

HISTORY

CHOICE OF CAREERS

NEW SERIES No. 53



CENTRAL YOUTH EMPLOYMENT EXECUTIVE

6<sup>D</sup> NET

HER MAJESTY'S STATIONERY OFFICE

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## PREFACE

THE booklets in this series are being prepared in consultation with the Ministry of Education, the Scottish Education Department, and the Ministry of Labour and National Service. Other Government Departments and representatives of industry, commerce and the professions are also co-operating. The booklets are issued by the Central Youth Employment Executive. They contain general information which, with the advice available locally from the Youth Employment Service, should help boys and girls to choose suitable forms of employment. They are being written primarily for boys and girls, but many will also serve the needs of older persons, and they will, in addition, be of interest to parents, teachers and others concerned with the careers of young people.

Each booklet describes the main features and practices of a profession, industry, craft or service. It also provides information about methods of recruitment and training, conditions of employment (including wages and hours of work), facilities for further education, and the prospects before the young worker. (*Note:* Information given as to cost of training does not include maintenance during training, unless this is specifically stated.)

Copies of booklets are obtainable from H.M. Stationery Office at the following addresses: York House, Kingsway, London, W.C.2; 423 Oxford Street, London, W.1; (Post orders: P.O. Box 569, London, S.E.1); 13a Castle Street, Edinburgh, 2; 39 King Street, Manchester, 2; 2 Edmund Street, Birmingham, 3; 1 St. Andrew's Crescent, Cardiff; Tower Lane, Bristol, 1; 80 Chichester Street, Belfast; or through any bookseller.

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AND THE CENTRAL OFFICE OF INFORMATION

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CHAPTER ONE



INTRODUCTION



FROM EARLIEST TIMES people have realized that suitable occupation is necessary for a healthy life. Occupation as a form of treatment for the mentally sick was used as long ago as 2000 B.C., when the Egyptians had temples where people suffering from acute depression or 'melancholia' lived and spent their time in games and other recreations.

In mental hospitals occupational treatment, or 'therapy', has been used for a considerable time, and within about the last twenty-five years its value in assisting recovery from all kinds of illness, both mental and physical, has been increasingly recognized. It helps to re-educate, through work that is interesting in itself, physical or mental functions which have been impaired by illness or injury. It is also a means of preventing boredom and of keeping a patient mentally alert during a long illness.

Before 1930, when the first training school was started, treatment was provided mainly by craft workers who had received no training in the medical side of the work. Increasing recognition of the value of the treatment led to the establishment of more schools and in 1936 the Association of Occupational Therapists was formed. This Association covers England and Wales and its present headquarters is at 251 Brompton Road, London, S.W.5. Scotland has a separate organization, the Scottish Association of Occupational Therapists, with headquarters at ~~6 Bedford Mews, Edinburgh.~~

Occupational treatment is prescribed by doctors, and the patients are advised and instructed by occupational therapists who work in co-operation with nurses, physiotherapists, and other members of the hospital staff. They work chiefly in Occupational Therapy Departments attached to general and special hospitals dealing with physical disorders, and to mental hospitals and sanatoria. Both men and women are employed as occupational therapists. The examples given in this booklet describe a woman therapist at work, but men in the profession do the same work and use the same methods.

## THE OCCUPATIONAL THERAPIST

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THIS booklet describes one of a group of services which are auxiliary to the medical profession. The members of these services, with the medical and nursing staff of hospitals, clinics and schools, work as a team in the prevention of disease and the maintenance and restoration of health; members of several services may take part in the treatment of an individual patient, and their work is carefully co-ordinated by the doctor in charge of the patient.

Radiographers, physiotherapists, occupational therapists, speech therapists, chiroprodists, opticians and orthoptists work, in the main, directly with the patient. The work therefore calls for similar qualities of personality and temperament. All these services are also likely to appeal to entrants who have been interested in scientific subjects at school. Similar considerations are true of the dietitian whose work is described in booklet No. 13 in the 'Choice of Careers' series on *Domestic Science and Dietetics*.

