any **three** of the following : Geography, History, Business Methods (Commerce), Arithmetic.

**Note :** If a student offers a Bantu Language (Xhosa, Venda, Zulu, S. or N. Sotho or Tswana) as his A language, he must include among the remaining subjects English A or B or Afrikaans A or B. **Two** Bantu languages may be taken.

Single subject successes are recognised and are cumulative. In other words, the student may study and pass one subject at a time.

**TUITION FEES :** £9.0.0 cash in advance, or £10.0.0 payable £1.0.0 in advance and 12 successive monthly instalments of 15/- each.

**FEE FOR SINGLE SUBJECT :** £3.0.0 cash or £3.10.0 by instalments.

Two Subjects : £4.10.0 cash or £5.10.0 by instalments.

Three Subjects : £6.0.0 cash or £7.10.0 by instalments.

Four Subjects : £8.0.0 cash or £9.0.0 by instalments.

The following is an example of a Useful and Interesting Choice of subjects which we recommend :—

English A or Afrikaans A or	Arithmetic
Bantu Language A	History
English B or Afrikaans B or	Geography
Bantu Language B	

### STANDARD VIII.

#### (National Junior Certificate)

The course may be taken by any student who has completed the Std. VII Course, and it is necessary to possess the Std. VII Certificate unless a student is over 18. The examination is conducted by the Union Department of Education, P.O. Box 1035, Pretoria, in November. The College will conduct an examination for students who are over the age of 20 years and who wish to proceed to the Std. X (N.S.C.) Course.

**SUBJECTS :** (1) English A or Bantu Language A or Afrikaans A.  
(2) English or Afrikaans A or B or Bantu Language A or B.  
(3) Any FOUR subjects from the following: Commercial Arithmetic or Mathematics, History, Geography, Commerce, Biology, Bookkeeping, Physical Science, Agricultural Science, Physiology and Hygiene, Shorthand, Typewriting. (Please note that Commercial Arithmetic and Mathematics may not be taken together).

**N.B.**—Students are free to offer more than one language in the A grade, e.g. English A, Tswana A (or Afrikaans A).

CREDIT is given for SINGLE subject passes which are cumulative. In other words, the student may take and pass one subject at a time until he has passed 6 subjects, when the Certificate will be issued to him.

**PRESCRIBED BOOKS :** There are no prescribed books for the official languages but two for the Bantu Language A.

**TUITION FEES :** £12.10.0 payable cash in advance, or £14.0.0 payable £2 cash in advance and 16 successive monthly instalments of 15/- each.

**FEE FOR SINGLE SUBJECTS :** £3.10.0 cash or £4.10.0 by instalments.

Two Subjects: £6.0.0 cash or £7.0.0 by instalments.

Three Subjects: £8.0.0 cash or £9.10.0 by instalments.

Four Subjects: £9.10.0 cash or £11.10.0 by instalments.

Five Subjects: £11.0.0 cash or £13.0.0 by instalments.

**We suggest the following curriculum :—**

1. English A or Afrikaans A or Bantu Language A
2. English B or Afrikaans B or Bantu Language B
3. History
4. Commerce or Commercial Arithmetic
5. Agricultural Science
6. Physiology and Hygiene (or Biology).

## NATIONAL SENIOR CERTIFICATE (STD. X)

(General Group)

**EXAMINING BODY :** The Union Department of Education, P.O. Box 1035, Pretoria, conducts the examinations in November in practically every town in the Union of South Africa, South West Africa, Rhodesia and the Protectorates.

**SYLLABUSES :** If the student wants to have details about the syllabus prescribed for each subject, he is advised to order a copy of the "Handbook of National Courses of Study" from the Government Printer, Pretoria, at 1/- per copy.

**SUBJECTS :** Tuition is provided in the following subjects: ENGLISH, AFRIKAANS, BANTU LANGUAGES (Xhosa, Zulu, S. and N. Sotho, Venda, Tswana), HISTORY, GEOGRAPHY, COMMERCIAL ARITHMETIC or MATHEMATICS, BIOLOGY (not to be taken with Physiology and Hygiene), ECONOMICS, COMMERCE, BOOKKEEPING, SHORTHAND, TYPEWRITING, PHYSICAL SCIENCE, AGRICULTURAL SCIENCE, PHYSIOLOGY and HYGIENE, MERCANTILE LAW.

Only 6 subjects may be taken :

1. Bantu Language A or English A or Afrikaans A
2. Afrikaans or English A or B or Bantu Language B
3. Any other Four subjects.

Note that Commercial Arithmetic may not be taken with Mathematics. Students are, however, free to offer more than one language in the A grade.

If a student takes a Bantu Language on the A grade, he must include English B or Afrikaans B among the remaining subjects.

**SINGLE subject successes** are recognised and are cumulative. In other words, a student may take and pass one subject at a time.

