

AUSTRALIA - New South Wales

ARMIDALE COLLEGE OF ADVANCED EDUCATION

The college has been teaching by correspondence since 1970 and does so under the auspices of the Higher Education Board of New South Wales. Its courses aim to provide trained and practising teachers with a professional qualification in school administration or multicultural education; to provide university graduates with a pre-service professional teaching qualification in primary or infant teaching; and to provide practising tutor sisters in schools of nursing with a professional teaching qualification.

The correspondence department has 14 full-time staff, while 36 of the college staff work part-time for the department.

Students from other countries can enrol, provided they can meet the requirements of attendance at residential schools and a regular air postal service is available. The college will also provide face-to-face training courses on request for members of other institutions. It has already provided courses for Nigerian administrators and Indian educators, the latter run jointly with the University of New England. Course material is not generally available to other institutions, but a limited amount may be provided on request.

Address	The Registrar, Armidale College of Advanced Education, Mossman Street, Armidale, New South Wales 2350
Courses	There are courses leading to six diplomas in education, including aboriginal education, multicultural education, school administration, nurse education and nursing studies. The language of instruction is English. Diplomas are awarded by the college.
Methods of Study	Students learn from correspondence lessons and, on some courses, from sound tapes. All students receive tuition by correspondence, and some get telephone tuition. There are some compulsory residential courses, while attendance at seminars and study centres is optional.
Students	In 1979 814 new students enrolled. On average, students take two years to complete a course of study. Applicants for the diploma in education must have a degree or equivalent qualification; for the nurses' course they must be registered nurses with at least three years' experience; for the other courses they must have a degree or teaching qualification and several years' teaching experience. Students pay no fees except for SRC and college union fees.

AUSTRALIA - New South Wales

COLLEGE OF EXTERNAL STUDIES

The college is sponsored by the Department of Technical and Further Education of the New South Wales government, and has been providing correspondence education in technical subjects since 1910. It aims to provide an alternative mode of technical education as well as access to such education for students unable, through distance or disability, to enrol in oral classes. Many courses provide supplementary vocational training, others are pre-vocational. Most enrolments are at certificate level or in courses grouped under the term 'special'. The college has 120 full-time and 580 part-time staff. Students from overseas may enrol, but they must pay fees. The college is willing to negotiate exchanges of materials with other institutions.

Address	The Principal, College of External Studies, 199 Regent Street, Redfern 2016, New South Wales, Australia.
Courses	About 100 courses in all. These include certificate and post-certificate courses in commercial subjects, surveying and valuation, administrative subjects, health inspection, engineering; trade courses in electrical trades, hairdressing, bread and dairy production, and greenkeeping. Special courses in many subjects including basic English and arithmetic; courses for school certificate and higher school certificate public examinations; motor maintenance is the only course not classed as vocational. All correspondence courses follow the same syllabus and prepare students for the same examinations as those taken by students in technical college and classes. Some qualifications are provided by the college, others by independent examining bodies. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons, supplemented in some courses by filmstrips, slides, tapes or records. All students receive correspondence tuition. Some have access to telephone tutoring or formal group meetings, while many courses provide intensive practical sessions.
Students	Current annual enrolment approximately 17,500 students. The period of study varies with the course. All students are adults. Entry requirements vary with the subject, but most courses are at post-secondary level. All 57 Country Technical Colleges in the state may enrol students, appoint local teachers, and provide pastoral care to students. Australian residents or Australian nationals overseas need pay no fees for vocational or pre-vocational courses.

AUSTRALIA - New South Wales

GOULBURN COLLEGE OF ADVANCED EDUCATION

The college is sponsored by the ministry of education, and has offered courses externally since 1970. It aims to enable teachers to extend their training and upgrade their teaching qualifications; and it aims to further the professional skills and qualifications of persons involved in intercultural communication. The college has about 35 staff; the Director of External Studies is assisted by an Associate Director and clerical staff.

Address	The Secretary, Goulburn College of Advanced Education, McDermott Drive, Goulburn, New South Wales 2580.
Courses	Six professional courses are offered, all leading to qualifications awarded by the College. The language of instruction is English.
Methods of Study	All students receive correspondence lessons and tuition, and must attend compulsory residential courses. On some courses television lessons or sound tapes are provided, and some optional seminars are also offered.
Students	In 1979 new students numbered 305. On average a student takes two and a half years (five semesters) to complete a course of study. For post-graduate courses, applicants should have three or more years training as teachers, and two years for undergraduate courses. In other cases they should have appropriate professional qualifications and experience. No tuition fees are charged.

AUSTRALIA - New South Wales

HAWKESBURY AGRICULTURAL COLLEGE

The college was established in 1891 and is sponsored by the department of education. It offers one course externally, the graduate Diploma in Extension. It is designed to suit the needs of adult educators, including training and development staff, people interested in developing skills in participative leadership, agricultural extension workers, health educators and other people with similar needs for professional skill and personal growth. The course is operated by six staff. Students from other countries may enrol, and material is available for sale or exchange to other institutions.

Address	Student Services Section, Hawkesbury Agricultural College, Richmond, New South Wales 2753.
Courses	Post-graduate diploma in extension. The diploma is awarded by the college.
Methods of Study	All students receive correspondence lessons and most tuition is also by correspondence. There are, however, also compulsory residential courses and in-house workshops.
Students	The latest annual enrolment figure is 50, and on average students take two years to complete the course. Applicants should have a recognised degree or diploma, or proven leadership experience. Tuition is free, but students must pay certain college fees.

AUSTRALIA - New South Wales

DIVISION OF EXTERNAL STUDIES, MITCHELL COLLEGE OF ADVANCED EDUCATION

The external studies division was established in 1971. It aims to provide on-going education for professional people; to enable teachers to upgrade their status; to give those who have not attended a tertiary institution, or those who have previously been unsuccessful, an opportunity to undertake tertiary studies. The division does not have its own lecturers. It uses those from the teaching departments who are teaching full-time, part-time and external students concurrently. The college has 100 full-time and 20 part-time staff.

Consideration will be given to any request for sale or exchange of course material.

Address	Head, Division of External Studies, Mitchell College of Advanced Education, Private Bag 2, Bathurst, New South Wales 2795.
Courses	The division offers two degree courses and 15 professional or vocational ones, all leading to qualifications awarded by the college. The language of instruction is English.
Methods of Study	All students receive an external studies package and they must attend residential school for one week each term. All receive correspondence tuition, some tuition by telephone, and some work is computer-marked. Television lessons and sound tapes form part of some courses. Students may if they wish attend study centres.
Students	In 1979 new enrolments numbered 1122. Most students are adults. There are no entry requirements for students over 21 but those under 21 must have passed Higher School Certificate. The length of time taken to complete a course varies from course to course. No tuition fees are charged.

AUSTRALIA - New South Wales

EXTERNAL STUDIES DIVISION, NEWCASTLE COLLEGE OF ADVANCED EDUCATION

Newcastle CAE is an autonomous college of advanced education funded by the Australian government and overseen by the New South Wales Education Board. The External Studies Division was established in 1949 and currently aims to provide in-service training to teachers who wish to upgrade their qualification. The division has four full-time staff, an academic director, a clerk and two clerical assistants. Over 70 of the college staff also contribute to the work of the External Studies Division.

Trained teachers from overseas may be accepted on courses, subject to course vacancies.

Address	The Registrar, External Studies Division, Newcastle College of Advanced Education, P O Box 84, Waratah, Newcastle, New South Wales 2298.
Courses	Courses are provided for three different degrees and two other teaching qualifications. The college offers awards registered with the Australian Council on awards in advanced education. Enrolments are accepted on individual subjects to allow students to redeem failures and to permit students who can no longer attend on a full-time or part-time basis to complete requirements. The language of instruction is English.
Methods of Study	Correspondence lessons are supplied to all students, and all must attend non-residential vacation schools. Some students receive correspondence tuition, and some are visited by tutors, as resources permit. Sound tapes are supplied for some courses, and kits for others, such as chemicals needed for course work. The use of radio and television for some teaching is under consideration, as is the establishment of study centres.
Students	The new enrolments in 1979 were 200 (March total): 93 enrolled for B.Ed. degrees, 42 for the teachers' diploma, and 65 for teachers' examination. On average a part-time student will take three years to complete a course. Applicants must normally already have a qualification in teaching. No tuition fees are charged.

AUSTRALIA - New South Wales

NORTHERN RIVERS COLLEGE OF ADVANCED EDUCATION

The college began teaching by correspondence in 1979. It aims with its correspondence course to provide training which emphasises the development of practical business skills appropriate to persons who are self-employed or who are employed in small businesses. The four staff involved in the course also teach internal students. The course material is available to other institutions for sale or exchange.

Address	The Secretary, Northern Rivers College of Advanced Education, Keen Street, Lismore, New South Wales 2480.
Courses	One course in business skills, eligible for a college award, accredited by the Australian Council on Awards in Advanced Education.
Methods of Study	Teaching is conducted by correspondence lessons and sound tapes. Tuition is by correspondence and telephone. There are compulsory seminars and a residential component.
Students	In 1979 39 students enrolled. They are expected to take four years on average to complete the course. Applicants under 21 must have completed year 12 of education, while entry requirements are flexible for those over 21. The course is offered free.

AUSTRALIA - New South Wales

ORANGE AGRICULTURAL COLLEGE

The college is a College of Advanced Education administered by the New South Wales Department of Agriculture. It started teaching by correspondence in 1979, and aims to train farm secretaries in the techniques and business recording aspects of farm production. Fifteen staff share correspondence work and other duties. Students from other countries may enrol on the courses, provided they can read and write the English language well.

Address	The Secretary, Orange Agricultural College, P O Box 883, Orange 2800, New South Wales.
Courses	The course offered by correspondence is the Associate Diploma in Farm Secretarial Studies. The language of instruction is English. The college itself awards the Diploma.
Methods of Study	All students receive correspondence lessons and sound tapes, and have correspondence tuition. There are some compulsory seminars and residential courses, and some optional.
Students	In the first year (1979) 46 students enrolled. They are expected to take four years to complete the course. All students are adults, and must hold the New South Wales Higher School Certificate or the equivalent, or they may enter as mature students if they are 21 or over. Courses are available free.

AUSTRALIA - New South Wales

RIVERINA COLLEGE OF ADVANCED EDUCATION

The college, which is supported by the ministry of education, is a multi-purpose tertiary level college whose aim is to provide vocational education at the tertiary level with due regard for regional, state and national professional employment needs and foreseeable future requirements. The college has 200 academic staff, whose duties may include involvement in the correspondence courses. Since 1974 these have been developed mainly for professional qualifications. Students from other countries may enrol on the courses.

Address	The Registrar, Riverina College of Advanced Education, P O Box 588, Wagga Wagga, New South Wales 2650.
Courses	These are available in teacher education, business studies, applied science, computing and agriculture. Eleven subjects are offered leading to degrees, and 32 for professional qualifications. Qualifications are awarded by the college. In 1979 community education courses were also available in 86 options. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and tuition and must attend residential schools. Some courses include sound tapes, and computer-marked work. Attendance at study centres or additional seminars is optional.
Students	In 1979 the total new enrolment was 648. On average, students take between four and six years to complete a full course of study. Students should have passed Higher School Certificate or be accepted as mature age students. Courses are offered free.

THE DEPARTMENT OF EXTERNAL STUDIES, UNIVERSITY OF NEW ENGLAND

The Department of External Studies was established in 1955, as part of the University. Originally set up to provide degree courses for teachers, it now administers externally degree and diploma courses for mature students who wish to improve their professional qualifications or raise their general level of education. Increased course offerings and more liberal admission criteria have resulted in a wider spread of occupations being represented in student intakes. Teachers, once 80 per cent of the student body, now constitute only about 40 per cent.

Both internal and external teaching is undertaken by over 300 of the full-time academic staff of most departments within the University. External students take the same courses and examinations as the internal students, studying with the same teachers. The department of External Studies is primarily an administrative unit, with 38 full-time and ten part-time staff, mostly clerical. In addition to producing and administering courses, the department encourages study groups, and makes annual visits to students in most areas of New South Wales. It has also developed study skills packages for students with no formal educational qualifications. Students must generally be resident in Australia to enrol.

The department has produced a staff training manual 'Teaching Externally', available to other institutions. It will consider requests to run training courses for other institutions. It will also send samples of materials on request to other institutions.

Address	Director of External Studies, University of New England, Department of External Studies, Armidale, New South Wales 2351
Courses	Degrees and diplomas in the faculties of arts, education and economic studies. At present about 300 individual units in 32 different subjects towards 9 degrees and 9 post-graduate diplomas. All courses are credit courses, leading to degrees or diplomas of the University.
Methods of Study	All courses include correspondence lessons and most require compulsory attendance at the university for short periods. Telephone tutoring and computer marking are available for some courses. Lecturers also conduct weekend schools in centres away from Armidale. Audio tapes are used extensively, and video cassettes are also being used in an experimental way in study centres for a few courses. Informal and tutor-led discussion groups are established where the student population permits.
Students	All at tertiary level and normally at least 20 years old (the average age is 34). Over half are admitted without normal entry requirements. Enrolments in 1979 were 5,000. A Bachelor's degree usually requires six and a half years study and a Diploma two and a half years. Students pay no tuition fees, but a nominal sum is payable for subscription to student organisations.