Medical laboratory technology is another career offering scope for scientific interests and ability, and for a desire to help people by using this ability in the health services. For the hospital almoner and the psychiatric social worker, whose background training is in the social sciences rather than the natural sciences and is taken at a university, sympathetic interest in individual people is essential.

Readers of this booklet, therefore, may also be interested to read about the other services mentioned, to help them to decide which of these careers attracts them most and which would be most suitable for them. Booklets in the 'Choice of Careers' series are available, or are in preparation, describing the work and training of members of these services except hospital almoners and psychiatric social workers; these last two are covered in a pamphlet on *Social Work*, No. 39 in the 'Careers for Men and Women' series issued by the Ministry of Labour and National Service.



however, also depends on the potential capabilities and interests of individual patients, and may therefore vary even when they have identical injuries. The occupational therapist may, for instance, advise woodwork, involving plenty of sawing and planing, for one patient who needs shoulder movement, and weaving on a large loom for another; both crafts exercise the shoulder and each will satisfy the individual patient's interests and abilities.

The more knowledge the occupational therapist has of occupations and crafts, the easier it is for her to provide variety and interest. In her training in England she gains an advanced knowledge of two basic crafts, such as carpentry and needlework, and a good grounding in eight other crafts, such as leatherwork, pottery, rug making, weaving, toy making, basketry, stool seating and metal work. In Scotland students learn a large variety of crafts, no stress being laid on any particular one. The therapist must be able to adapt these, and others which she will probably learn later, to suit individual requirements, even devising special apparatus if necessary.

#### **Giving Treatment in the Occupational Therapy Department**

The occupational therapy department contains equipment such as weaving looms of various sizes, lathes for wood and metal work, sewing-machines and so on. In large hospitals there may be separate rooms for light and heavy crafts, and perhaps special sections for modelling and pottery work.

Once the treatment has been planned for a new patient, the occupational therapist arranges the times for him to come to her department—either from the hospital ward, or from home if he is an outpatient—and the duration of his visits. Some patients stay only a short time on the first day, working up to periods of an hour, or a whole morning or afternoon, as their condition improves.

Quite a large proportion of the occupational therapist's time is given to instructing new patients in the crafts they are going to do. Some learn quickly and become very interested; others find it difficult to learn and need more help. All the patients are encouraged not only to finish whatever work they start but also to create something really worth while.

Each occupational therapist in a department may have as many as twenty patients coming under her care each day, all at different stages in their work and their recovery. Every patient must be watched carefully to see that he is using the correct movements in his work, and that he is not showing signs of fatigue or pain. Any special signs are reported to the doctor. As the patient improves, the occupational therapist considers what work he will be doing when

## CHAPTER TWO



# DAY-TO-DAY WORK IN A GENERAL HOSPITAL



### The First Interview

THE OCCUPATIONAL THERAPIST receives a report from the doctor on each patient whom she is to treat. This gives her the history and diagnosis of the illness or accident, and explains the purpose of the treatment. Sometimes a definite form of treatment is prescribed by the doctor, but often it is left to the therapist to plan the most suitable work.

Her first interview with a new patient is most important, for it is then that she begins to establish a friendly relationship and to gain his confidence and co-operation. At this interview she tries to find out something about the patient's home life and hobbies, and more particularly his work, for these factors influence her choice of treatment. Some patients may be convinced that occupational therapy is useless for them, and it is part of the therapist's job to explain how the work she suggests will help them to recover, and to convince them that it is a real part of their treatment.

### Choosing the Right Occupation

Almost any kind of occupation, ranging from digging a garden to painting pictures, may be prescribed; handicrafts are most often used as they are fairly easy to teach, do not require elaborate equipment, and can be adapted to suit individual patients.