**SPECIAL NOTE :**

- (a) The National Senior Certificate is recognised as being of **Matriculation Standard**, but unless the subjects are selected in accordance with the grouping and passed in accordance with the regulations prescribed by the Joint Matriculation Board, holders of the ordinary N.S.C. will not be admitted to a S.A. University Degree. They will be admitted to the National Teachers' Examinations, and the Certificate is recognised by the Public Service Commission provided both official languages have been passed.
- (b) **No person should enrol for the N.S.C. Course** unless he/she has taken and completed the N.J.C. or ordinary J.C. Course.

**PRESCRIBED BOOKS :** Candidates must study six prescribed books for the A Grade of the official languages and four for the B Grade. There are also four books prescribed for the Bantu Language A and two for the Bantu Language B. The College provides excellent lectures on the prescribed books, but the students must purchase the books and study these for themselves.

**TUITION FEES :** £16.0.0 cash in advance or £18.0.0 payable £2 cash in advance and 20 **SUCCESSIVE** instalments of 15/- per month and then the final payment of £1.

**FEE FOR SINGLE SUBJECTS :** £4.10.0 cash or £5.10.0 payable by instalments.

Two Subjects : £7.10.0 cash or £8.10.0 by instalments.

Three Subjects : £10.0.0 cash or £11.10.0 by instalments.

Four Subjects : £12.0.0 cash or £14.0.0 by instalments.

Five Subjects : £14.0.0 cash or £16.0.0 by instalments.

**NATIONAL SENIOR CERTIFICATE (STD. X).**  
**(Matriculation Exemption).**

**GENERAL :** For this certificate, the possession of which entitles any person to admission to a University Degree course, the student's choice of subjects is restricted as shown below.

**EXAMINING BODY :** The Union Department of Education, P.O. Box 1035, Pretoria, is the examining body. Examinations are held in November.

**SYLLABUSES :** Details about Syllabuses can be obtained in the "Handbook of National Courses of Study," which is obtainable from the Government Printer, Pretoria, at 1/- per copy.

**SUBJECTS :** Six subjects must be selected as follows:—

**Group 1.** English A or Afrikaans A.

**Group 2.** Afrikaans A or B, or English A or B or a Bantu Language A or B (Xhosa, Zulu, S. or N. Sotho, Venda, Tswana), or Latin.

**Group 3.** One from Physical Science, Physiology and Hygiene or Biology, Mathematics. (**N.B.**—Biology may not be taken with Physiology and Hygiene).

**NOTE :** (i) Candidates must include in their selection of subjects at least one of **MATHEMATICS** or **LATIN**, or if the candidate's house language is a Bantu language and he offers this language to satisfy the requirements under Group 2, English or Afrikaans A or B.

- (ii) Phys. and Hygiene may be taken under group 3 up to and including the examinations of November 1957 and the supplementary examinations of June 1958. Thereafter it can only be taken under Group 5.

**Group 4.** A subject from Group (2) above not already selected or Mathematics if not selected under Group (3) or History or Geography or Economics.

**Group 5.** TWO from : Agricultural Science ; Commercial Arithmetic (not to be taken with Mathematics or Bookkeeping and Commercial Arithmetic) ; Bookkeeping and Commercial Arithmetic (not to be taken with Bookkeeping or Commercial Arithmetic) ; Bookkeeping (not to be taken with Bookkeeping and Commercial Arithmetic) ; Mercantile Law ; any subjects in Group 2, 3 and 4 above, not already taken ; Shorthand 90 or 100 w.p.m. ; Typewriting.

**NOTE :** Candidates may not include more than FOUR languages in their selection of subjects and not more than TWO Bantu Languages.

#### **A POPULAR CHOICE OF SUBJECTS IS :—**

- 1 English A or Afrikaans A
- 2 A Bantu Language B or Afrikaans B or English B.
- 3 A third language or Mathematics.
4. History.
5. Geography.
6. Agriculture (or Biology, or Phys. and Hygiene).

**EXAMINATION STIPULATIONS :** (a) Candidates who wish to qualify for exemption from the Matriculation Examination must obtain at least 40% in each of at least **three** subjects and at a subsequent examination sit for all the remaining subjects and obtain 40% in each of these remaining subjects or in all but one of them. If the candidate fails in one subject at the second examination, obtaining, however, not less than 25% he may complete the examination for the Certificate by obtaining 40% in a sixth approved subject at any subsequent examination.

(b) A candidate who does not wish to write all the subjects at the first sitting must produce evidence of being in continuous employment at the time of entry for the examination.

**PRESCRIBED BOOKS :** The same as for N.S.C. (ordinary group).

**TUITION FEES :** The same as for N.S.C. (ordinary group).

**“It is no longer necessary for a student to go to a particular room at a particular hour to hear the golden words from the lips of a particular teacher. The young man who reads at eleven o'clock in the morning in luxurious rooms in Trinity College, Cambridge, will have no very marked advantage over another young man, employed during the day, who reads at eleven o'clock in a bed-sitting room in Glasgow.”**

— H. G. Wells.