AUSTRALIA - New South Wales

DIVISION OF POSTGRADUATE EXTENSION STUDIES, UNIVERSITY OF NEW SOUTH WALES

The division was founded in 1960 as part of the university. Its primary aim is to establish refresher courses for graduates, especially in technological fields, using the most up-to-date methods of instruction.

The division has 20 staff, who are course producers, technical, clerical and administrative staff. Lecturers are drawn from university departments, other institutions, hospitals, business and government organisations. The academic content of courses is scrutinised by a committee of the Professional Board who must give their approval before a course can be put out. The general policy of the University is to restrict external post-graduate courses to specialised topics and to leave non-professional and general adult education to other bodies better able to offer them.

Course material is available for sale or exchange to other institutions, and students from other countries may enrol.

Address	Co-ordinator, Division of Postgraduate Extension Studies, University of New South Wales, P O Box 1, Kensington, New South Wales 2033.
Courses	Courses are professional refresher courses intended mainly for use by people already involved in the field or who need information about related subjects. There is a Postgraduate Diploma in Human Communication, with credit awarded by the Division. Other courses are in such subjects as business, management, computer studies. There are 22 course options leading to qualifications, 150 others. There are also six courses forming a school-university bridging course. The language of instruction is English.
Methods of Study	Instruction is mainly by radio and television. The Division operates the university's radio and television station which broadcasts the lessons. Printed notes accompany the lessons, and optional seminars are arranged. Some students take part in telephone-linked seminars. Those unable to receive broadcasts study from audio or videotapes, usually in small groups.
Students	In 1979 about 2000 enrolled for tape-correspondence study and about 1300 for radio and television courses. A course generally takes ten weeks. Students are mainly taking refresher courses. There are no formal entry qualifications for non-examinable courses; requirements for courses that are part of a degree are at the discretion of the faculty concerned. Students must pay unsubsidised fees, and cannot obtain grants.

AUSTRALIA - New South Wales

WOLLONGONG INSTITUTE OF EDUCATION

The institute is designated as a College of Advanced Education, and has been offering facilities for external study since 1971. It aims to provide courses which will enable teachers to improve their qualifications and status. All the 40 staff employed in teaching external students are also engaged in teaching internal students. Students from other countries may enrol.

Address	Organiser, External Studies, Wollongong Institute of Education, P O Box 1496, Wollongong, New South Wales 2500.
Courses	Courses offered are a postgraduate course for secondary school mathematics teachers; a conversion course for two-year trained teachers to achieve diploma and three year status; a graduate diploma in educational studies - health education. Qualifications are awarded by the Institute. The language of instruction in all courses is English.
Methods of Study	All students receive correspondence lessons and tuition. Sound tapes are provided for some courses. Vacation schools are held by some departments, and where they are held, they are compulsory.
Students	The latest annual enrolment numbered 170 students. On average, a student takes two years to complete a course. Applicants for the conversion course must have previously received two years teacher education at a recognised institution. For the post-graduate course a diploma in teaching or its equivalent is required. Courses are offered free.

SCHOOLS OF THE AIR, NORTHERN TERRITORY

The Schools of the Air are Australian Government correspondence schools catering for isolated primary school children. They provide daily radio lessons for students with two-way radio-transceivers, correspondence lessons, library and audio visual services and visits by teachers on patrol via four-wheel-drive vehicle or light aircraft.

In the Northern Territory, the Alice Springs School has been operating since 1951, and the Katherine School since 1966. The former has 16 staff, the latter about 20.

Federal and Northern Territory Government grants of up to \$550 per annum are made to children in isolated families to help cover educational costs (such as employment of a governess). Apart from an annual fee of \$30 per student all tuition and lesson materials are provided free. Radio-transceivers and audio/visual kits (cassette player, slide projector screen, head phones, microphone) are available on loan from the Schools of the Air for all families at no cost to parents. For the future, short-term residential courses are planned to provide social experiences, to introduce new recreational and sporting activities, and to provide tutorial assistance (with supervisor training) for pupils suffering retardation in skills subjects.

The Alice Springs school is prepared to exchange course material with other institutions.

Address	The School Secretary, Alice Springs School of the Air, Head Street, Alice Springs, Northern Territory 5750. The Principal, Katherine School of the Air, P O Box 531, Katherine, Northern Territory 5780.
Courses	All normal primary school subjects to year 7 level. All courses are in English. The Alice Springs school also teaches one pre-school year. Part of the school's service is also basic teacher training for parents and teenage female employees of families. These people do the actual teaching in the remote locations.
Methods of Study	Each grade has one radio lesson per day, and once-a-week private "on air" time for individual pupil tutorial assistance and progress assessment, plus optional lessons catering for the children's own interests - from music to cooking. Concerts and talks are sometimes given by visiting guests; and parents' and supervisors' meetings are held. Correspondence lesson kits provide the basic unit of instruction. Lessons are returned to students fortnightly accompanied by the teacher's written assessment for the student, parent and supervisor. The lessons incorporate individualized lesson packages, laboratories and kits, textbooks, filmstrips and cassette tapes. Programme contents are based on the individual child's ability, attainments, needs and interests.
Students	Between them the two schools cater for over 300 pupils between the ages of 4 (pre-school) and 12 (year 7). Katherine School enrolled 195 students in 1978, while the average enrolment at Alice Springs is about 110 annually. Most students are situated on cattle stations but others live at outback police stations, road works camps, mining camps, national parks and aboriginal settlements. Their distance from the schools, by road, ranges from 15km to over 800km.

CAPRICORNIA INSTITUTE OF ADVANCED EDUCATION

The External Studies Department of the institute has been teaching by correspondence for about six years. The Department has 14 staff, one of them part-time. Their functions are to provide study material facilities, arrange academic staff visits to study centres, facilitate communication between external students and the institute and provide residential schools for external students.

Students from other countries may enrol on the courses provided that they can, where necessary, attend compulsory residential schools. Consideration will be given to any requests from other institutions for purchase or exchange of course material.

Address	Director of External Studies, Capricornia Institute of Advanced Education, External Studies Department, Yaamba Road, North Rockhampton, Queensland, 4701.
Courses	Five degree courses and four courses for professional qualifications are available, together with a graduate diploma in management. Qualifications are provided by the institute. There is also a preliminary mathematics course which is purely a bridging subject, separate from any degree programme. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and some courses include sound tapes. Tuition may be by correspondence or telephone. On some courses, attendance at study centres or residential courses is compulsory.
Students	In 1979 1500 students enrolled. On average, students take six years to complete a course. Applicants must have a satisfactory score in university entrance examinations, or may be admitted without this as mature students. Courses are available free.

DARLING DOWNS INSTITUTE OF ADVANCED EDUCATION

The institute is a regional college of Advanced Education, and has been offering external courses since 1967. It offers an extensive range of tertiary education programmes, in response to identified regional needs. The Schools of Business Studies, Education and Engineering each have over 1000 students undertaking studies at degree, diploma, associate diploma or post graduate levels, either by attendance or by external studies. Student numbers in the Schools of Applied Science and Arts are each in the range of 300-400. About half of all students study externally. There are 24 full-time and six part-time staff. Students from other countries may be accepted on courses, depending on financial constraints at the time of application. The Institute has published style manuals for staff-training, and these are available to other institutions. Course material is also offered for sale or exchange to other institutions.

Address	Academic Secretary, Darling Downs Institute of Advanced Education, c/o Post Office, Darling Heights, Toowoomba, Queensland 4350.
Courses	Two degree courses are available and eight others for graduate diplomas or associate diplomas. Four courses are in education, others in engineering, surveying and business studies. The Institute awards its own qualifications.
Methods of Study	Correspondence lessons and tuition are provided for all courses. Some courses have television lessons or sound tapes provided. Some students receive telephone tuition, or have work marked by computer. Study centres and residential courses are available, but attendance is optional.
Students	Over 2000 adult students are studying externally. Courses are completed in between two and seven years, depending on the course. All students should have successfully completed Grade 12 education, although those not meeting normal requirements may apply for special consideration. Applicants for graduate diploma courses must have a first degree, and those for some education courses must be experienced teachers.

AUSTRALIA - Queensland

KELVIN GROVE COLLEGE OF ADVANCED EDUCATION

The in-service and continuing education department of the college has been offering correspondence courses since 1974. These are in-service courses for qualified teachers, to enable them to upgrade their qualifications and/or train for specialised roles.

The preparation and tutoring of courses is done by staff of the subject teaching departments. Administration is done by a separate department. There are 45 full-time and five part-time staff. The college has produced for its staff a general guide on course preparation, and this could be available to other institutions. Students from other countries may enrol on the courses, but preference is given to those living and trained in Queensland.

Address	Co-ordinator of in-service and continuing education, Kelvin Grove College of Advanced Education, Victoria Park Road, Kelvin Grove, Brisbane, Queensland, 4059.
Courses	Each semester the college offers an average of 16 courses in degree subjects, 7 for graduate diplomas and 14 for other professional qualifications. The number varies each semester and different subjects may be offered in different semesters. Qualifications are awarded by the college. The language of instruction is English.
Methods of Study	Correspondence lessons and tuition are supplied to all students. On some courses teaching is also provided by sound tapes and colour slides. Some students have some tuition by telephone. On some courses there are compulsory residential courses, in other cases vacation or weekend schools are optional.
Students	The enrolment for 1980 is 350 students. Applicants must have a teaching qualification and a degree or diploma for some courses. Courses are offered free.

AUSTRALIA - Queensland

EXTERNAL STUDIES DEPARTMENT, MOUNT GRAVATT COLLEGE OF ADVANCED EDUCATION

The department operates as part of the College of Advanced Education to provide courses for students debarred by distance from internal attendance. Correspondence teaching began in 1978. The department has 57 full-time and 2 part-time staff. Lecturers teach both internal and external classes. The department has published a manual on the writing of external courses, for internal use only. Students from other countries can enrol on the courses, but they must satisfy entry requirements and pay fees.

Address	Mr John Schmidt, Co-ordinator, External Studies Department, Mount Gravatt College of Advanced Education, P O Box 82, Mount Gravatt, Queensland 4122.
Courses	The department provides 53 courses leading to degrees, and 81 leading to professional or vocational qualifications. The College of Advanced Education provides its own qualifications. The language of instruction in all courses is English.
Methods of Study	All students receive correspondence lessons, sound tapes, and tuition by correspondence. Some also receive telephone tuition. For some courses maps, photographs and microfiches are provided. Seminars, residential courses and study centres are arranged for some subjects and are, in these cases, compulsory.
Students	Enrolments in 1979 were 250 new students. All students are adults, and must have completed a programme of initial teacher training. Courses are available free. Students are expected to take an average of two and a half years to complete a course of study.

THE PRIMARY CORRESPONDENCE SCHOOL

The school which is sponsored by the Queensland government aims to provide primary schooling for children prevented from attending school through remoteness or disability, and for adults in Queensland who wish to complete their primary schooling. It opened in 1922. Its largest enrolments, over 7000, were in the 1940s, partly because many children were prevented from attending school by war precautions, and partly because student ranks were swelled by servicemen and by girls wishing to train as nurses. Later, when more schools were opened, the number of children served by the school declined. Other factors, such as the drift towards urban centres, have combined to reduce enrolments to below 1800.

The school has 79 teaching staff and 28 clerical staff, with five part-time supply teachers and five part-time aides.

Two areas of Queensland have been designated Priority Country Areas, and children here receive special assistance under a government aid scheme. This includes the provision of motor transport to travelling teachers so they can visit isolated correspondence students.

Children of Queensland parents living temporarily overseas may study with the school. No other overseas students are accepted.

Address	The Supervisor, Primary Correspondence School, GPO Box 1308, Brisbane, Queensland 4001.
Courses	Courses are for primary grades 1 to 7, and are in five subjects. Language arts, mathematics and social studies are compulsory; art and science are optional. The language of instruction is English.
Methods of Study	All students receive correspondence lessons and tuition. Some instruction papers are complemented by sound tapes. The Schools of the Air through the Royal Flying Doctor Radio Network also complement correspondence lessons for some pupils. Itinerant teachers visit certain areas. In lieu of a correspondence school remedial teacher, the Isolated Children's Special Education Unit now provides guidance and support for children with special needs. Correspondence teachers refer such children to the Unit, and teachers from both School and Unit then work closely together. Regular visits are made to the correspondence schools by teachers from the Special Education Unit.
Students	Enrolments in 1979 were 1757 students (September total). Most students are primary-age children. A full course of study takes seven years. Children must be at least five years old to enrol, and must either live further than a specified distance from a school or a school-transport service, or must produce a medical certificate stating they they cannot attend school for over two months. No fees are charged.