Many of the patients in hospitals dealing with physical disabilities require specific movements to make disabled limbs work normally again. In the treatment of these patients the occupational therapist must, therefore, apply the knowledge of the bones and muscles of the human body, how they work, and the diseases and injuries affecting them, which she has gained from lectures on anatomy and physiology that form part of her training. She must know which muscles are used in each particular craft or occupation, so that she can choose one which automatically makes the patient exercise the muscles or joints that need re-educating. For instance, for someone who has had a fracture of the wrist she might suggest rug weaving or basketry, which would require plenty of wrist movement. Choice of occupation,



## CHAPTER THREE



# TREATING CASES OF MENTAL DISORDERS



THE BASIC day-to-day work in the occupational therapy department of a mental hospital is much the same as in a general hospital, but occupational therapy is prescribed for a very much greater proportion of the patients. Most of the patients recover, but some are chronic cases and may spend the rest of their lives in hospital.

The occupational therapist's aim is to help to readjust the patient's abnormal outlook and behaviour by re-educating those functions of the mind which are not working normally or are not working at all. It is necessary, therefore, for the therapist to have a knowledge both of the normal functions of the mind and of the mental illnesses which affect it; the lectures on applied psychology, psychopathology and psychiatry that she attends during her training help her to gain this understanding.

The doctor indicates which symptoms require treatment, and the occupational therapist plans the best method in each individual case. Many of the patients require constant individual attention, and some have to be shown several times how to do quite simple tasks. The occupational therapist needs to be prepared for set-backs: there may be refusals to work, or outbursts of temper or hysteria, but she must always persevere until she gains the confidence and co-operation of her patient. It is sometimes necessary for the occupational therapist to change the treatment several times before she finds the most helpful one.

In large mental hospitals there is a team of occupational therapists, and treatment in the department is only one aspect of the work. The occupational therapist may hold ward classes in handicrafts, or visit the wards to suggest occupations and provide materials, leaving the ward nurses to help the patients when she is not there.

The occupational therapist does not always find that craft work is the best treatment for every patient. Many prefer to do 'real' work; this can include keeping the wards clean and tidy, working in the flower and vegetable gardens, and helping in the hospital kitchen and laundry.

Many of the patients benefit from recreational activities such as



he returns to his normal working life, and tries to adjust his treatment accordingly. For instance, a patient whose job is heavy manual work must re-acustom himself to being on his feet all day, and have his work graduated until he is eventually using the muscles he uses in his everyday life.

In many of the larger departments, technicians are employed. The technicians are specialists in their own particular crafts, such as woodwork or engineering, and they work in close co-operation with the occupational therapist in charge of the department.

#### **Record Keeping**

Part of the therapist's time is spent in keeping records of each patient. These include the hours of attendance at the centre, the type of treatment prescribed, and a weekly report on the patient's general progress. The report includes any special points noticed in the patient's physical and mental condition; this information may help the doctor.

The occupational therapist who works single-handed, or the head therapist where several are employed, keeps account of her expendable stores and orders new apparatus and materials. Although her primary object is to see that the best treatment is given to individual patients, useful articles are often produced which may be sold to help cover the cost of materials. She may arrange special sales of completed work for this purpose.

## CHAPTER FOUR



### OTHER BRANCHES OF OCCUPATIONAL THERAPY



#### Work with Elderly and Chronic Patients

SOME HOSPITALS specialize in 'geriatric' work—the study and treatment of illness in the aged—or in the treatment of the 'chronic sick' who are unlikely to recover fully; general hospitals may have special wards for these purposes. Patients who can be out of bed may spend part of the day in the occupational therapy room. Much of the occupational therapist's time, however, will be spent in the wards, where handicrafts must be adapted to enable people to do them in bed. Weaving on very light looms, embroidery, drawing and painting are some of the occupations that may be used, but in choosing the work and the materials, the occupational therapist has to bear in mind that elderly patients may have shaky hands or poor eyesight. She visits the wards daily with fresh supplies of material and assists patients where necessary.