## MATRICULATION (THE CAPE MATRIC).

**EXAMINING BODY :** The examination is conducted by the Joint Matriculation Board, P.O. Box 392, Pretoria.

**EXAMINATIONS :** These are held every year in November-December and March, the latter examination being confined to a limited number of centres.

**SUBJECTS :** The Matriculation Certificate will be awarded to a candidate who :

(a) has obtained not less than 40% of the total marks in each of the four subjects, one from each of the four groups set out below :

**Group 1.** English A or Afrikaans A.

**Group 2.** English A or B, Afrikaans A or B, or Latin or Xhosa A, or Zulu A, or N. or S. Sotho A, or Tswana A or Venda A.

**Group 3.** Mathematics or Physical Science or Biology.

**Group 4.** A subject chosen from Group (2) (not already taken), or Mathematics (if not taken under [3]), or History.

(b) Has **either** (i) included among these four subjects Mathematics or an approved language, other than English or Afrikaans, or (ii) taken Mathematics or an approved language, other than English or Afrikaans, as a **fifth subject**, and obtained not less than 33 1/3% of the total marks. A candidate whose home language is a Bantu language and who offers this language to satisfy the requirements under group 2, may take English or Afrikaans A or B.

**NOTE :** (a) You may not take more than four languages.

(b) In Xhosa A, Zulu A, S. and N. Sotho A, questions will be set and must be answered in the language of the paper. In Xhosa B, Zulu B, S. and N. Sotho B, and Tswana B, the essay will be set and must be answered in the language of the paper, but other questions will be set in both official languages and may be answered either in the language of the paper or in an official language (English or Afrikaans).

**PRESCRIBED BOOKS :** There are **eleven prescribed books** for the A Grade of the two official languages (Afrikaans and English), **four** for Latin and **four** prescribed books for Xhosa A, Zulu A, Southern and Northern Sotho A, and two for the B Grade in these 4 and the other Bantu languages.

**N.B. :** The College does not supply notes on the prescribed books and students are expected to study the books on their own.

**ORAL TEST :** For the official language taken in the Ordinary Grade (B), there are no prescribed books, but candidates are required to take an oral test. Private candidates have to notify the Secretary (Joint Matriculation Board P.O. Box 392, Pretoria) individually of their intention to take the oral test not later than 30th June preceding the examination.

**TUITION FEES :** Same as for N.S.C.

If a man empties his purse into his head no man can take it away from him. An investment in knowledge always pays the best interest.

— Franklin.

## YOU SAVE IF YOU ENROL FOR MORE THAN ONE COURSE.

<b>Stds. V and VI</b>	instead of	£13 0 0	you pay	£11 0 0
Stds. V, VI, VII	,, ,,	£23 0 0	,, ,,	£19 10 0
Stds. V, VI, VII, VIII	,, ,,	£37 0 0	,, ,,	£32 0 0
Stds. V, VI, VII, VIII, X	,, ,,	£55 0 0	,, ,,	£47 10 0
<b>Stds. VI, VII</b>	,, ,,	£16 10 0	,, ,,	£15 0 0
Stds. VI, VII, VIII	,, ,,	£30 10 0	,, ,,	£26 10 0
Stds. VI, VII, VIII, X	,, ,,	£48 10 0	,, ,,	£42 0 0
<b>Stds. VII, VIII</b>	,, ,,	£24 0 0	,, ,,	£20 10 0
Stds. VII, VIII, X	,, ,,	£42 0 0	,, ,,	£37 0 0
<b>Stds. VIII, X</b>	,, ,,	£32 0 0	,, ,,	£29 10 0

**NOTE.**—In all these cases you must send the first instalment of £2.0.0 with the enrolment form; thereafter 15/- per month. Special terms may, however, be arranged to suit your pocket.

**Do not hesitate to write to us. We are always prepared to meet you as regards payments.**

### SINGLE SUBJECTS.

**ARITHMETIC (for the Beginner):** £2.10.0 cash, or £3.0.0 payable in six successive monthly instalments of 10/- each.

**BOOKKEEPING (Stage I—for Beginners):** £3.10.0 cash or £4.10.0 payable in six successive monthly instalments of 15/- each.

**BOOKKEEPING (Stage II—Advanced):** £4.10.0 cash or £5.10.0 payable in eleven successive monthly instalments of 10/- each. **The two stages combined:** £7.0.0 cash or £8.10.0 payable £1 on enrolment and ten successive monthly instalments of 15/- each.

**ACCOUNTING (Bookkeeping Stage III—Diploma):** £5.0.0 cash or £6.0.0 payable £1 on enrolment and ten successive monthly instalments of 10/- each.