QUEENSLAND INSTITUTE OF TECHNOLOGY

Two departments of this College of Advanced Education provide correspondence courses. The School of Law, has since 1978 been offering a Bachelor of Laws course by correspondence, and in 1979 the Department of Management of the School of Business Studies began to accept enrolments on a degree course to provide academic and vocational education for health services administrators. For the law course, nine full-time staff are involved in writing and taping lectures: these staff also conduct attendance schools. Exercises are marked by 11 part-time staff. One full-time and one part-time member of staff operate the health service administrators' course. Material on this course is available for exchange.

Address	Mrs Lesley East, School of Law/Mr Paul Hindson, School of Business Studies, Queensland Institute of Technology, P O Box 2434, GPO Brisbane, Queensland 4000.
Courses	The two courses are both for degrees awarded by the Institute. After gaining an LL.B, law students must serve two years as an articled clerk to gain admission as a solicitor. The language of instruction is English.
Methods of Study	Law students receive correspondence lessons, taped lessons and tuition by correspondence. All must attend 'attendance schools' three times a year. Each school lasts three days, and seminars and special lectures are given. Audio visual lectures are provided for students with access to any of three regional centres. The health service administrators' course has correspondence lessons, with sound tapes for some parts. All students receive tuition by correspondence and telephone, and all have access to library facilities for journal articles and monographs. Travelling tuition is planned and a preceptor system under investigation. Attendance at study centres is optional. Students can undertake some subjects, where available, at local co-operating institutions.
Students	The law course may accept a maximum of 50 students a year, and in both 1978 and 1979 this number enrolled. Students are expected to take six years to complete the course. Students are a mixed group of recent school leavers and older adults. Entry is by quota based on the tertiary entrance score, points allocated on completing school. Older students are awarded a notional score based on previous results. No tuition fees are charged. The health administrators' course enrolled 23 students in 1979, its first year. Applicants should have achieved a set tertiary entrance score, but those who do not meet the requirements may apply for special consideration. No tuition fees are charged.

SECONDARY CORRESPONDENCE SCHOOL

Correspondence tuition in Queensland was first established in 1913 to assist teachers in isolated areas who were working for higher qualifications. Until 1927 correspondence courses were available only to teachers through the Teachers' College. A full time junior course was initiated in 1938, and in 1958 the secondary section of the Teachers' College established itself as a separate body known as the Secondary Correspondence School. It is now sponsored by the Queensland Department of Education.

School-age pupils working through the school are generally those who are prevented from attending regular school either by remoteness or through physical disability or illness. Others are regular pupils at secondary schools which are unable to provide a full syllabus. The largest category of students, however, consists of adults whose domestic or work circumstances prevent them from attending evening classes. Shift workers, commercial travellers, and housebound mothers are examples of these. Tuition is also sometimes given to primary pupils taking modern languages at Grade 8. The school prepares students for entrance examinations to universities and to technical and professional institutions, although it does not itself administer examinations. The school employs 75 professional and 30 ancillary staff. Course material is offered for sale or exchange to other institutions.

Address	The Supervisor, 405 Montague Road, West End, 4101 Queensland
Courses	The school offers courses in all the main school subjects, covering the eighth to twelfth grades. Over 20 subjects are available, including several languages, several maths options, and some commercial subjects. Examinations are administered by the Board of Secondary School Studies. All courses are in English.
Methods of Study	All students receive correspondence lessons, and tuition. Slide transparencies are provided on some courses and optional seminars are arranged. Sound tapes are an essential part of several courses. Students may borrow books from the school. They are encouraged to listen to the Australian Broadcasting Commission broadcasts to schools.
Students	Students must have completed primary education to enrol. Most students are adults. Each course is divided into stages, most taking one year, and students must reregister each year. School-age students are normally enrolled by their school principals. Courses are offered free. In June 1975, 5800 students were enrolled (latest figure given).

AUSTRALIA - Queensland

EXTERNAL STUDIES CENTRE, TOWNSVILLE COLLEGE OF ADVANCED EDUCATION

The External Studies Centre was founded in 1978, as a division of the Townsville College of Advanced Education. It aims to provide upgrading qualifications for primary teachers through in-service education, upgrading qualifications for teachers wanting degree status, and community welfare training. The centre is operated by a small number of administrative staff, two full-time and two part-time staff.

Courses are available to students in Queensland. The college will normally not consider enrolment of external students in other Australian States or overseas unless the following conditions apply: (i) the student was previously an external student of the college before becoming resident in another state or overseas; (ii) the student is unable to enrol at another college or university to undertake the programme in question and there are places available in the programme at this College.

The centre has published a staff training manual on course writing, which is available to other institutions. It occasionally also organises conferences. Under certain conditions it is prepared to exchange course materials.

Address	Co-ordinator of External Studies, External Studies Centre, Townsville College of Advanced Education, P O Box 633, Aitkenvale, Queensland 4814.
Courses	A Bachelor of Education programme (13 courses); an In-service Diploma of Teaching (14 courses); an Associate Diploma in Community Welfare programme (7 courses). The College awards the qualifications itself. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons, and tuition by correspondence and telephone. For some courses, sound tapes, slide sets and video tapes are supplied. Attendance at seminars, residential courses and study centres is optional, and some students obtain personal tuition at study centres.
Students	A total of 321 students enrolled in 1979. Students are all adults, and must satisfy certain requirements to start the courses. For the ISDT they must have previous teaching experience; for the B.Ed., they must have a Diploma of Teaching plus at least one year's teaching experience; for the ADCW they must have matriculation or mature-age entry. The average student takes two to three years to complete a course. Students are not required to pay fees.

DEPARTMENT OF EXTERNAL STUDIES, UNIVERSITY OF QUEENSLAND

The University of Queensland was the first in Australia to provide external study facilities, and they were incorporated into the University structure from the time of its foundation in 1910 by Act of Parliament. External facilities grew progressively, despite some opposition, until in 1949 statutes approved by the Senate established a Department of External Studies and a Board of External Studies. The Department now aims to provide facilities for students who, because of distance and isolation, are unable to attend in person as day or evening students, which will enable them to take courses leading to a degree of the University.

The Department is a full teaching department, with its own academic staff of 37, who are responsible particularly for external students. These academic staff members are also considered to belong ex-officio to the corresponding internal departments. They often have internal teaching duties, and are involved in Faculty affairs, including examinations. At the same time many internal lecturers accept some responsibility for external teaching. The Department has also 32 administrative staff, and many administration staff of the parent body do some work associated with correspondence students.

A new Director of External Studies is being appointed and a Division of External Studies has recently been established. It is expected that these changes will lead to the re-organisation and further development of external studies within the university.

Course materials are not currently offered for sale or exchange to other institutions, but could be sold by negotiation.

Address	Director of External Studies, Division of External Studies, University of Queensland, St Lucia, Queensland 4067.
Courses	External teaching is provided for certain courses in the faculties of arts, commerce and economics, education, law, science (mathematics subjects only). All these are degree courses, including course work for one Master's degree. One non-examination course is also offered. The University awards its own degrees. All courses are in English.
Methods of Study	Students are sent an introductory booklet, a series of assignments, study notes, copies of journal articles and audio visual aids such as tapes, slides, films and video tapes, as appropriate. This is backed up by vacation and week-end schools, by lecturers' visits to country students, by the Director's Newsletter and by student magazines. Some larger towns have set up country University Centres which organise tutorial and library facilities and where students can meet. Telephone-linked tutorial groups have proved successful and are being expanded. All students receive tuition by correspondence, and some work is computer-marked.
Students	In 1978, 493 new students enrolled, giving a total of just under 3000. Nearly half of these are teachers. The average age of students is 29. The largest enrolments are for the arts and education faculties. On average, a student takes seven years to complete his studies. No tuition fees are payable.

AUSTRALIA - South Australia

EXTERNAL STUDIES CENTRE, ADELAIDE COLLEGE OF THE ARTS AND EDUCATION

The centre has been offering courses since 1962, and is sponsored by the ministry of education. It aims to provide undergraduate and post-graduate awards in all areas of education for teachers and to offer liberal education awards to the populace at large. Students study the centre's courses for awards at four other colleges too. The centre has 13 administrative or academic full-time staff and 26 part-time staff. In addition 120 academic staff handle both internal and external teaching. The academic content of courses remains the province of the academic staff of each institution but administration and services is centralised.

The centre has published 'Guidelines for lecturers involved in external studies', and this is available to other institutions. It can provide face-to-face staff training courses open to other institutions on request and is currently designing for accreditation a graduate diploma in distance education. Course material is available for sale or exchange to other institutions, and students from overseas are accepted, subject to staff teaching capacity.

Address	Ian McD Mitchell, Head of External Studies Centre, Adelaide College of the Arts and Education, City Campus, Kintore Avenue, Adelaide, South Australia 5000.
Courses	Twenty four course options are available for degree work, an Associate Diploma, Diploma and Post-Graduate Diploma. A further 20 courses are available for students at the associated colleges. The colleges provide their own qualifications, but all are first accredited by the Australian Council for the Accreditation of Awards. Students may also enrol as 'single-subject' students. They do not achieve an award and their enrolments are accepted subject to quota space availability.
Methods of Study	All students receive correspondence lessons and sound tapes as part of their courses. They also have access to regional and central libraries. Tutoring is by correspondence and telephone, and seminars or residential courses may be compulsory or optional, varying with the course. These face-to-face sessions function at both central and regional level. Some students have access to regional tutors, some to teletutorials. On some courses radio or television lessons are provided.
Students	In 1979, 1783 students enrolled (November total). Students are adults, with about five per cent being recent school leavers. Students must usually have matriculated, or for mature students of over 21 equivalent experience is accepted. A student generally takes five years to complete a course, usually combining on-campus and off-campus study. Courses range from the equivalent of one to four years' full-time study. Courses are offered free.

AUSTRALIA - South Australia

OPEN COLLEGE OF FURTHER EDUCATION

The college was established in May 1979, combining what were formerly the South Australian College of External Studies, the Multi-Media Centre and the Print Production Department of the State Department of Further Education. The former College of External Studies had offered correspondence courses since 1946. The present college aims to provide technical, further and adult education at a distance in South Australia and to provide learning materials for the use of lecturers and students in the 27 other colleges of Further Education of the state Department of Further Education.

The college has a staff of 200, of whom 50 are part-time. The full-time staff are half of them academic and half of them support staff. The college has published a manual on course development for its staff and could make this available to other institutions. Course material may be exchanged with other colleges, but it may not be sold. At present there are heavy restrictions on the number of overseas students that may be admitted.

Address	The Principal, Open College of Further Education, 208 Currie Street, Adelaide, South Australia 5000.
Courses	There are 200 subjects leading to Further Education certificates in business, rural, commercial, technical and general studies, and 20 subjects at secondary level leading to examinations of the Public examinations board. A further 80 courses do not lead to examinations. Of these, 60 are in academic subjects and 20 are in community or basic education or leisure interests. All courses are in English.
Methods of Study	All students receive correspondence lessons and have access to correspondence and telephone tuition. Some courses include slide packs or sound tapes. Optional seminars or additional tuition are provided, and there are 'drop-in' laboratories and studios.
Students	The latest annual enrolment figure is 19,000. On average, students take six months to complete a course. Students are mainly adults, and there are no entry requirements. Almost all students receive their courses free. About two per cent enrol on hobby or recreational courses, and these students must pay a subsidised fee.

AUSTRALIA - South Australia

THE SOUTH AUSTRALIAN CORRESPONDENCE SCHOOL

The school was established in 1920, and its present functions are to provide primary and secondary education for isolated and itinerant students; to supplement the subjects offered in remote secondary schools; and to provide assistance for adult students wishing to improve their basic literacy and numeracy. It is sponsored by the department of education of the Government of South Australia.

The Correspondence School is associated with Schools of the Air, which supplement and enrich the correspondence lessons. They function through courtesy of the Royal Flying Doctor Service, and provide two-way communication through transceivers.

The school has 49 full-time and 11 part-time teaching staff and 16 administrative staff. Students from other countries may enrol, but must pay a fee which includes postal expenses. Course material is available for sale or exchange to other institutions.

Address The Principal, The South Australian Correspondence School,
64 Pennington Terrace, North Adelaide, South Australia
5006.

Courses Eight courses in primary subjects; 42 subjects at secondary level. Final year (matriculation) secondary students follow courses provided by the Open College of Further Education. There are also 15 basic courses for adults. The language of instruction for all courses is English.

Methods of Study Correspondence lessons are provided for all courses, and sound tapes for some. Many primary correspondence students living in remote areas also participate in radio lessons through the Schools of the Air. All students have tuition by correspondence, and some by telephone. Face-to-face tutoring is provided periodically by itinerant teachers and by visiting correspondence and School of the Air teachers. Camps, workshops, work experience weeks and other gatherings are also arranged regularly for students and home supervisors, either in Adelaide or in country centres. Attendance is optional.

Students A total of 848 enrolled in 1979. Students generally take ten months to complete a course of study. Students are mainly schoolchildren, and there are no academic entry requirements. Apart from a deposit on textbooks, courses are free; all remote students are eligible for a grant through Assistance for Isolated Children, an Australian Commonwealth Government allowance.