#### Work in Sanatoria

In sanatoria, occupational therapy is used as a means of diversion and relaxation during long periods of convalescence and often as the first step in retraining a patient for a new job. The occupational therapist has time to get to know her patients well, and their stay in the sanatorium can provide a great opportunity for learning. She teaches handicrafts of the kinds used in general hospitals but she may also arrange with outside bodies, such as the Local Education Authorities, for classes to be held in subjects such as typing and shorthand, languages, first-aid and home nursing. There is a considerable amount of social activity which may occupy some of her evenings.

#### Mobile Units

A fairly recent development of occupational therapy in some areas is the mobile unit, which provides treatment for people who are home-bound because of long-term illnesses such as tuberculosis, or chronic illnesses such as arthritis or heart disease. The occupational therapist is usually in charge of a particular area and it is necessary

country dancing and physical exercises, and the occupational therapist often includes these in her programme. Social activities also play a large part in the life of a mental hospital; although these may not be the responsibility of the occupational therapy department, the therapists may assist in organizing concerts and socials, and may give up an evening each week for this purpose.

The results of occupational treatment may seem less encouraging with chronic mental patients, but organized activity may at least prevent their condition from worsening, and there is always the possibility of improvement. For these patients the therapist may hold classes in the wards in simple rug making or needlework, or she may employ the patients in preparing materials for other departments.



## CHAPTER FIVE



### PERSONAL QUALITIES



THE OCCUPATIONAL THERAPIST spends most of the working day with people of all types and ages, and from all walks of life. It is essential, therefore, that those wishing to enter this profession should have a strong liking for and interest in people, and be able to get on well with them. They must also have the ability to arouse and maintain a patient's interest and confidence in the treatment suggested for him, and to be tactful, patient and sympathetic when occasion demands. Readers will have seen that patience and perseverance are often especially necessary in the treatment of mental cases, or with old people whose interest may be difficult to stimulate; it is also particularly necessary that anyone who works with mental patients should have a well-balanced outlook and plenty of common sense. Work with long-term cases in geriatric or chronic-sick departments or in sanatoria may appeal especially to the therapist who likes to get to know one group of patients really well.

Good powers of observation are necessary not only of how people live and the kinds of jobs they do, so that correct treatment can be prescribed to assist them back to their normal way of living, but also of individual patients to assess their progress and to give useful information to the doctor.

As the work requires some knowledge of medical subjects it is necessary for prospective students to have a scientific outlook and to have shown some ability in science subjects. They should also be artistic and be able to learn craft work easily; ingenuity is sometimes needed in applying their knowledge of crafts and improvising the right treatment for individual patients. The therapist who is responsible for running a department and looking after its finances needs organizing ability and a certain degree of business sense.

for her to drive a car as she will have to travel most days, sometimes in remote country districts. She tries to visit all her patients each week, to assist them in the craft they are learning and to take fresh materials.

For patients who are unable to return to their original employment, the occupational therapist may suggest suitable work to be done at home which may lead to a new job later. She co-operates with the County Welfare Officer, who can arrange for special training once the patient has recovered.

One day a week is usually spent in the office preparing work, checking and ordering materials, and arranging for the sale of finished articles. The occupational therapist may also visit chest clinics and doctors to gain and give information about patients.

#### **Recent Trends**

An important development in occupational therapy is the treatment of the permanently disabled and of those who through injury may have difficulty in adjusting themselves to the everyday things of life, such as dressing themselves or preparing meals.

The occupational therapist may visit such patients in their homes to give practical help and training. In some cases, for instance, she may suggest a re-planning of a kitchen for a disabled housewife; in others adaptation of utensils or equipment is sufficient to allow the patient eventually to carry on with her normal duties.

It is advisable to make application well in advance as most schools have waiting lists.

During training, lectures are given by doctors on anatomy, physiology, psychiatry, and medical, surgical and mental diseases and disorders; the theory of occupational therapy is studied, including analyses of occupations, departmental management, and record keeping; and the practice and teaching of various crafts, recreational and therapeutic activities are learned.