**AGRICULTURE (Junior and Senior combined):** £4.10.0 cash or £5.10.0 payable £1 on enrolment and 10/- per month.

**LATIN (for the Beginner):** £3.10.0 cash or £4.10.0 by monthly instalments of 10/- each.

**ENGLISH (for the Beginner):** £2.10.0 cash or £3.0.0 payable by instalments of 10/- per month.

**AFRIKAANS (for Beginners):** £3.10.0 cash or £4.10.0 payable 10/- per month.

### BANTU LANGUAGES.

**TUITION FEES: Beginners' Course:** £3.10.0 cash or £4.10.0 payable in six successive monthly instalments of 15/- each.

**Junior Course:** £3.10.0 cash or £4.10.0 payable in six successive monthly instalments of 15/- each.

**Senior Course:** £4.10.0 cash or £5.10.0 payable £1 in advance and six successive monthly instalments of 15/- each.

### SALESMANSHIP.

**TUITION FEES:** £5.0.0 cash or £6.0.0 payable in six monthly instalments of £1 each.

### NATIVE LAW, NATIVE ADMINISTRATION, SOCIAL ANTHROPOLOGY.

**TUITION FEES: (Per Course):** £5.10.0 cash or £6.10.0 payable £1.5.0 on enrolment and 15/- per month thereafter.

### AGRICULTURAL DIPLOMA.

**TUITION FEES :** £8.10.0 cash or £10.0.0 payable £1 per month.

"If you suffer your people to be ill-educated . . . you first make thieves and then punish them."

— More, Utopia. Book I.

### DIPLOMA COURSES IN WOODWORK AND CARPENTRY, BOOKBINDING AND LEATHERWORK.

**TUITION FEES (per Course) :** £8.10.0 cash or £10.0.0 payable £1 on enrolment and nine successive monthly instalments of £1 each.

### "KNOW YOUR CAR" COURSE.

**TUITION FEES :** £7.7.0 cash with enrolment, or £8.8.0 payable £2.2.0 in advance and six monthly instalments of £1.1.0 each.

### JOURNALISM AND SHORT-STORY WRITING.

**TUITION FEES :** £9.9.0 cash in advance, or £10.10.0 payable by ten monthly instalments of £1.1.0 each.

### MODEL ANSWERS TO PAST EXAM. QUESTIONS ON ROMAN-DUTCH LAW AND S.A. CRIMINAL LAW.

**THE FEE for these excellent Model Answers in which practically every type of question is answered, is :**

£3.10.0 cash or £4.10.0 payable £1.10.0 on enrolment and £1 per month thereafter.

### BOOKKEEPING, SECRETARIAL, LAW, TAALBOND AND OTHER COURSES.

We offer many courses. Kindly write to us should you require information about a course not mentioned in this brochure. We are here to advise you and give you of our best.

### THE SECRETARY, LYCEUM COLLEGE, P.O. BOX 5482, JOHANNESBURG.

is your best friend and adviser.

" . . . . One may often ask why I make this fuss about the Lyceum College. It is because I am making progress since I took your lectures. Secondly : the Christian treatment the College gives to its students. The last thing is that the College aims more to train than to gain . . . .

writes MR. E. Z. DANIEL, of Krugersdorp.

This Brochure might mean a turning point in your friend's career. When you have read it, why not pass it on to him. Your friend will appreciate your interest and courtesy and you might be helping your friend to improve his education.

**THANK YOU !**





# The Divisional Council of the Cape.

DR. J. P. DE VILLIERS,  
MEDICAL OFFICER OF HEALTH,  
P.O. BOX 1073,  
TELEPHONE 2-9571.

REF. NO.	AM/MN
WHEN TELEPHONING ON THIS MATTER, PLEASE ASK FOR Mr. Miller	

HEALTH DEPARTMENT,  
6, DORP STREET,  
CAPE TOWN, 1st July, 1955;

JULY 5 1955

The Technical Officer,  
S.A. Institute of Race Relations,  
P.O. Box 97,  
JOHANNESBURG.

Madam,

I acknowledge receipt of your letter of the 21st June, 1955, and submit hereunder the details required by you in respect of Non-European health workers employed by this Council :-

<u>DESIGNATION OF POST.</u>	<u>QUALIFICATIONS.</u>	<u>EMOLUMENTS.</u>
Native Staff Nurse.	Registered Medical and Surgical Nurse.	Salary scale £180 x 15 - £225 p.a. plus temporary C.O.L.A., plus £14.8.0d.p.a. Infectious Diseases Nursing Allowance, plus uniforms, plus £3.15/- p.a. shoe allowance, less £94 p.a. for quarters, rations, fuel, light and laundry.
Coloured Staff Nurse.	Registered Medical and Surgical Nurse.	Salary scale £240 x 20 - £300 p.a. plus temporary C.O.L.A. plus £19.4.0. Infectious Diseases Nursing Allowance, plus uniforms, plus £3.15.0. p.a. shoe allowance, less £118 p.a. for quarters, rations, fuel, light and laundry.
Coloured Nurse Aids.	Standard VI pass. Training as Nurse Aid.	Salary scale £108 (6 months) £120 (6 months) then £135 x 15 - £165 p.a. plus temporary C.O.L.A., plus £12 per annum Infectious Diseases Nursing Allowance, plus uniforms, plus £3.15.0. p.a. shoe allowance, less £82 p.a. for quarters, rations, fuel, light and laundry.