AUSTRALIA - South Australia

EXTERNAL STUDIES DEPARTMENT, SOUTH AUSTRALIAN INSTITUTE OF TECHNOLOGY

The department started teaching at a distance in 1977. It is part of a College of Advanced Education. It aims to provide training for social workers in country towns to the pre-professional level. The department has five full-time and 21 part-time staff.

Address	The Registrar, External Studies Department, South Australian Institute of Technology, North Terrace, Adelaide, South Australia 5000.
Courses	An Associate Diploma course contains a distance-teaching component. The diploma is a course of the equivalent of two years full-time study.
Methods of Study	Teaching takes place at seven country centres. The distance between the extremities of the district is about 900 miles. In addition to lectures at the centres and the main campus and individual counselling and tutoring, basic texts, video equipment, sound equipment and lecture notes are supplied to each centre and available to students. They may also receive tuition by telephone.
Students	A hundred students enrolled in 1978. They are expected to take four years on average to complete the course. Entry requirements are less than university matriculation, but students should have 3 years post-secondary work experience. Applications from mature students are assessed individually. No tuition fees are payable.

AUSTRALIA - Tasmania

EXTERNAL STUDIES UNIT, TASMANIAN COLLEGE OF ADVANCED EDUCATION

The unit is part of the Division of Educational Services of the College, and started teaching by correspondence in 1977. It aims to provide an opportunity for tertiary education to people who were previously denied the chance because of social, financial and geographical barriers. It has a small staff of four full-time and two part-time, together with four staff shared with the college. Lecturing staff from other divisions write the correspondence packages and supervise the academic component for each unit. The Unit staff administer the Unit and supervise the educational effectiveness.

The unit has published a manual for local liaison tutors on tutorials and communication, which could be made available to other institutions on request. It also offers course material for sale or exchange to other institutions. Students from other countries may enrol on the courses.

Address	External Studies Unit, Tasmanian College of Advanced Education, P O Box 1214, Launceston, Tasmania 7250.
Courses	Five degree courses and three professional or vocational courses are offered externally; a further two degree courses and three professional courses are available for part-internal, part-external study. For these 13 courses, over 40 subjects will be offered in 1980. All courses are in English. Qualifications are awarded by the college. Single subjects can be studied by people who are not interested in obtaining formal qualifications, but no courses are offered specially for such people.
Methods of Study	Correspondence lessons and tuition are provided for all courses. All students who have a telephone can have telephone tuition. Sound tapes are provided for some courses. There is optional attendance at seminars, residential courses and study centres. Local liaison tutors are appointed in the four main regions of Tasmania to initiate and receive phone calls with students, and to hold regular tutorials. These tutors provide an academic, administrative and personal interface between the students and the colleges. Conference telephones are to be installed in 1980 to allow tutorial groups in each region to discuss with each other and/or the lecturer relevant material.
Students	In 1979, 161 new students enrolled, giving a total of 297. No students have completed their courses yet: a diploma is expected to take six years, and a degree ten years. All students are adults. They must hold a Higher School Certificate, or equivalent, or may be provisionally enrolled at mature studnets if they are 23 or over. Courses are available free to those accepted.

AUSTRALIA - Victoria

BENDIGO COLLEGE OF ADVANCED EDUCATION

The college is funded by the ministry of education of the federal government. The institution was established in 1873, and in 1977 the humanities department developed a correspondence course. This aims to provide a humanities/arts type qualification for persons, mainly teachers, unable to attend full-time courses as they live or work in remote areas of rural Victoria. Seven of the 24 staff of the humanities department are involved in the course.

Address	The Registrar, Bendigo College of Advanced Education, Edwards Road, Bendigo, Victoria 3550.
Courses	A Diploma of Arts course, for an award given by the College. The language of instruction is English.
Methods of Study	Students receive correspondence lessons and tuition. Some also get tuition by telephone. Sound tapes are provided for some parts of the course. Regular Saturday classes are provided, four a year for each subject, and attendance at these is optional.
Students	The latest annual enrolment is 106. On average, a student will take six years to complete the diploma. Applicants should usually hold Higher School Certificate (matriculation). No tuition fees are charged.

AUSTRALIA - Victoria

DEPARTMENT OF FINANCE AND LAW, DAVID SYME BUSINESS SCHOOL,
CAULFIELD INSTITUTE OF TECHNOLOGY

The Institute was founded in 1922 and the Business School in 1974. Financed by the ministry of education, the Institute aims to provide high-level education for people engaged in (or intending to engage in) careers in business or government. At present, it offers one course externally, the Bachelor of Business (Banking and Finance), in collaboration with the External Studies Unit of the Gippsland Institute of Advanced Education. This course is under the management of the departments' 14 full-time and two part-time staff. Overseas students could enrol, provided they had appropriate entry qualifications and proficiency in English.

Address	Administrative Officer, Department of Finance and Law, David Syme Business School, Caulfield Institute of Technology, 900 Dandenong Road, Caulfield East, Victoria 3145.
Courses	The Bachelor of Business (Banking and Finance) provides studies in the nature of financial institutions in Australia, their role in the economy, impact of govern- ment policy and techniques of financial institution management. The degree qualification is awarded by the Institute, and in addition those successfully completing the B. Bus. (Banking and Finance) are admitted as members of the Bankers' Institute of Australasia. The language of instruction is English.
Methods of Study	Correspondence lessons and correspondence tuition are provided for all students. Compulsory residential courses are provided at Gippsland Institute of Advanced Education, while students may also attend study centres if they wish.
Students	About 60 per cent of students are adults and 40 per cent recent school leavers. To join the course, students must have obtained Higher School Certificate (matricula- tion standard) or its equivalent. There is also pro- vision for entry at mature age (25 or over) for non- matriculants. The degree is meant to take three years full-time or six years part-time study, but the average completion time is probably three and a half or seven years respectively. Students pay no fees. Annual enrolment figures not given.

DEAKIN UNIVERSITY

The university was established in 1977 as a result of the merger of two existing tertiary institutions. It is funded by the ministry of education. It aims to provide university education for students attending the campus or studying externally and to undertake research. Awards available to off-campus students include a first generalist degree, upgrading of teachers' qualifications and postgraduate studies. 105 full-time staff are involved in teaching external students, while about 90 others are employed on a part-time basis as regional tutors and assessors, to conduct tutorials and mark papers.

All off-campus students are adults and Deakin is consequently developing a variety of activities and information designed to help them make the transition to tertiary study. These include pre-enrolment counselling and orientation workshops and booklets and, from late 1980, a bridging course to introduce students to study techniques.

Address	The Information Officer, Deakin University, Victoria 3217.
Courses	Thirty courses are available as components of the BA degree, and 15 for the BA (Ed.) and B.Ed. The University awards its own degrees.
Methods of Study	All students receive correspondence lessons and tuition, and some students have telephone tutoring. Sound tapes, videotapes and films are used on some courses. There are also optional weekend workshops and study centres available.
Students	In 1979, 1260 students enrolled. It takes between four and six years to complete the B.A. Students for this course must normally have matriculation or its equivalent, though a substantial quota is reserved for adults without formal school qualifications (special entry). The education degrees take between three and four years. Students for these must possess previous teacher training qualifications acceptable to the School of Education. Once accepted, the student's programme is determined individually. Courses are offered free, but Student Union fees are payable.

GIPPSLAND INSTITUTE OF ADVANCED EDUCATION

The college is one of the Victoria Institute of Colleges, and started external studies in 1972. It aims to provide tertiary education opportunities to the people throughout the Gippsland region who, because of geographical location or because of work, family or other commitments, cannot attend regular on-campus classes. The institute has 100 full-time academic staff. There are seven part-time liaison officers associated with off-campus student centres. Course material is available for exchange with other institutions.

Address	The Co-ordinator, External Studies, Gippsland Institute of Advanced Education, Switchback Road, Churchill, Victoria 3842.
Courses	Eight courses are offered leading to degrees and five leading to diplomas. The degree is at present awarded by the Victoria Institute of Colleges, but is soon to be awarded by the Institution.
Methods of Study	All students receive correspondence lessons and correspondence tuition, and some receive telephone tutoring. Sound tapes are provided for some courses. Students can if they wish attend off-campus student centres. Weekend and vacation schools are arranged on-campus. These are optional, except where students need to complete practical work for specific units.
Students	The latest figures are 1190 students enrolled externally, compared with 125 on campus. Students take on average six years to complete a course of study. Students are adults, and should have passed four subjects, including English, in Higher School Certificate. Applications are also encouraged from mature students (21 years and over) who might reasonably be expected to succeed in their course. Evidence would include any academic work or vocational training since leaving school and/or employer references. Courses are free, except for payment of a Student Union fee.

AUSTRALIA - Victoria

INSTITUTE OF CATHOLIC EDUCATION - AQUINAS COLLEGE

The college is part of the State College of Victoria, and has been teaching by correspondence since 1977. It aims to provide in-service training for teachers to upgrade their qualifications to Diploma or Degree level. The College has 27 full-time and six part-time staff.

Address	Mr B Gordon, Campus Registrar, Institute of Catholic Education, Aquinas College, P O Box 650, Ballarat, Victoria 3350.
Courses	One degree course and one diploma for teachers; also a graduate diploma in religious education. Qualifications are awarded by the Institute.
Methods of Study	All students receive correspondence lessons and correspondence tuition, and telephone tutoring is available as required. Residential courses, weekend and summer schools are provided for those students who elect to take that mode of study.
Students	In 1979, 77 students enrolled. On average, a student takes two years to complete a course of study. Students are all adults, and must have qualifications of university entrance level or the equivalent of the successful completion of 12 years schooling. Courses are available free.

AUSTRALIA - Victoria

INSTITUTE OF EARLY CHILDHOOD DEVELOPMENT, STATE COLLEGE OF VICTORIA

The Institute was founded in 1916 and is sponsored by the ministry of education. It aims to provide in-service training for underqualified teachers and to upgrade existing qualifications. The Institute has 45 full-time staff and 16 part-time staff; the academic staff are not allocated solely to external courses. Students overseas may enrol if they have clearance through the Australian Diplomatic Post and ability in English.

Address	The Registrar, Institute of Early Childhood Development, 4 Madden Grove, Kew, Victoria 3101.
Courses	B.Ed. (Early Childhood), final year. The course is only open to holders of a Diploma of Teaching (Early Childhood) or equivalent, and the degree is awarded by the State College of Victoria Senate. Also a Graduate diploma in Educational Studies. The language of instruction is English.
Methods of Study	All students receive correspondence lessons, and there are some compulsory residential courses during some vacations. Some students receive tuition by correspondence.
Students	In 1979 the Institute as a whole had 1000 students, 76 of whom were studying externally. Internal students are mainly recent school leavers, while external students are older, and will already hold an appropriate degree or diploma. An external course will take, on average, three years to complete part-time. Students can sometimes obtain grants.

AUSTRALIA - Victoria

EXTERNAL STUDIES DEPARTMENT, MELBOURNE STATE COLLEGE

The department opened formally in 1975, although the college had from 1961 been offering some external studies. The college is sponsored by the ministry of education. The department aims to provide facilities to primary and secondary teachers to upgrade outdated qualifications. It has four full-time administrative staff, and 87 teaching staff who teach both on-campus and external students. Australian students in overseas countries may enrol on the courses. The department has published staff-training manuals, which are available to other institutions.

Address	Head, External Studies Department, Melbourne State College, 757 Swanston Street, Carlton 3053, Victoria
Courses	The department provides three degree courses, a post-graduate diploma in special education and a diploma of teaching (primary). Students are able to convert one and two year qualifications to three year ones and three year qualifications to four year ones; they can convert diplomas to degrees, or undertake a post-graduate diploma. Some students are allowed to enrol in subjects without intending to complete a full course for a qualification. Degrees and diplomas are awarded by the college.
Methods of Study	All students receive correspondence lessons and tuition. Sound tapes are provided for some courses. In some subjects compulsory seminars are provided, in others optional ones.
Students	At the end of April 1979, 490 students were enrolled for external study, and a further hundred for mixed mode study. Students must already have a teaching qualification. The majority have previously undertaken courses at this or similar colleges. The time taken to complete the course depends on the credit obtained. The Graduate Diploma in Special Education was first offered externally in 1978. Part-time or external students must take a minimum of three years to complete the course, which is equivalent to one year of full-time study. Students do not have to pay fees.

AUSTRALIA - Victoria

ADVANCED EDUCATION SECTOR, SCHOOL OF EXTERNAL STUDIES,
ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY LIMITED

The institute began life in 1887 as the Working Men's College, and the present title was adopted in 1960. The Correspondence School was established in 1919 as part of a retraining scheme for returned servicemen. Later on the need for such a scheme declined and in the 1930s it was suggested that the school should be closed down if it could not cover its own costs. However it persevered and, in 1943, with the establishment of the Commonwealth Reconstruction Training Scheme, the Department of External Studies was formed.

The present School of External Studies comprises an Advanced Education Sector, and a Technical and Further Education (TAFE) Sector (see separate entry). The Advanced Education Sector's aim is to translate existing courses into the external mode for students unable or unwilling to attend on-campus courses. It operates on 15 full-time staff, with over 50 shared with other departments and about 100 others, usually RMIT full-time staff, writing or tutoring part-time on a contractual basis.