Part of the training course is spent in practical work at various types of hospitals, where students are supervised by a qualified occupational therapist.

A preliminary examination is taken after about a year's training, in the following subjects:

- |                |                |
|----------------|----------------|
| (1) Anatomy    | (3) Psychology |
| (2) Physiology | (4) First-aid. |

The final examination is taken at the end of training, and candidates entering for the Dual diploma must take papers in the following subjects:

- (1) Departmental management
- (2) General medicine and surgery
- (3) Applied psychology
- (4) Psychopathology
- (5) Psychiatry
- (6) Occupational therapy applied to psychiatric conditions
- (7) Advanced anatomy and physiology
- (8) Physical medicine and orthopaedics
- (9) Occupational therapy applied to physical conditions.

Candidates entering for the Psychological diploma only take subjects (1) to (6).

Candidates entering for the Physical diploma only take subjects (1) to (3) and (7) to (9).

There is also an oral examination on the application of occupational therapy and a practical examination for which candidates must submit samples of their work in two basic and eight minor crafts and give practical craft demonstrations.

Preliminary and Final Examinations are held in June/July and November/December each year, the fees being:

	£	s.	d.
Preliminary Examination . . . . .	3	3	0
Final Examination (dual qualification) . . . . .	12	12	0
Final Examination (single qualification) . . . . .	9	9	0

The fees for the course of training range from £60 to 257 guineas according to the school attended. To this must be added the cost of books, craft materials, uniform and examination fees. Most schools



## CHAPTER SIX



# EDUCATIONAL QUALIFICATIONS AND PROFESSIONAL TRAINING



### Preliminary Qualifications

THE GENERAL standard of education required for admission to a training school in England is a good School Leaving Certificate or the General Certificate of Education. It is recommended by the Association that passes are desirable in at least five subjects at Ordinary Level, including:

- (1) a science
- (2) a fine arts or crafts subject
- (3) English or English literature or history.

For older candidates evidence of work or study which would be useful in occupational therapy work may be accepted as sufficient preliminary qualification.

Candidates are not accepted for training before the age of 18, and if they are leaving school at 16 they may take up activities such as part-time hospital or social club work which brings them into contact with different types of people. A period of employment in a factory would be very valuable in helping the candidate to understand patients' working conditions. A course at an Art School, or secretarial training, would also be useful.

In Scotland applicants are not accepted for training before the age of 18, and must have passed a recognized preliminary examination in general education such as the Scottish Higher Leaving Certificate.

### Training in England and Wales

Training is given at the schools shown in the Appendix to this booklet. The length of the course varies at individual schools from two-and-a-half years to three-and-a-quarter years, and also depends upon whether the student intends to take the Dual (Physical and Psychological) Diploma of the Association of Occupational Therapists, or to specialize in one branch only.

A candidate for acceptance by a training school is required to attend a personal interview and in some cases to pass an entrance examination; the first three months at the school are probationary.

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## CHAPTER SEVEN



### OPENINGS AND SALARIES



AT THE END of training the student can apply for a job as assistant occupational therapist in a general, orthopaedic, tuberculosis or mental hospital, according to her qualifications and preferences. Many like to change after a year or two in order to obtain as wide experience as possible. After several years' experience they can apply for posts as senior therapists, or as single-handed therapists in smaller hospitals. Head occupational therapists are in charge of large departments.

Although this profession is a comparatively new one it is rapidly becoming acknowledged as a valuable medical auxiliary service, and there are possibilities of new departments opening in hospitals both at home and overseas. Prisons and remand homes are also beginning to employ occupational therapists.

Welfare Departments of Local Authorities are becoming increasingly aware of the need for care and after-care of the sick and disabled, either in special homes or in the patients' own homes. There are also voluntary organizations for the severely handicapped. In each case there are openings for occupational therapists.

