

Where there is a large number of Women's Division personnel at a station, a woman counsellor will be stationed there, and a woman will be attached to each command. Women officers will circulate among stations where there is a small number of W.D.'s.

The rank for the established position of personnel counsellor is flight lieutenant.

TECHNIQUE
OF
COUNSELLING

Personnel counsellors are trained in scientific methods for assessing abilities and aptitudes and in counselling methods for analysing information concerning interests, intentions and background. They are provided with information concerning occupations and trades and the legislation applying to employment, as well as Canada's rehabilitation opportunities. Continuing advice and information are supplied to them by the directorate of personnel selection and manning in Ottawa. The tools of their trade include charts for every type of air force training, by which they can measure a man's capabilities; charts which describe vocational opportunities for each given assortment of capabilities; and booklets describing the training and education needed for each type of job chosen, as well as its opportunities in regard to pay and benefits, working conditions, chances for promotion and competition.

As a specific example, here are the qualities listed for men who have learned aero-engine mechanics during their air force training:

Skills acquired: The use and care of a great variety of hand tools, machine tools and shop equipment; measuring, marking and general layout work; all types of bench work; the use of measuring tools and instruments; heat treating and testing metals; hard and soft soldering, sweating and brazing; engine assembly, installation and overhaul; fitting, shaping and bending metals.

Knowledge of: Principles of internal combustion engines; first aid; shop mathematics; properties of workshop materials, metals and alloys; workshop methods; precision measurement and marking; oil and fuel rating; fire prevention.

Improved personal assets: Thoroughness and dependability; patience and self-control; willingness and co-operation; orderly and methodical working habits; sense of responsibility; ability to organize work.

To these assets, the aero-engine mechanic who is seeking to prepare himself for a post-war job may add his ratings on the two basic R.C.A.F. tests which assess his ability to learn and his mechanical aptitudes. The personnel counsellor and the man himself then decide which of the three major groups he fits into - professional, vocational or skilled. (It is pointed out that the nature of air force selection and duties makes the unskilled man or woman almost unknown in the R.C.A.F.).

Under each of the headings - professional, vocational and skilled - there are three more groups, this time of types of jobs. They are those requiring outstanding mechanical aptitude; those requiring high mechanical aptitude, and those requiring some mechanical aptitude.

By this time the air force mechanic has eliminated eight of nine possible fields of activity. Within the ninth there is still a number of choices, and these he discusses with the personnel counsellor. He is advised of the opportunities and advantages of each kind of job within that field, and of the things he can do for himself while he is still in the air force to make him a very probable candidate for the job, instead of merely a possible one. The principle implied is that "if you take a course and come within the top 10, no matter how crowded the field is, you will be needed. If you come within the bottom 10, no matter how badly men are needed in that field, you won't be needed."