Insofar as Nurse Aids are concerned, these girls are trained for this position for a period of six to nine months at the Council's Dr. A.J. Stals Memorial Sanatorium, and during their training are paid £36 per annum, inclusive of cost of living allowance, and are supplied with free quarters and rations.

Yours faithfully,

SECRETARY.



# Die Afdelingsraad van die Kaap.

DR. J. P. DE VILLIERS,  
MEDIËSE BEAMPTÉ,  
POSBUS 1073,  
TELEFOON 2-9571.

VERW. NR.
WANNEER U TELEFONEER IN HIERDIE VERBAND, VRA ASB. VIR

GESONDHEIDSDEPARTEMENT,  
DORPSTRAAT 6,  
KAAPSTAD,.....



TELEPHONE } 788.  
TELEFOON }

P.O. BOX } 628.  
POSBUS }

CITY HEALTH DEPARTMENT  
STADSGESONDHEIDSDEPARTEMENT

H. M. WOLFSOHN,  
M.B., CH.B.; D.P.H.; M.R.SAN.I.;  
MEDICAL OFFICER OF HEALTH  
MEDIËSE GESONDHEIDSBEAMPTTE

STEAD STREET,  
STEADSTRAAT,

KIMBERLEY,

6th July, 1955.

SWW/CvdN.

Miss. M. Horrell,  
Technical Officer,  
S.A. Institute of Race Relations,  
P.O. Box 97,  
JOHANNESBURG.

JULY 8 1955

Dear Madam,

CAREERS OPEN TO AFRICAN HEALTH WORKERS.

In reply to your letter of 21st Ult., I have to advise that this Municipality employs African Health Inspectors on the approved Government Grade of £210x15-375, plus temporary statutory cost of living allowance, there being two posts on the establishment for Africans. One Coloured Health Inspector is on the establishment on the approved grade of £280x20-500, plus temporary cost of living allowance.

This Municipality has also approved the appointment of one Coloured Learner Health Inspector on the grade £140x20-200, plus temporary cost of living allowance and two African Learner Health Inspectors on the grade £140x20-200, plus temporary cost of living allowance.

The qualification required for the Health Inspectors is the R.S.I. (Health) Inspectors Certificate or the B.Sc. (Hygiene) degree. The Learner Health Inspectors must be in possession of the matriculation certificate.

Trusting that this information is of value to you.

Yours faithfully,

MEDICAL OFFICER OF HEALTH.

Z. 14 B.

AC  
Gelieve in u antwoord  
te verwys na  
In reply please quote

No. 8/19/4/1

UNIE VAN  
SUID-AFRIKA.



UNION OF  
SOUTH AFRICA.

KANTOOR VAN DIE—OFFICE OF THE PRINCIPAL,  
FORT COX COLLEGE OF AGRICULTURE,  
P.O. MIDDLEDRIFT.  
5th July, 1955.

Miss Muriel Horrell,  
Technical Officer,  
P.O. Box 97  
Johannesburg

JULY 12 1955

Dear Madam,

Your letter of the 29th June, 1955 refers.

For the information you require I wish to refer you to Fort Hare. It is really a Fort Hare course introduced by them and students qualify from Fort Hare. Once the students leave Fort Cox after their second year we have nothing to do with them anymore.

Yours faithfully,

  
PRINCIPAL.

AC  
**THE EFFICIENCY****CORRESPONDENCE**

JULY 15 1955

## DIRECTORS:

A. A. DE VILLIERS  
G. R. DE VILLIERS  
L. P. R. DE VILLIERS

**COLLEGES**  
(PTY.) LTD.

ESTROMIN HOUSE  
Cor. Simmonds and Pritchard Streets  
JOHANNESBURG

In reply please quote Ref. No.  
HNG/EV/UE(J) 10,753

14th July, 1955.

Miss Cluver,  
Institute of Race Relations,  
Box 97,  
JOHANNESBURG.

Dear Miss Cluver,

With reference to our telephone conversation, we are despatching a copy of our Afrikaans and English College handbooks under separate cover, wherein full information will be found on the different courses conducted by this College.

Natives may enrol for any course except Railway courses, which are intended for employees of the Railway Administration only.

