

(ii.) *Office Work and Relief Work.*

Business methods in social work.  
 Correspondence and indexing.  
 The keeping of simple accounts.  
 The use of case papers.  
 How to use existing agencies.  
 Principles of decision.

(iii.) *Educational and Recreational Work.* This includes attendance for two terms in some recognised class or club and the necessary work and study in connection with its organisation.

(iv.) *Voluntary Work in connection with Civic Agencies, e.g.* Visiting in connection with the Juvenile Advisory Committees, and for the Care Committee of the Education Committee; work in connection with the open-air school.

(v.) *Mothers' School and Infant Welfare Work.*

(vi.) *Industrial Welfare Work.*

(vii.) *Play Centre Organisation under the Board of Education.*

Application for any of the above facilities should be made directly to Miss Hilda Cashmore (at the Settlement), from whom further particulars may be obtained.