The salary scales are those recommended by the Joint Negotiating Committee (Hospital Staffs) and revised by the Professional and Technical Whitley Council 'A', and are as follows:

Occupational Therapist . . . . .	£400 x £15—£475
Senior or Single-handed Occupational Therapist with not less than three years' experience . . . . .	£455 x £15—£515
Head Occupational Therapist in charge of two or three Occupational Thera- pists in the basic grade (after this the salary increases according to the number of staff, the maximum salary being £590 x £20—£690 when in charge of 14 or more) . . . . .	£470 x £15—£530

An additional payment of £20 per annum is made to holders of the Dual qualification of the Association of Occupational Therapists. In hospitals in the London area all scales are supplemented by £20 per annum.

have hostel accommodation for junior students, for which a weekly charge is made.

In certain cases it is possible to obtain training grants from the Local Education Authority, and some schools offer scholarships.

### **Training in Scotland**

The training school in Scotland is in the Astley Ainslie Hospital in Edinburgh and candidates work for the diploma issued by the Board of Management of the Edinburgh Convalescent Hospitals Group, Edinburgh, by authority of the Secretary of State for Scotland. The course commences each October and lasts two-and-a-half years. Basically the syllabus is similar to that of the English schools, but all students take the physical and the psychological sections.

During the first year, lectures are given by University lecturers on anatomy, physiology and psychology and there is also a course of lectures on posture and movement. In the second year courses in medicine, surgery and psychiatry are given. In both years students receive instruction in therapeutic activities (which include craft work and recreation), and the theory of occupational therapy, which covers the application of each occupation to various medical conditions, care and adaptation of equipment, the organization and management of a department, and record keeping. Throughout the second year students have experience in working with different types of patients in a number of Edinburgh hospitals, under qualified therapists; the final six months are spent working full time in occupational therapy departments of mental and general hospitals in Scotland.

Final examinations, written and oral, are held at the end of the first year in anatomy and physiology and psychology, and at the end of the second year in medicine, surgery, psychiatry and the theory of occupational therapy. Examinations in craft work take place in June of each year.

There is a probationary period of three months at the beginning of the course, during which the aptitude of each student for this type of work is assessed.

The fee for the course is at present £150, which covers all craft materials. Books, examination fees and uniform must be paid for in addition. The fee for each of the two qualifying examinations is £3 3s. 0d.

Accommodation is available for a limited number of students in a hostel not far from the training centre.



## CHOICE OF CAREERS

### Architecture, Building

ARCHITECT (16)	1s.
BUILDING (2)	1s.
BRICKLAYER (24)	1s.
CARPENTER AND JOINER (25)	1s. 3d.
FLOOR AND WALL TILER (7)	4d.
GLAZIER (30)	1s.
HOUSE PAINTER AND DECORATOR (27)	9d.
MASTIC ASPHALT SPREADER (43)	9d.
PLASTERING (14)	9d.
PLUMBER (17)	1s.
STONEMASONRY (8)	6d.

### Engineering

BLACKSMITH (36)	1s. 3d.
COPPERSMITH (42)	1s. 3d.
FOUNDRY INDUSTRY (19)	1s. 3d.
FOUNDRY CRAFTSMEN: THE MOULDER (20)	9d.
FOUNDRY CRAFTSMEN: THE PATTERNMAKER (21)	9d.
WELDER AND CUTTER (37)	1s.

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DRESSMAKING (9)	1s.
WHOLESALE CLOTHING MANUFACTURE: THE CLOTHING FACTORY (11)	1s.
WHOLESALE CLOTHING MANUFACTURE: THE CUTTER (12)	6d.

### Coalmining

COALMINING INDUSTRY (39)	1s. 3d.
COALMINING: MANAGERIAL AND TECHNICAL POSTS (40)	1s.

### Domestic Science & Catering

DOMESTIC SCIENCE AND DIETETICS (13)	1s.
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MANAGEMENT IN THE HOTEL AND CATERING INDUSTRY (15)	9d.