Students from other countries may enrol, but they must pay tuition fees and special arrangements must be made for compulsory practical work. Course material is available to other institutions on sale or exchange.

Address	Head, School of External Studies, Royal Melbourne Institute of Technology Limited, 167 Franklin Street, Melbourne, Victoria 3000.
Courses	Degrees in business studies and mathematics; diplomas in medical nucleography, medical radiography, valuations, business studies, mathematics, journalism and quantity surveying; graduate diplomas in urban and regional planning and careers education. The language of instruction for all courses is English.
Methods of Study	Study materials are predominantly in print form and include self-help exercises as well as student assignments which are marked and returned with comments by tutors. Audio-visual materials such as tapes, slides and resource kits are also used. Seminars and practical workshops are included for some subjects.
Students	In 1979 new external enrolments totalled 511 students. Further students choose to study by mixed mode. Completion of secondary schooling is the usual entry qualification for undergraduate courses, though this may be varied for mature age students. Completion of a prior tertiary qualification is required for entry to postgraduate diplomas. Complete courses are available free, but students must pay full fees if they choose to study a single subject.

AUSTRALIA - Victoria

VICTORIAN TAFE OFF-CAMPUS NETWORK, SCHOOL OF EXTERNAL STUDIES, ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY LIMITED

The Technical and Further Education (TAFE) Sector of the Royal Melbourne Institute of Technology acts as the co-ordinating authority for the State TAFE Off-Campus Network (VTOCN). The VTOCN was established in 1975 and consists of 15 off-campus centres located at various technical schools and colleges throughout Victoria. The function of the co-ordinating authority is to facilitate access to TAFE courses, predominantly at the post-secondary level, for students unwilling or unable to attend at an educational institution. The central co-ordinating authority has about 100 staff, half of them shared with the Advanced Education Sector of RMIT, with about 600 part-time staff, including writers and tutors employed on a contractual basis. Staff at the 15 centres are staff of that particular college, and students are enrolled as students of that college.

The VTOCN conducts a great deal of training in distance education, face-to-face as a component of a Diploma of Teaching and through a number of staff training manuals. Course material is available for sale or exchange to other institutions. Students from overseas may enrol on courses but must pay tuition fees and special arrangements have to be made for examinations and compulsory practical work.

Address	Head, Victorian TAFE Off-Campus Network, Royal Melbourne Institute of Technology Limited, School of External Studies 167 Franklin Street, Melbourne, Victoria 3000
Courses	Certificates in business studies, applied science and technology; apprentice trade and vocational courses; (37 courses). Also nine Higher School Certificate courses. In some cases students receive qualifications from the college at which they are enrolled, in others they receive state-wide Education Department qualifications. A few courses lead to qualifications from other examining bodies. There are 11 preparatory subjects offered which do not lead to qualifications, and some short-term basic vocational courses are to be introduced in the near future. All courses are in English.
Methods of Study	All courses include correspondence lessons, while for some courses teaching materials include slides, overhead transparencies, resource kits and citizen's band radio. Tuition is mainly by correspondence and telephone but seminars, residential courses or practical sessions are compulsory on some courses, optional for others. Some tutors hold optional induction meetings and continuing informal sessions.
Students	In 1979 there were about 5300 new enrolments. The median age of students is 31. Entry qualifications vary with the course; completion of secondary years 10 or 11 is usually recommended, but this may be varied for mature students. Courses are free.

STATE COLLEGE OF VICTORIA AT TOORAK

The college has been offering correspondence courses since 1973. The department aims to provide upgrading facilities for qualified teachers through the completion of the Diploma of Teaching and the B.Ed degree, and also to provide teaching in certain specialist graduate diplomas. The Continuation Studies Centre, which promotes the correspondence courses, has four full-time staff. The courses are open to students from other countries, but they would need to attend vacation school.

Address	Head of Department of Continuation Studies, State College of Victoria at Toorak, 336 Glenferrie Road, Malvern, 3144.
Courses	There are 52 subject units leading to degrees awarded by the College. The courses are all in English.
Methods of Study	All courses teach using correspondence lessons and sound tapes. Slide sets and booklets are also used, and students have access to library-borrowing facilities. All students have correspondence tuition, and must attend introductory courses and vacation schools. Individual discussions with staff are also arranged.
Students	In 1979, 140 new students enrolled. Students, who are all adults, take on average three years to complete a course of study. Applicants must have passed Higher School Certificate and completed at least part of a professional course. The courses are offered free.

AUSTRALIA - Victoria

THE VICTORIAN EDUCATION DEPARTMENT CORRESPONDENCE
SCHOOL

The school is sponsored by the Victorian Education Department and was established in 1909. Its aim is to provide an education for school-age students and a limited number of adults who are unable either temporarily or permanently to attend a normal school. Service personnel, teachers and inmates of institutions are also enrolled. The school has nearly 150 staff. Arrangements can be made with other college principals for the exchange of materials.

Address	Enrolment Officer, Victorian Education Department Correspondence School, 410 Elizabeth Street, Melbourne 3000.
Courses	School subjects for primary grades and 23 subjects at secondary level. Years 1 to 11 are assessed within the school. Victorian Institute of Secondary Education exams are taken at year 12 level.
Methods of Study	All students receive lessons and tuition by correspondence. Some courses include sound tapes, visual material kits or science practical kits. Most year 11 and 12 subjects include regular seminars which most students attend. Primary pupils must be supervised by their parents.
Students	In 1979 about 4000 students enrolled. About half these are students in secondary schools taking one or two subjects by correspondence. Most students are school-age, and may study for a full twelve years with the college. Courses are provided free.

WARRNAMBOOL INSTITUTE OF ADVANCED EDUCATION

The institute has been offering correspondence courses since 1972. These aim to provide undergraduate courses in business studies and general studies/social science, upgrading for primary-teaching, and post-graduate courses in accounting and in municipal engineering. The institute is sponsored by the ministry of education. The correspondence department has eight full-time staff, and uses the services of 70 other staff of the Institute.

Students from other countries may enrol but must present themselves at the institute at some stage during their course. The institute's materials are available to other institutions, subject to copyright, and its "Guide to Preparing External Studies Materials" is also available.

Address	Public Relations Manager, Warrnambool Institute of Advanced Education, P O Box 423, Warrnambool, Victoria 3280.
Courses	Subjects required for three degree courses and four diplomas. All qualifications of the institute are accredited by the Victorian Institute of Colleges. The language of instruction is English.
Methods of Study	Correspondence lessons are provided for each course, while some include sound tapes, video cassettes or 35mm transparencies. Tuition is by correspondence, and sometimes also by telephone or computer marking. For some subjects in some courses seminars/meetings and/or residential courses and/or study centres are compulsory while for others they are optional.
Students	New enrolments in 1979 totalled 500. On average, a student takes six to seven years to complete a course. Applicants should have passed Higher School Certificate or, for mature age applicants lacking this, special entry conditions may apply. Courses are offered free.

AUSTRALIA - Western Australia

DIVISION OF EXTERNAL STUDIES, MOUNT LAWLEY COLLEGE

The college is funded by the ministry of education and established its external studies division in 1975. It aims primarily to provide post-graduate teacher qualifications. It also provides courses for aboriginal people. The division has five full-time staff, and shares two others with the college.

Address	The Co-ordinator, Division of External Studies, Mount Lawley College, P O Box 66, Mount Lawley, Western Australia 6050.
Courses	One degree course and three other courses for teachers, leading to qualifications awarded by the college. It also offers two basic education courses for aboriginal people, in general literacy and numeracy. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and tuition. Some have telephone tuition, and some work is computer marked. For some courses sound tapes, slides or films are provided. Students may also attend optional seminars.
Students	The latest annual enrolment is 800 students. On average, a student will take three years to complete a professional course. Applicants should already hold a basic three year Diploma of Teaching or a basic two year Teachers' Certificate. No tuition fees are charged.

AUSTRALIA - Western Australia

EXTERNAL STUDIES UNIT, MURDOCH UNIVERSITY

The External Studies Unit was founded in 1974 and is funded through the university by the federal ministry of education. It aims to provide university undergraduate programmes to individual students enrolled in the external study mode. The unit has 15 full-time staff, of whom four are academic, and employs two additional clerical workers at busy seasons. Course preparation and tutoring are undertaken by the academic staff of schools also engaged in on-campus teaching. Students are encouraged to move between internal and external modes or to study different semester courses in both modes concurrently when this suits their requirements. In this way external study is maintained as a mode rather than a rigid category of student. Students in other countries can follow the courses, but such students will normally have commenced their courses within Australia before going overseas.

The unit has produced a manual on tutoring at a distance and a guide to course co-ordinators. These are both available to other institutions. Staff are also trained at Joint Staff development workshops with the Western Australian Institute of Technology. Course material is available for exchange but not for sale.

Address	Administrative Officer, External Studies Unit, Murdoch University, South Street, Murdoch, Western Australia 6150.
Courses	Fourteen degree programmes are offered. Degrees are awarded by the University. Three tertiary extension courses are also offered, combining distance education delivery with localised group enrolment. All courses are in English.
Methods of Study	All students receive correspondence materials, and tutoring by correspondence and telephone. Sound tapes are provided for some courses, and home kits are supplied for science courses. Attendance at study centres and at some seminars is optional, while about one third of the courses have a compulsory residential component. Emphasis is placed on designing courses for independent study. The attendance requirement is a residual necessity in courses that have not been completely externalised.
Students	In 1978, 330 students enrolled, to join 470 ongoing students. All students are adults, and must have matriculated or show alternative evidence of readiness. It is expected that students will take about eight years to complete a degree. All courses leading to credit are available free.

AUSTRALIA - Western Australia

EXTERNAL STUDIES DEPARTMENT, NEDLANDS COLLEGE OF ADVANCED EDUCATION

The department started work in 1979 and is sponsored by the ministry of education. It aims to prepare subject specialist leaders and/or administrators in secondary schools and assist Diploma of Teaching graduates to upgrade their qualifications to four-year Bachelor of Education status. There are 120 full-time staff. Students from other countries may enrol on the courses, provided they satisfy the entry requirements.

The department is currently negotiating for the exchange of materials, and would welcome enquiries.

Address	Dr Maureen Smith, Co-ordinator of External Studies, External Studies Department, Nedlands College of Advanced Education, Corner Stirling Highway and Hampden Road, Nedlands, Western Australia 6009.
Courses	There are a total of 44 courses leading to degrees for practising teachers or school administrators. The College awards its own qualifications. The language of instruction is English.
Methods of Study	All students receive correspondence lessons and tuition by correspondence and must attend study centres. Sound tapes are provided for some courses. Some students make use of telephone tutoring. Attendance at seminars and residential courses is optional. Summer schools are run for correspondence and other external students.
Students	In 1979, 130 students enrolled. It is expected that a student will, on average, take four years to complete his course of study. All students are adults, and must already have a Diploma of Teaching before they are accepted. Courses are offered free.

AUSTRALIA - Western Australia

TECHNICAL EXTENSION SERVICE, WESTERN AUSTRALIA

The Technical Extension Service is a college of the Western Australia Department of Education, Technical Division. It aims to make technical and further education available on a world-wide basis to all students who are qualified by experience and/or by examination to enter the courses, and are unable to attend Western Australia's 'live' classes in these subjects. It was founded in 1944 to provide tuition for servicemen and ex-servicemen. It soon expanded to include civilians, particularly those living in areas where such a service was not already available. It was accorded the status of a College of the Technical Division in 1968. It now has 134 full-time and 108 part-time staff.

In addition to its functions as a technical correspondence college, it aims to train teachers working in the Technical Division and to provide class instruction for certain people whose work involves them in some teaching. Tutor sisters in teaching hospitals and training officers in industry fall into this category. The Technical Extension Service also helps produce teaching materials for the Technical Publications Trust. It is currently investigating techniques of computerised course writing.

Students from other countries may enrol on courses, provided they fulfil the appropriate entry requirements and are fluent in English.

The Service has published staff-training manuals in course writing and lesson marking, which are available to other institutions. Samples of instructional material are also available free, while associated texts could be supplied at purchase price.

Address	The Principal, Technical Extension Service, Prospect Place, Perth, Western Australia 6000.
Courses	The majority of courses offered lead to qualifications. About 350 are for professional or vocational qualifications about 10 for secondary-level exams, and about 40 are non-examinable or for exams conducted by independent bodies. Most subjects are examined by the Technical Education Division; the remainder by independent professional or commercial bodies. Ten non-examinable courses are for hobbies or self-enrichment. All courses are in English.
Methods of Study	All students receive correspondence lessons and correspondence tuition. On some courses sound tapes are provided, on others transparency slides, while sometimes sets of samples are sent to students (e.g. for wool classing or grain sorting). Some students receive telephone tuition, while in a few subjects seminars are compulsory.
Students	In 1979, 13,980 students first enrolled. All students are adults, and entry qualifications vary with course and subject requirements. Courses leading to official certificates or diplomas are provided free, while students on hobby subjects must pay fees. Occasionally these may obtain grants. A complete course, consisting of a group of subjects, generally takes five years. Each student enrolls on two, sometimes more, subjects annually, and each subject requires about one year's study.