Trusting that you will receive the College handbooks in good order.

Assuring you of our best attention at all times,

We are,

Yours faithfully,  
**EFFICIENCY CORRESPONDENCE COLLEGE.**

*A. Heyensteyn.*  
REGISTRAR.

# Corporation of the City of Durban

TEL. NO. 29331  
 EXTN. 11  
 IN REPLY PLEASE QUOTE  
 REF. NO. S.44/5/2



CITY HEALTH DEPARTMENT  
 GALE STREET  
 DURBAN  
 TELEGRAMS: "CITIELTH"

13th July, 19 55.

P.O. BOX 2443

When Telephoning or calling in connection  
 with this letter, please ask for

Staff Section

JULY 18 1955

ALL CORRESPONDENCE TO BE ADDRESSED TO THE CITY MEDICAL OFFICER OF HEALTH

The Technical Officer,  
 S.A. Institute of Race Relations,  
 P.O. Box 97,  
JOHANNESBURG.

Dear Madam,

With reference to your letter of 21st June, 1955,  
 I append for your information details of graded posts in which  
 suitably qualified Africans are being employed :-

<u>Designation</u>	<u>Salary Scale</u>	<u>Qualifications</u>
Bantu Health Visitor (Female)	£240 x£12 - £300 + C.O.L.A.+Uniform Allow.	General, Midwifery, Public Health Certificates
Bantu Female Nursing Attendant	£200 x£12 - £260 + C.O.L.A.+Uniform Allow.	General, Midwifery Certificates
Bantu Nurse (Female)	£180 x£12 - £240 + C.O.L.A.+ Uniform Allow.	General Nursing Certifi- cate
Bantu Lecturer	£180 x£12 - £240 + C.O.L.A.	Matriculation or recog- nised equivalent
Bantu Health Assist.	£132 x£12 - £204 + C.O.L.A.	Junior Certificate or recognised equivalent
Bantu Lecturer (Junior)	£150 x£12 - £174 + C.O.L.A.	Junior Certificate or recognised equivalent
Health Assistant	£126 x £6 - £150 + C.O.L.A.	Junior Certificate or recognised equivalent
Bantu Clinic Orderly	£84 x £12 - £150 + C.O.L.A.	Junior Certificate or recognised equivalent

Yours faithfully,

G.H. Gunn  
CITY MEDICAL OFFICER OF HEALTH

Telegramadres } „HEALTH”.  
Telegraphic Address }

Alle briewe moet gerig word aan die  
SEKRETARIS VAN GESONDHEID.

All Communications to be addressed to the  
SECRETARY FOR HEALTH.



160 a { **Gesondheid.**  
**Health.**

Vermeld asseblief in u antwoord  
In reply please quote

No. S.53/6/80.

**UNIE VAN SUID-AFRIKA.—UNION OF SOUTH AFRICA.**

**DEPARTEMENT VAN GESONDHEID,  
DEPARTMENT OF HEALTH,**

POSBUS } 386,  
P.O. BOX }

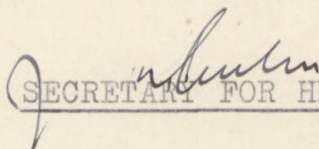
**20 JUL 1955** PRETORIA.

Miss Ann Cluver,  
c/o South African Institute of Race Relations,  
P.O. Box 97,  
JOHANNESBURG.

Madam,

With reference to your recent telephonic conversation with Dr. Clark, I forward herewith, as requested, a list indicating the various posts in this Department to which Natives could be appointed, together with the scales applicable.

I have the honour to be,  
Madam,  
Your obedient servant,

  
SECRETARY FOR HEALTH.

*at minimum of scale.*

R A N K.	<u>SALARY SCALE.</u>	<u>MARRIED</u>	C.O.L.A.	<u>SINGLE.</u>
Nat. Cook (Male)	£72 x 6 - 96 - 108	58		29
Do. (Female)	£48 x 6 - 78.	-		19
Nat. Driver	£96 x 12- 144.	80		40
Native Health Assistant.	£108x 12- 168.	-		44
Nat. Male Health Assistant:	£132x12 - 180x18-216-230x20-270	128		64
Nat. Housemother.	£132x12- 180-198.	-		64
Nat. Interpreter Clerk Grade 11.	£132x12- 180x18-234x24-282	128		64
Nat. Labourer.	Local rates of pay not exceeding £60 per annum (Incl. R <sup>1</sup> . <sup>1</sup> 9)	48		24 (On £60 p.a. )
Nat. Medical Aide	£216x18-234x24-330x30-480 £9.	174		72
Nat. Messenger.	£60 x 6 - 84.	48		24
Nat. Midwife.	£132x12 - 180 x 18-216-230x20-270	-		64
Nat. Assistant.	£108x12 - 156	88		44
Nat. Night Watchman	£66 x 6 - 96.	53		26-10
Nat. Nurse Aide.	£96 (6m). 120 x 12 -144. £108 (6m).	-		40
Nat. Male Nursing Asst.	£96 x 12 - 180.	80		40
Nat. Female Nursing Asst.	£108x 12 - 168.	---		44
Nat. Recorder.	£108x12- 156.	88		44
Nat. Sister.	£290x20 - 350.	---		54
Nat. Staff Nurse.	£180x18-216-230x20-290	---		84
Nat. Store Assistant.	£132x12-150x18-234x24-282 180	128		64



A.C.