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PRINTING: COMPOSING ROOM CRAFTS (46)	1s. 3d.
PRINTING: MACHINE ROOM WORKERS (47)	1s. 3d.
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WOOLLEN AND WORSTED CLOTH MANUFACTURE (22)	1s.
WOOLLEN AND WORSTED YARN MANUFACTURE (23)	1s. 3d.

### Other Industries & Crafts

FURNITURE MANUFACTURE (38)	1s. 3d.
POTTERY (6)	1s.
WOOD SAWYER AND WOODCUTTING MACHINIST (18)	1s.

### Medical Auxiliary Services

MEDICAL LABORATORY TECHNICIAN (57)	6d.
OCCUPATIONAL THERAPIST (53)	6d.
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RADIOGRAPHER (41)	9d.
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LAW: BARRISTERS AND SOLICITORS (26)	1s.
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LOCAL GOVERNMENT (28)	1s. 3d.

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Postage 1½d. extra on single copies and according to weight on larger orders.

## APPENDIX



### TRAINING SCHOOLS



Chertsey	Botley's Park Hospital, Chertsey, Surrey.
Derby	*School of Occupational Therapy, 29 Hartington Street, Derby.
Exeter	*St. Loyes School of Occupational Therapy, Newstead, Matford Avenue, Exeter, Devon.
Liverpool	Liverpool School of Occupational Therapy, Victoria Road, Huyton, Nr. Liverpool.
London	*The Occupational Therapy Centre, 14 Merton Rise, London, N.W.3.
Northampton	*The School of Occupational Therapy, St. Andrew's Hospital, Northampton.
Oxford	The Dorset House School of Occupational Therapy, The Churchill Hospital, Oxford.

\* Men students taken.



*This booklet has tried to show you something of the work of an occupational therapist, and the qualities and training required. Do you feel that you may have the right abilities and could make an interesting and successful career in occupational therapy? Further information and advice can always be obtained locally through the officers of the Youth Employment Service, or if you have left school and are over 18, from the Nursing Appointments Offices of the Ministry of Labour and National Service. The officers of these services should also be consulted if there is any doubt whether the information given in this booklet, correct at the time of publication, is still up to date. New titles will constantly be added to the list of booklets in the 'Choice of Careers' series given opposite. Pamphlets on professions not yet covered in the 'Choice of Careers' series are available in the 'Careers for Men and Women' series prepared by the Ministry of Labour and National Service; copies are obtainable from H.M. Stationery Office at the addresses given in the Preface to this booklet or through any bookseller. Summarized information is given in the Ministry's Careers Guide: Opportunities in the Professions and in Business Management, price 3s. 6d. (by post 3s. 8d).*

16 (ult.)

16 pages

## WHERE TO GO FOR ADVICE

If you are under eighteen years of age and would like further advice about a career you should call on your Youth Employment Officer. He will be glad to help you and your parents to reach a decision about your career, or to try to find the right opening if you have already made up your mind.

If you are over eighteen years of age and are seeking advice about a career of a professional, administrative, managerial or executive character, you should get into touch with the Careers Officer at one of the Appointments Offices or Employment Exchanges of the Ministry of Labour and National Service listed below, whichever is nearest your home.

Professionally qualified members of the staff of the Technical and Scientific Register of the Appointments Department are also available to give advice on the careers of engineer, scientist, architect, land agent, surveyor or valuer.

London Appointments Office		1-6 Tavistock Square, W.C.1. <i>Euston 4383</i>
Northern	„	Aytoun Street, Manchester, 1. <i>Central 4433</i>
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Bristol Employment Exchange		Nelson Street, Bristol, 1. <i>Bristol 21051</i>
Birmingham	„	Staniforth Street, Corporation Street, Birmingham, 4. <i>Aston Cross 5541</i>
Nottingham	„	Castle Boulevard, Nottingham. <i>Nottingham 44545</i>
Leeds	„	Eastgate, Leeds, 2. <i>Leeds 28081</i>
Newcastle upon Tyne	„	Prudhoe Street, Newcastle upon Tyne. <i>Newcastle upon Tyne 26131</i>
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