AUSTRALIA - Western Australia

WESTERN AUSTRALIA CORRESPONDENCE SCHOOL

The school was established in 1918 for the purpose of bringing education to isolated children. It is sponsored by the education department of Western Australia. It aims to provide education in normal school courses through years 1 to 10 for students who do not have regular daily access to an ordinary school. Post-school-age students are also serviced but only in normal school subjects and at the same year levels. The school's courses therefore include secondary tuition up to year 10 to children who do not live within reach of a school; children at post-primary levels attached to small primary schools; adults wishing to enrol as part-time students to bring up their educational qualifications to year 10 secondary level. The latter are awarded a certificate issued by the school itself, whereas school-age secondary students work towards the Achievement Certificate, a qualification controlled by the Board of Secondary Education.

Some primary students work through the Schools of the Air, whose lessons are seen as supplementary to written correspondence work. The broadcasting time available is usually about three and a half hours daily, devoting half an hour to each grade.

The school has 52 full-time teaching and administrative staff and about 12 support staff. Students from overseas may enrol, but if they are not Australians they must pay fees and all postage costs. Course material is not normally offered for sale or exchange, but enquiries would be considered.

Address	The Principal, W.A. Correspondence School, Corner Roberts Road and Thomas Street, Subiaco, Western Australia 6008.
Courses	English, mathematics, social studies, art/craft, science, health education, commerce bookkeeping. Advisory courses at primary level in music, physical education, bible stories. Special course in English, mathematics and geography for members of the Police Force. The language of instruction in all courses is English.
Methods of Study	School-age students study from correspondence courses, with a ten-minute broadcast session each week. They receive tuition by correspondence, from itinerant teachers, and sometimes by telephone. Comprehensive use is made of cassettes and other audio-visual materials, and students receive resource and reference kits. Children may also attend camps or seminars. Camps, seminars and visiting teachers are not arranged for adult students.
Students	About 1000 new students enrolled in 1979. The average yearly enrolment is 1500 - 1600, excluding Schools of the Air students. Three-fifths of the students are normally adults, with a small proportion being recent school leavers. The rest are children, more than half of these 12 years old or less. Fees are only payable for special post-school-age courses, and students may obtain grants.

AUSTRALIA - Western Australia

DEPARTMENT OF EXTERNAL STUDIES, WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY

The Institute is a Commonwealth funded College of Advanced Education. The department was established in 1968. It aims to provide undergraduate, graduate and extension tertiary courses. The department has 17 full-time academic and clerical staff, including two at the Bunbury Advanced Education Centre. It shares a further 160 staff with the Institute. Students overseas may study with the department, but these must be former residents of Western Australia who have already commenced a course.

At present, the department is considering an alternative staffing strategy. It is also working on the development of a standard data base for external students, and conducting a survey of inactive external students. It also broadcasts a weekly 'off-campus' radio programme, 15 minutes long.

The department has published a manual for tutors which is available to other institutions. It is prepared on invitation to offer training to members of other institutions. Course material is available for exchange with other institutions.

Address	Head, Department of External Studies, Western Australian Institute of Technology, Hayman Road, Bentley South, Western Australia 6102.
Courses	There are 239 courses as components of degree courses, and 45 as components of post-graduate qualifications. Qualifications are awarded by the Institute. Fourteen courses in academic subjects are also offered, without any terminal qualification. The language of instruction in all courses is English.
Methods of Study	All students receive correspondence lessons and tuition. Some students receive tuition by radio, by audio tape, and in individual visits by tutors to rural students. Teaching on some courses is also provided by radio, sound tapes, colour slides, film strips, models and video tapes. Optional group tuition is available in study centres and country visitation seminars. Seminars include laboratory and other practical workshops, and field trips.
Students	The latest annual enrolment is 1747 students. The average length of time a student takes to complete a course is six or seven years. Students are mainly adults, and should have passed the Tertiary Admissions Exam or equivalent or be eligible for Mature Age Entry. Courses are free.

AUSTRALIA - Western Australia

WESTERN AUSTRALIAN SCHOOL OF MINES

The school is sponsored by the Western Australian Institute of Technology and since 1975 has been able to offer externally the complete Graduate Diploma in extractive metallurgy. The school aims to provide continuing education by correspondence and on-campus research facilities for graduate metallurgists and mineral processors. The school has four full-time and one part-time members of staff. Students from other countries may enrol on the course.

Address	Administrative Officer, Western Australian School of Mines, Post Office Box 597, Egan Street, Kalgoorlie, Western Australia 6430.
Courses	The one course available leads to the Graduate Diploma in Extractive Metallurgy, awarded by the School.
Methods of Study	Course material is available in written form, although a certain amount of material is available on videotape. Research work is pursued at an approved laboratory at or near the working locality of the student. Some students receive correspondence tuition, and optional seminars are provided.
Students	Four students enrolled in 1978. On average, a student takes two years to complete a course of study. To be accepted, students must have a degree in metallurgy or an allied field of study. Students pay no fees.

BOTSWANA

DEPARTMENT OF NON-FORMAL EDUCATION, CORRESPONDENCE COURSES SECTION

In 1973 the Botswana Extension College was established by a Botswana government cabinet directive. In 1979 the ministry of education established a Department of Non-formal Education, incorporating the Botswana Extension College. The department has five sections, one of which is the correspondence section. This section provides correspondence courses for the general public leading to the Junior Certificate and Cambridge level school examinations. The section has six full-time and 12 part-time staff, and shares the services of over 30 of the department's staff. Course material is shared with institutions in Lesotho and Swaziland on a reciprocal basis.

Address	Head, Correspondence Courses Section (B.E.C.), Department of Non-formal Education, Private Bag 0043, Gaborone.
Courses	There are 12 courses leading to secondary-level examinations. These are in academic and commercial subjects, and at Junior Certificate or General Certificate of Education ordinary level. The language of instruction for all courses is English. All lead to qualifications awarded by an independent examining body. A number of new courses are under production.
Methods of Study	All students receive correspondence lessons and tuition. For some courses, there are also radio lessons or sound tapes. There are eight study centres, at which attendance is optional. Students may borrow books from the section library.
Students	In 1979 there were 3,374 students on the register. These are a mixture of recent school leavers and older adults. Applicants for Junior Certificate courses must have passed the primary school standard 7 examinations, and applicants for Cambridge level courses should have passed Junior Certificate. Students pay a subsidised fee for their courses.

BRITAIN

ASSOCIATION OF DISPENSING OPTICIANS

The Association of Dispensing Opticians, a company limited by guarantee, opened for membership in May 1926, and is the only organisation in Britain representing jointly both principals and employees engaged in optical dispensing. The broad principles of the Association are to safeguard the interests of dispensing opticians and to provide an efficient optical dispensing service.

The Council of the Association established a system of training, instruction and examination in 1927. This has continued since and has developed to become one of the Association's most important functions. To meet the needs of professional members and others who are unable to attend classes at a recognised college, a series of correspondence courses has been drawn up which enables students to attain the high standard necessary to pass the theoretical sections of the various dispensing examinations. Such courses have been provided since 1927. The courses are administered by two full-time staff, with the assistance of 47 part-time instructors.

Students from other countries may enrol on the courses provided they are employed by a recognised optician in their own country so that they gain practical experience. In recent years there has been a large increase in overseas students, and practical exams are now run in Malaysia and Singapore.

Address	The Registrar, Association of Dispensing Opticians, 22 Nottingham Place, London W1M 4AT.
Courses	The Association's correspondence courses cover the necessary theoretical knowledge for the Preliminary and Final Dispensing Examinations. Special courses preparing for the Geometric Optics of Ophthalmic Lenses examination and for the theoretical side of the Association's Contact Lens Fitting examination are also available. The language of instruction is English.
Methods of Study	On enrolment each student is sent notes on the method of study and the list of recommended textbooks. Papers are sent on a fortnightly basis and one worked script must be returned to the instructor for marking each week. It is a condition of admission to correspondence courses that the student must agree to attend the City and East London College or the Bradford College for two separate fortnights during each course year.
Students	About 600 enrol each year. Students are trainee dispensing opticians. Entry qualifications are General Certificate of Education (Ordinary level) in four subjects, including English and mathematics or Physics; or five subjects for those with lower grade passes. Students must pay fees: the correspondence courses, which are non-profit making, are financed from course fees.

BRITAIN

THE CHARTERED INSURANCE INSTITUTE TUITION SERVICE

The Tuition Service was established in 1946 by the Chartered Insurance Institute for the professional body of insurance men and women. The Tuition Service is now a division of the Education and Training Trust of the Chartered Insurance Institute.

The service was established to ensure that insofar as they are not available elsewhere, adequate means of preparation for the examinations of the Chartered Insurance Institute are made available to all students on a worldwide basis. Some people study by means of attendance at classes, but the majority of students outside the United Kingdom (there are over one hundred overseas examination centres as well as centres in most large towns and cities of the United Kingdom), and many U.K. students taking highly technical subjects do not have access to class tuition.

The Tuition Service has a staff of 17, some part-time, supplemented by a large panel of advisers and tutors who are mainly practitioners in the specialist subject for which they act as adviser or tutor.

The Tuition Service has the financial backing of the Chartered Insurance Institute as a whole, but its financial objective is to cover its costs by fees received from students and from the sale of its study courses for non-examination purposes.

Address	Tuition Superintendent, C.I.I. Tuition Service, 31 Hillcrest Road, South Woodford, London E18 2JP.
Courses	All the subjects of the following: the Introductory examination of the Chartered Insurance Institute; the Chartered Insurance Institute's Associateship examination; and the Fellowship examination of the Chartered Insurance Institute. All courses are in English. A new examination system is to be introduced by the Chartered Insurance Institute with effect from 1982: new tuition material will be available from June 1981 on the 38 new subjects.
Methods of Study	All courses have correspondence lessons and tuition. Sound tapes are provided for some courses. For some subjects, optional residential or non-residential seminars are arranged.
Students	Current enrolment is about 14,000 students a year. On average, a student will take between four and five years to complete a course of study. Most students are young insurance company employees who have recently left school. To register for a course they must have the Business Education Council national certificate in business studies, or three subjects of General Certificate of Education Advanced level, or two advanced levels and two ordinary levels from a selected list. Fees are fixed to cover all costs, and students cannot obtain grants.

BRITAIN

COLLEGE OF ESTATE MANAGEMENT

The College of Estate Management was founded in 1919 and was incorporated by Royal Charter in 1922. It is an independent charity. It works with numerous professional bodies concerned with land management and development to provide tuition for the examinations which they administer.

In 1972 the college was formally linked with the University of Reading, which took over responsibility for the college's full-time students. The college is now concerned with two distinct aspects of education: first, it continues to provide postal courses for the professional examinations of societies concerned with land management and development and for an external degree in estate management; and second, it provides post-qualification training through its Centre for Advanced Land Use Studies. The college also carries out research of practical interest to the profession.

The college organises study-sessions or lectures at several centres in England. Centres in Northern Ireland, the Republic of Ireland and Scotland also assist in administering special syllabuses for those areas. Short residential courses are also organised, mostly at the college itself.

The college as a whole has 80 administrative staff; 130 tutors are concerned part-time in distance teaching, and subject areas are supervised by nine part-time advisers. There is a secretary in each of the three college centres in Scotland, Northern Ireland and the Republic of Ireland.

Students from overseas may enrol, subject to the entry requirements of professional examining bodies. Course material is available on a very limited scale for sale or exchange to other institutions.

Address	The Director of Courses, the College of Estate Management, White Knights, Reading, RG6 2AW.
Courses	A course for the B.Sc. degree in Estate Management; ten courses leading to the qualifications of the Royal Institution of Chartered Surveyors, the Incorporated Society of Valuers and Auctioneers, the Institute of Quantity Surveyors; on one course, for technicians in quantity surveying, the college itself awards a certificate to UK students only. All courses are in English.
Methods of Study	Written study material supplemented by non-compulsory vacation introductory and revision courses, optional one- or two-day winter study sessions at centres throughout England. Some courses have sound tapes.
Students	There were 2,650 new enrolments in 1979. A student will generally take 4-5 years to complete a three part course leading to a professional qualification. In March 1979 the total student body was 4,804, with over 3,000 students studying for exams of the Royal Institute of Chartered Surveyors. Students are adults, and enrolments are accepted from those who satisfy the requirements of the appropriate examining bodies. Students must pay unsubsidised fees, but may sometimes obtain grants.

BRITAIN

THE COLLEGE OF LAW

The College of Law was established in 1962 by an amalgamation of the law tutorial firm of Gibson and Weldon, founded in 1876, and the Law Society's School of Law, founded in 1903. It aims to provide tuition for students for the Law Society examinations.

The college is governed by a Board of Governors appointed by the Law Society; and day to day administration is the responsibility of the Board of Management. It is a non-profit-making body, and its income derives almost entirely from the fees paid by class and postal students, and from special courses provided for members of the legal profession.