N.S. } 284.  
N.A. }

Telegraphic Address } "BANTU".  
Telegramadres

P. O. Box } 384.  
Posbus



No. 1/B/8(2)

UNIE VAN SUID-AFRIKA. — UNION OF SOUTH AFRICA.

DEPARTMENT OF NATIVE AFFAIRS,  
DEPARTEMENT VAN NATURELLESAKE,  
PRETORIA.

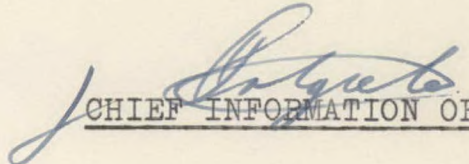
15th October, 1955

OCT 17 1955

Dear Miss Kluver,

With reference to our telephonic conversation I forward a list reflecting the salary scales of the various posts in this Department which can be filled by Bantu.

Yours faithfully,

  
CHIEF INFORMATION OFFICER.

The Institute of Race Relations,  
P.O. Box 97,  
JOHANNESBURG.

\ Nat. Clerk. gr. I.	£306-330x30-540
\ Nat. Cler, gr. II.	£156x12-180x18-234x24-330x30-420
\ Nat. Int. Clerk. gr. I.	£180x18-234x24-330x30-420.
\ Nat. Int. Clerk. gr. II	£132x12-180x18-234x24-282.
\ Nat. Instructor	£156x12-180x18-234x24-330x30-420
\ Nat. Male typist.	£132x12-180x18-234x24-282
\ Nat. Loc <sup>l</sup> Clerk	£132x12-180x18-234x24-282
\ Nat. Liaison Assist.	£306-330x30-540
\ Nat. Board/H/master	£120x12-180
\ Nat. Translator	£540x30-690
\ Nat. Storekeeper	£156x12-180x18-234x24-330x30-420
\ Nat. Assist. Gr. I.	£108 x 12 - 156
\ Assist. Nat. Translator	£306 - 330 x 30 - 540.
( Nat. Assist. gr. II.	£96 x 12 -144 )
\ Nat. Head Messenger	£132x12-180x18-234x24-282
\ Nat. Inform. Officer.	£306x330x30-540 or 540x30-690.
Nat. Recorder	£108x12-156.
Nat. Depot Attd.	£72 x 6 - 96 - 108
Nat. Messenger	£60 x 6 - 84
<del>Nat. Messenger</del>	<del>£60 x 6 - 84</del>
<del>Nat. Board Housemaster</del>	<del>£120 x 12 - 180.</del>
Nat. Fem. attend.	£24. p.a. (fixed)
? Nat. Storeboy	£45 - 48 x 6 - 72 ?
Nat. Cleaner	£60 - 66
<del>Nat. Cleaner</del>	<del>£60 - 66</del>
Nat. Cleaner messenger	£48 x 6 - 78
Coloured Constable	£120 x 15 - 240 - 260
Nat. Sgt. Class I.	£168-180x15-210
Nat. Sgt. Class II.	£132 x 12 - 168
Nat. Const.	£96 x 12 - 132
Nat. Const. (Justice)	£96 x 12 - 132.
Nat. Police guard	£30x3-48x6-72 N.A.
Nat. Int. (Caprivi)	£72x6-96x12-108
Loc. Sergeant	£96 x 12 - 132
Loc. Constable	£72 x 6 - 96 - 108
Temp. Nat. Clerk Reg. Births & Deaths }	£96 x 12 - 168
Nat. Agric. Assist. gr. I	£144x12-180x18-234x24-330-360
Nat. Agric. Assist. gr. II.	£132x12-180x18-234x24-282
Nat. Agric. Foreman	£96 x 12 - 168
Nat. Field Assist.	£72 x 6 - 96 - 108
Native Field Assist.	£45 - 48 x 6 - 72
Sen. Nat. Ranger	£72 x 6 - 96 - 108
Nat. Ranger	£45 - 48 x 6 - 72