The college has four branches; in London (Chancery Lane and Lancaster Gate), Guildford and Chester, where some 2600 students attend classes every year. The general administration of the college and the administration of all postal courses is conducted from Guildford; an average of 2500 postal students commence courses every year.

The correspondence courses are prepared by the full-time teaching staff of the college, comprising approximately 100 barristers and solicitors, and all are marked by barristers and solicitors, most of whom are in practice. Students from overseas may enrol.

Address	Registrar of Correspondence Courses, The College of Law, Braboeuf Manor, St Catherines, Guildford, Surrey GU3 1HA
Courses	Legal subjects for the Bar Part I and Law Society examinations. The present Law Society Part I Examination will be held for the last time in February 1982, and the Part II Examination in February 1981. Postal courses will be provided up to these dates. Not all students are eligible to sit these examinations, and advice must be sought from The Law Society. Attendance at an oral class is normally compulsory for the New Final Examination, and it is unlikely that the college will be able to offer correspondence course tuition as for the old examinations.
Methods of Study	Entirely by correspondence, based on recommended textbooks, printed matter, written tests and model answers.
Students	About 2500 correspondence students a year, often recent school leavers. On average, a course takes six to twelve months to complete. Students must have those qualifications required by the Law Society in order to sit the examinations. Students must pay unsubsidised fees, although they may sometimes be able to obtain grants.

BRITAIN

CO-ORDINATING COMMITTEE FOR DIRECTED PRIVATE STUDY SCHEMES IN THE HIGHLANDS AND ISLANDS

The Committee was established in 1972 to co-ordinate and administer the college based Directed Private Study Schemes operating in the Highlands and Islands leading to awards in business studies of the Scottish Business Education Council. The Committee membership comprises representatives of the Highlands and Islands Education Authorities, the Highlands and Islands Development Board, the Scottish Business Education Council, and the Scottish Education Department. The Committee is serviced by a part-time secretary and the tuition is provided by the four Colleges of Further Education involved in the scheme.

Address	The Secretary, Co-ordinating Committee for Directed Private Study Schemes in the Highlands and Islands, 22 Great King Street, Edinburgh EH3 6QH
Courses	Seven courses in business studies and public administration leading to examinations of the Scottish Business Education Council. The council was set up by the Secretary of State for Scotland as a national examining and course-devising body for courses in business education and related sectors. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons, correspondence tuition, and three-day residential sessions three times a year. Tutors try to visit at home those students that cannot attend these sessions through disablement.
Students	There were 74 enrolments in 1978. On average, students take two years on a part-time basis to complete a course. Entry requirements depend on individual courses and are set by the national examining body. Students must normally be over 20 years of age and live outside reasonable travelling distance from a college offering the course. Students must normally pay a subsidised fee; they may sometimes obtain grants.

BRITAIN

ASSISTED PRIVATE STUDY SECTION, DEPARTMENT OF MINING AND MINERAL RESOURCES ENGINEERING, DONCASTER METROPOLITAN INSTITUTE OF HIGHER EDUCATION

The section was established in 1971 to provide a means of preparation for mature candidates (over 21 years of age) wishing to sit the professional examination of the Institute of Quarrying. The course is supported by the Institute of Quarrying and the Ceramics Glass and Mineral Products Industry Training Board, while the Institute is administered by the local education authority.

The section has four academic, three clerical and two technician staff. Assisted private study duties have priority but one third of their time is at present devoted to other activities such as short courses or publicity.

Students from other countries may enrol and assistance will be given with arrangements for local tutorial help. Course material is currently made available to some overseas institutions.

Address	Course Secretary, APS Quarrying, Doncaster Metropolitan Institute of Higher Education, Waterdale, Doncaster DN1 3EX
Courses	The section offers the one course only. The examination board is a joint organisation involving representatives of Doncaster Institute and the Institute of Quarrying.
Methods of Study	Teaching materials are correspondence lessons and sound tapes. Tuition is by correspondence and telephone. Seminars and residential courses are arranged and attendance at these is optional. Also arranged are study tours to various quarries within an area. Mid Cornwall College, St Austell, acts as a study centre, providing an 'open house' with a tutor. The section is currently investigating the possibility of other similar regional 'open house' centres.
Students	Ninety first enrolled in 1979. On average a student takes three years to complete the course. Students are adults. There are no formal qualifications required for entry to the first year. Entry qualification are only used as a guide to the starting point on the course; some are eligible to enter at second-year level. Fees must be paid, but students are sometimes able to obtain grants.

BRITAIN

LEARNING RESOURCES DEPARTMENT, DUNDEE COLLEGE OF EDUCATION

The department was established in 1977 and is funded through the College by the Scottish Education Department. It aims to provide post-graduate in-service training for teachers and all engaged in training in medicine, commerce and industry in course design, curriculum development, and the skills required for the production of self-instructional learning materials.

The department has two full-time staff and 20 shared with other college departments. The staff may visit other institutions, and visiting lecturers are occasionally used. Besides distance-teaching courses, the college runs both full-time and short face-to-face courses in educational technology. If an institution sends at least one of its staff to the one year full-time course, they may thereafter run the same course themselves at their own institution, using the Dundee materials, on payment of a royalty fee. Students from overseas may enrol on any of the courses, but for the educational technology course they must spend a continuous period of two weeks in the college after studies have been completed before the award will be made. They must also pay unsubsidised fees. Printed materials are available for sale to other institutions.

Address	Co-ordinator of learning resources, Learning Resources Department, College of Education, Gardyne Road, Broughty Ferry, DD5 1NY.
Courses	One major postgraduate course in educational technology; a number of short courses. Application is being made for validation of the major course by the Council for National Academic Awards.
Methods of Study	Teaching is provided by printed lessons, sound tapes and film strips. Students obtain tuition by correspondence and by telephone. 16 days of in-college teaching are provided for the students, and they must attend at least 9 of these during their studies.
Students	There were 40 new enrolments in 1979. On average, students will take two to three years to complete the educational technology course. Applicants must already have a degree or equivalent. Accepted students will usually obtain grants to cover the cost of study.

BRITAIN

INSTITUTE OF GROCERY DISTRIBUTION

The institute was established in 1909 and aims to provide management and vocational education for personnel in the distribution and food manufacturing industries. Some of its training is conducted by correspondence. The courses are run by six full-time and 50 part-time staff.

The existing courses are run in conjunction with the Co-operative Union. These courses are due to end in 1982, but new courses will be introduced during 1980. For existing and new courses, overseas applications are welcomed.

Address	The Administrator, Education Department, Institute of Grocery Distribution, Letchmore Heath, Watford, WD2 8DQ, Herts
Courses	There are seven courses leading to professional qualifications for the distribution and food manufacturing industries. These are all in the English language. Until 1982, the institute will award qualifications for existing courses. New institute qualifications and courses will be introduced later this year, and these will be conducted under the auspices of the Business Education Council.
Methods of Study	Students learn from correspondence lessons and tuition, and should also attend seminars at the institute headquarters and in regional centres in Britain. Some of these seminars are residential, lasting two or three days.
Students	The latest annual enrolment is 900. On average the students, who are adults, take one year to complete a course. Students must pay full fees, but many students' fees are paid by their companies.

BRITAIN

INTERNATIONAL EXTENSION COLLEGE

The International Extension College is a non-profit organisation, registered as a charity under English law. Its purpose is to make available services, advice and information on distance teaching, when invited to do so, in the third world. It was founded in 1971 and has set up a number of projects which integrate the use of correspondence lessons, broadcasts and face-to-face teaching, as well as providing information and training services.

Its activities are of four kinds: first, where invited to do so by developing countries, it has helped to set up colleges which use print, broadcasting and face-to-face tuition to meet local educational needs. These are the Mauritius College of the Air, the Botswana Extension College and the Lesotho Distance Teaching Centre; and IEC has worked with the University of Lagos in establishing its Correspondence and Open Studies Unit. IEC's function here has been to help launch the colleges and provide them with whatever services can usefully be offered centrally. Second, it includes a resource and information centre. The centre publishes a series of 'Broadsheets on Distance Learning', other occasional publications, responds to requests for information and undertakes commissioned research. Third, the college provides consultancy services, mainly to institutions concerned with distance teaching in the third world. Fourth, the college provides training on distance education. This includes an annual three-month course on distance teaching under the auspices of the University of London Institute of Education, and teaching on distance education within the Institute's regular courses. Training may also be by means of short workshops overseas or by distant study. All IEC's services are primarily intended for those from or involved with the third world.

Address	The Director, International Extension College, 18 Brooklands Avenue, Cambridge CB2 2HN.
Courses	The college publishes a manual for the training of writers for distance education. This developed from a correspondence course for correspondence course writers, and a correspondence support service is still available. Two further manuals, one on administration for distance teaching and the other on research and evaluation are due to be published shortly.
Methods of Study	The manuals are designed to be used individually, for self-instruction or with tutorial support, by correspondence or face-to-face; or they can be used in training workshops. IEC organises such workshops, or provides individual postal tuition to manual users. Many institutions simply buy manuals and make their own tutorial arrangements.
Students	The college trains about 20 people a year on its London training courses. These are open to anyone with experience of or the prospect of working in distance education. There are minimal entry requirements for the three-month course, while those seeking to study for an M.A. with an option in distance teaching must generally have post-graduate teaching qualifications. Full fees must be paid, but grants are usually available. The writers' manual has been bought by well over 100 people in the first few months since publication.

BRITAIN

THE MARINE SOCIETY (COLLEGE OF THE SEA)

The college started teaching by correspondence in 1938, and aims to provide general education for British merchant seafarers. It is funded partly by the ministry of education, partly by local education authorities, and partly by private resources.

The college has eight full-time staff and 100 part-time. Some of the tuition is voluntary; such tutors are mainly schoolteachers. An artist and a marine biologist are employed full-time to teach aboard merchant ships.

Students from countries that are members of the British Commonwealth may enrol.

Address	The Secretary, The Marine Society (College of the Sea), 202 Lambeth Road, London SE1 7JW
Courses	Thirty courses are offered leading to GCE exams (secondary level subjects, examined by several boards). Three courses lead to the Diploma in Merchant Navy Studies, awarded by the Marine Society. These are on the history, organisation and literature of the Merchant Navy. The language of instruction for all courses is English.
Methods of Study	All courses have correspondence lessons and tuition. Some include sound tapes. Students may also obtain individual tuition at the college, where study bedrooms are made available.
Students	The latest annual enrolment is 337. On average students take six months to complete a course. Students are adults. There are no academic requirements for entry, and fees are subsidised. Students sometimes obtain grants.

BRITAIN

METHODIST STUDY CENTRE

The centre began teaching by correspondence in 1928. It is sponsored by the Methodist Church (British Conference) and aims to provide opportunities for Christians to study their faith; and to provide training for those filling a range of offices in the service of the Church, such as local preachers and Sunday school teachers.

The centre operates from an office open three days a week, with a secretary and three support staff. Tutors, numbering over 200, are all voluntary and serve up to four students at a time. Students from other countries can enrol on more advanced courses provided they have an adequate background of study. Basic courses are not provided for overseas students. Course material is available for sale or exchange to other institutions.

Address	The Secretary, Methodist Study Centre, Room 78, 1 Central Buildings, Westminster, London SW1H 9NH.
Courses	Courses are at a variety of levels: one at degree level, three for secondary level exams and 33 vocational courses, including those leading to a diploma for local preachers and others, a certificate in Christian education, and a Youth Workers' certificate. Courses are for a variety of London University examinations, some for examinations set by the Methodist Conference through its various agencies. Thirteen courses, five in academic studies and eight basic Bible courses, do not lead to any award.
Methods of Study	Teaching is done by correspondence lessons with accompanying textbooks. Students can opt for courses with correspondence tuition or self-study. On some courses, residential weekends are obligatory: these are for the 'training the trainer' certificate, for those helping youth workers, and for childrens' workers.
Students	The latest annual enrolment figures is 386. On average, a student takes six months to complete a course. Students are adults, and are accepted if the secretary is satisfied that they have an adequate basic knowledge to tackle the selected course. Fees for British Methodist students are substantially subsidised. All other students pay full costs.

BRITAIN

NATIONAL AND LOCAL GOVERNMENT OFFICERS' ASSOCIATION CORRESPONDENCE INSTITUTE

The National and Local Government Officers' Association (NALGO), founded in 1905, decided in 1919 to press forward with a 'progressive educational policy', introducing its own examination and a correspondence school. Since then the NALGO Correspondence Institute (NCI) has provided courses for a wide range of qualifications. It aims to help members qualify for promotion; to set a standard of work and conduct appropriate to a responsible trade union; to earn recognition among employers of the efficacy of correspondence tuition; to develop members' capacity for doing responsible work intelligently; and to operate on a self-supporting basis, while charging reasonable fees.

NALGO is largely funded by membership subscriptions. NCI, however, encourages employers to fund students and grant them time for study in working hours. At present, NCI has 11 full-time staff, with about 250 tutors employed from outside as required.

Overseas students may enrol, but those outside Europe must pay extra fees to cover postage and administration. NCI might be able to exchange material with other institutions in specific instances.