Temp. Nat. Ranger		£45 - 48 x 6 - 72
Assist. Nat. Eng. Foreman		£102 x 12 - 180
Nat. Eng. Assist.		£96 x 12 - 168
Nat. Driver		£96 x 12 - 144
✓ Nat. Meals sup. (male)		£120 x 9 - 255
Warden (Nat.)	Tvl.	local rates
Cook (Native)		do
Assist. Cook (nat.)		do
Engine room (Nat.)		do
Night Watchman		£60 <del>fixed</del> <sup>fixed</sup> <del>assessor?</del>
Servant		do
Labourer		do
Nat. Cleaner		do
Principal assist.		Teachers scale & prin. allca.
? Caretaker		(£410 - 184 p.a.) £21 fixed.
Part-time cleaner		£65 - 150
Sewing mist.		£12. p.a.
Caretaker		£42 x 6 - 90
Handyman		£42 x 6 - 90
Nat. Supervisors		Teachers salary & allowance of £96
✓ Nat. Meals Superviros (male)		£138 x 9 - 273
<del>Nat. Meals Supervisor do</del>		<del>£120 x 9 - 225</del>
✓ Nat. Librarian		£198 x 12 - 378
Kitchen assist. Cook (Fem)		£36 x 6 - 78

A. NATIVES - AGRICULTURAL DEMONSTRATORS.

Salaries

1. Agricultural Assistant Grde. I.

£144 x 12 - 180 x 18 - 234 x 24 - £360.

2. Agricultural Assistant Grde II.

£132 x 12 - 180 x 18 - 234 x 24 - £282

3. Agricultural Foreman.

£96 x 12 - 168

B. Engineering Assistant.

£96 x 12 - £168.

D/E/3/3/AC/ALW.

2nd. November, 1955.

The Secretary of Native Affairs,  
Staff Section,  
P.O. Box 384,  
PRETORIA.

Dear Sir,

The Institute is at present investigating the careers open to Africans. We have a list of the posts available in the Native Affairs Department and would very much like to know something more about these posts, especially what the present qualifications are for each post and how many posts there are in each category.

The posts which are of particular interest to us are the following:-

Native Translator and Assistant Translator.  
Native Information Officer.  
Clerk Grade I and II.  
Native Liaison assistant.  
Interpreter Clerk Grades I and II.  
Native Instructor.  
Native Male Typist.  
Location Clerk.  
Head Messenger.  
Native Recorder.  
Native Assistants Grades I and II.  
Librarian.  
Storekeeper.  
Caretaker.  
Native Meals Supervisor.  
Board Housemaster.  
Principal Assistant.

We/. .....

We would be very grateful if you could help us in this way.

Yours faithfully,

Quintin Whyte.  
Director.



Tel. 26421 - 140 UNION OF SOUTH AFRICA.-UNIE VAN SUID-AFRIKA.

DEPARTMENT OF NATIVE AFFAIRS,  
DEPARTEMENT VAN NATURELLESAKE,  
PRETORIA.

*will you draft a  
letter for Mr. Whyte's  
signature please?*

195

- 6-12-1955

The Director,  
South African Institute of Race Relations,  
Transvalia Building,  
21 Stiemens Street,  
Braamfontein,  
JOHANNESBURG.

DEC 9 1955

Sir,

With reference to your minute no. D/E/3/3/AC/ALU dated the 2nd of November, 1955, I forward the following particulars in respect of the posts mentioned hereunder:-

<u>Name of post.</u>	<u>Qualifications.</u>	<u>Salary Scale.</u>	<u>No. of Posts.</u>
Native Translator.	Matric.	£540x30-690.	0.
Asst. Nat. Translator.	Matric.	£306-330x30-540.	5
Nat. Information Officer.	Matric.	£306-330x30-540.	6
Native Clerk Gr. I.	Matric.	£306-330x30-540.	34
Native Clerk Gr. II.	Matric.	£156x12-180x18-234x24-330x30-420.	202
Native Liaison Assistant.	Bilingual.	£306-330x30-540.	4
Nat. Interpreter Gr. I.	Junior Cert.	£180x18-234x24-330x30-420.	34
Nat. Interpreter Gr. II.	Junior Cert.	£132x12-180x18-234x24-282.	149
Native Instructor.	Junior Cert. and Agric. Dip.	£156x12-180x18-234x24-330x30-420.	4
Nat. Male Typist.	None. Must be able to type.	£132x12-180x18-234x24-282.	14
Head Messenger.	None. Bilingual.	£132x12-180x18-234x24-282.	1
Native Recorder.	None. Bilingual.	£180x12-156.	188
Nat. Assistant Gr. I.	Junior Cert.	£108x12-156.	6
Nat. Assistant Gr. II.	Junior Cert.	£96x12-144.	15
Nat. Storekeeper.	Std. 7 or 8.	£132x12-180x18-234x24-330x30-420.	1
Caretaker.	None.	Local rates.	*

\* Number of posts not determined. Appointments according to necessity.

Yours faithfully,

*[Signature]*  
SECRETARY FOR NATIVE AFFAIRS.

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