Address	Education Officer, NALGO National Correspondence Institute, 1 Mabledon Place, London WC1H 9AJ.
Courses	There are about 20 professional and vocational courses leading to examinations, eight subjects at General Certificate of Education ordinary level, and seven at advanced level. Students may also take units of these separately, as single-subject non-examination courses; about 250 subjects are available in this mode. NCI mounts special schemes for particular qualifications, whenever required. Present courses include: general administrators; baths managers; building control officers; chartered secretaries and administrators; consumer advisers; financial advisers; health service administrators; home help organisers; housing managers; medical records officers; and other public service officers.
Methods of Study	Students study either from correspondence courses with tuition by correspondence or in the directed private study mode. Some colleges run courses combining class tuition with the study of NCI correspondence courses. Optional residential courses, usually of a week, are run before examinations.
Students	These are generally members of NALGO, or of other trades unions. There are also students on special training schemes or research projects run in co-operation with other bodies. Students must pay fees, but are entitled to apply to their employing authority for financial assistance for course fees and for paid leave for residential courses and such help is usually granted.

BRITAIN

THE NATIONAL EXTENSION COLLEGE

The college was established in 1963 as an independent, non-profit distributing trust. It aims to provide for the education of adults who have left full-time schooling, with a special emphasis on those who are disadvantaged by a lack of education.

The college has about 40 full-time staff and a further 200 part-time correspondence tutors.

Recently it has developed FlexiStudy, a new kind of support system for distant learners, where local Further Education colleges take responsibility for all the student's tuition. It has also been involved in two projects using distance-teaching methods to help the young unemployed. The college is also conducting a research project on the counselling of correspondence students.

Students from other countries may enrol on the courses, provided they have adequate command of written English. Course material is offered for sale to other institutions and catalogues are published twice a year.

Address	Executive Director, National Extension College, 18 Brooklands Avenue, Cambridge CB2 2HN
Courses	Forty options for degrees; seven courses leading to professional qualifications; 40 leading to secondary-level exams. Students are prepared for examinations of the General Certificate of Education, London University External Degrees or professional bodies. In addition, the College offers 36 courses of general interest or preparatory to general education. The language of instruction for all courses is English.
Methods of Study	All courses below degree level have correspondence lessons, while some have also radio or television lessons or sound tapes. Degree students arrange individual study programmes with their tutors. All students receive correspondence tuition. The College has recently discontinued its study centres in favour of a new support system, FlexiStudy, where local Further Education Colleges take responsibility for the student's tuition.
Students	New enrolments in 1978 numbered 8800. On average a student will take between six and nine months to complete a course. Students are mainly adults. There are no entry requirements, but degree candidates must satisfy the requirements of London University. Students must pay cost-covering fees, but they are sometimes able to obtain grants.

BRITAIN

THE OPEN UNIVERSITY

The university was established by royal charter in July 1969 and its undergraduate teaching programme began in January 1971. It aims to provide opportunities, at both undergraduate and post-graduate level, of higher education to all those who are prevented for any reason from attending an existing institution of higher education. It is funded by the Department of Education and Science.

The university also offers a continuing education programme aimed at adults who wish to update their knowledge in vocational areas or to explore new fields of interest.

The university has 2000 staff at the campus at Walton Hall and 500 in 13 regional offices. 5500 part-time staff teach for the university in addition to other full-time jobs.

Course correspondence texts can be bought by other institutions; the address for these is Open University Educational Enterprises, 12 Cofferridge Close, Stony Stratford, Milton Keynes, MK11 1BY. The university has also produced a number of training and research publications. It provides advice and training in distance education on a consultancy basis.

Address The Open University, Walton Hall, Milton Keynes, MK7 6AA.

Courses About 120 course options are offered in six undergraduate degree faculties. Degrees are awarded by the university. About 80 courses can be taken as associate student courses; associate students may if they wish take exams and gain credit, or they may take the courses for personal or professional advancement. Four of these courses lead to a diploma of reading development. There are also available 11 eight-week community education courses. The language of instruction for all courses is English.

Methods of Study All courses have correspondence lessons, and television and radio programmes are integral to about 90 per cent of courses. Some courses include sound tapes or home experiment kits. Tuition is by correspondence on all courses, with computer marking and telephone tuition in some cases. Residential courses are compulsory on many courses. Seminars and day schools are organised for optional attendance. Students can meet at over 260 study centres. Some meet in self-help groups which they themselves organise.

Students In 1979 20,000 new students enrolled. The total student body in that year was 60,000 undergraduate and 9000 associate students. The average time for completing a degree is four to five years. Students may take a minimum of one half-credit or a maximum of two full credits in any one year. It is possible to obtain a degree in three years, but most take longer. Students must be over 21 and resident in the UK. Short courses can be taken by anyone over 16. Students must pay subsidised fees, but they sometimes obtain grants.

BRITAIN

SCOTTISH CO-ORDINATING COMMITTEE FOR DISTANCE LEARNING SCHEMES IN VOCATIONAL FURTHER EDUCATION

The committee was established in 1978 to administer and control the provision of those distance-learning schemes in vocational Further Education in Scotland which lead to awards of the Scottish Business Education Council and the Scottish Technical Educational Council. The Scottish Co-ordinating Committee is made up of representatives from the following organisations: Association of Directors of Education in Scotland; Association of Principals of Colleges; Convention of Scottish Local Authorities; Educational Institute of Scotland; Highlands and Islands Directed Private Study Co-ordinating Committee; Scottish Business Education Council; Scottish Council for Educational Technology; Scottish Further Education Association; Scottish Technical Education Council; The Open University in Scotland; Manpower Services Commission; Scottish Education Department (HMI); Association of Directors of Central Institutions. The committee is serviced by a part-time secretary. The tuition is normally provided by the colleges of further education involved in the schemes.

Address	The Secretary, Scottish Co-ordinating Committee for Distance Learning Schemes in Vocational Further Education, 22 Great King Street, Edinburgh, EH3 6QH
Courses	Nine vocational and technical courses, including distribution studies and telecommunications. The language of instruction for all courses is English. The courses are for the examinations of the Scottish Technical Education Council and the Scottish Business Education Council, national examining and course-devising bodies set up by the Secretary of State for Scotland.
Methods of Study	Correspondence lessons and tuition are provided for all students. Some students obtain telephone tuition. Students are expected to attend three day residential sessions three times a year.
Students	There were 180 enrolments in 1978. The length of time required to complete a course varies; for business studies it is normally two years on a part-time basis. Entry requirements are laid down by the examining bodies and vary with each course. All students must be over 20 and live outside a reasonable travelling distance from a college offering the course. Students must normally pay a subsidised fee but may sometimes obtain a grant.

BRITAIN

DIRECTED PRIVATE STUDY SECTION, SOUTH WEST LONDON COLLEGE

This scheme has been running since 1967 to provide qualifications for those unable to attend conventional further education or higher education classes. It is supported by the Department of Education and Science, the Business Education Council, the Inner London Education Authority and the ministry of defence. The section has six full-time and ten part-time staff.

Address	Director, D.P.S. Section, South West London College, Tooting Broadway, London SW17 OTQ.
Courses	A course consisting of 16 subjects leads to the award of the Institute of Chartered Secretaries and Administrators. Two courses of eight modules each lead respectively to the Higher Award and National Award of the Business Education Council. These bodies conduct the examinations and confer the awards. One course, which leads to no qualification, is provided for the National Ports Council. The language of instruction in all courses is English.
Methods of Study	All students receive correspondence lessons, sound tapes and a quarterly students' journal. Tuition is available to all by correspondence, telephone and through personal contact. Face-to-face tuition is provided for all students for six weeks each year. Optional residential courses are also offered.
Students	The latest annual enrolment totalled 100 students. On average, students take two years to complete a Higher National Certificate course and three years for the Institute of Chartered Secretaries and Administrators course. For this course they should have passed two subjects at General Certificate of Education advanced level; for the others mature students are accepted without qualifications. Students must pay a subsidised fee, but they usually obtain grants.

BRITAIN

TRADES UNION CONGRESS POSTAL COURSES SERVICE

Postal courses for British trades union members were first provided by the National Council of Labour Colleges from 1923 and by Ruskin College. In 1964 the separate services of postal courses provided by these two agencies were integrated with the Trades Union Congress Educational Service. Since then a service of postal courses, financed internally, has been provided to members of affiliated trades unions by the education department of the Trades Union Congress. The courses aim to provide tuition in subjects related to trades union activities and to the requirements of trades unionists active in their unions. The courses are administered by a small team of staff, with a team of 98 part-time tutors.

Address	TUC Postal Courses Office, Tillicoultry, Scotland FK13 6BX.
Courses	There are 22 courses available, all in the English language. These include courses for trades union members, shop stewards and officials; courses on working conditions, collective bargaining and industrial law; and courses concerned with the wider role of trades unions in society.
Methods of Study	Students receive correspondence lessons and correspondence tuition.
Students	Students must be members of an affiliated trade union. They do not have to pay fees; all costs are met by the Trades Union Congress.

TRANSPORT TUTORIAL ASSOCIATION LIMITED

The Transport Tutorial Association exists to help people pass professional transport examinations, in particular the examinations of the Chartered Institute of Transport and the Certificate of Professional Competence, for admission to the occupation of road transport operator. It also helps those wishing to benefit in other ways from a study of transport. It is a registered charity and non-profit making, and has been teaching by correspondence since 1945. The courses are operated by one person, with the assistance of 21 part-time staff. Overseas students may enrol. Course material is provided at cost to bona-fide teachers of transport studies in state schools and colleges.

Address	The Secretary, Transport Tutorial Association Limited, c/o Ealing College of Higher Education, St Mary's Road, London W5 5RF.
Courses	There are 15 courses in all. Students are primarily prepared for the professional examinations of the Chartered Institute of Transport and Institute of Traffic Administration. Those taking the Certificate of Professional Competence course are examined by the Royal Society of Arts.
Methods of Study	Teaching is mainly by correspondence lessons and tuition. In most years an optional residential revision course of two days is provided for the C.I.T. students just before the examination.
Students	The latest annual enrolment figure is 185 students for the C.I.T. course and 502 for the C.P.C. Students generally take a year to complete a course. Students are mainly adults. No qualifications are required to enrol, but in order to enter for the professional examinations of the C.I.T. students should hold two passes at General Certificate of Education Advanced level or their equivalent. Students must pay a subsidised fee, but employers are sometimes willing to provide grants.

BRITAIN

UNION OF SHOP, DISTRIBUTIVE AND ALLIED WORKERS

In 1966, the Union established a Home Study Course with the intention of offering to its members a simple but comprehensive introduction to the Union.

The course is specially intended for the new, less experienced member who wishes to understand the aims and work of the Union to which he contributes, and who would like to make effective use of the powers and responsibilities which are his by right as a Union member.

Although offering no academic qualifications, the course is designed as a first step in a growing range of educational facilities available to all members. These include three to five day block and day release courses, one-day and week-end as well as summer and long term residential courses. The Union is also introducing a self-learning programme for newly elected Union representatives which combines a video presentation with a work book including reading material and questionnaires for self study.

Address	Union of Shop, Distributive and Allied Workers, 'Oakley', 188 Wilmslow Road, Manchester M14 6LJ.
Courses	One Course, 'Introducing USDAW'. The course does not lead to any qualification.
Methods of Study	Correspondence lessons and correspondence tuition.
Students	The Home Study Course is open to all members of the Union. The student enrolls by completing a nomination form obtainable from the Union's Central Office and no costs are incurred by him.

The course continues to attract an increasing number of enrolments averaging at present over 1000 annually.

BRITAIN

CENTRE FOR MEDICAL EDUCATION, UNIVERSITY OF DUNDEE

The centre is an integral part of the Faculty of Medicine and Dentistry at the University of Dundee. It was established in 1972, to provide in-service training for medical practitioners. It provides short face-to-face courses for medical teachers and teachers of other health care workers, is actively involved in innovations in medical teaching at Dundee, and has developed distance teaching materials for the continuing education of medical practitioners. It is currently interested in new approaches to individualising feedback to participants, and new approaches to the use of the telephone. The unit has two full-time staff, and shares three others with the university faculty.

Address	The Director, Centre for Medical Education, Level 8, Ninewells Hospital and Medical School, Dundee DD1 9SY.
Courses	Four courses for the continuing education of doctors. The language of instruction is English. These courses do not lead to any further qualifications.
Methods of Study	A range of methods is used, including printed lessons, sound tapes, correspondence or telephone tuition. Self-instructional texts have been produced using latent-image and other printing techniques and word processors are sometimes used. Optional face-to-face sessions include patient management problem-solving sessions.
Students	Latest annual enrolment is 5200. On average students take six months to complete a course. Students must already hold MB or Ch.B degrees in medicine. Courses are offered free.

BRITAIN

UNIVERSITY OF LONDON COMMERCE DEGREE BUREAU

The Commerce Degree Bureau offers a postal course for the B.Sc.(Economics) degree to external students who for some reason are unable to pursue an internal course. The bureau was originally set up under a trust fund in 1920 to advise and provide tuition for external students working towards the university's commerce degree. In 1954 when the commerce degree was awarded for the last time, the bureau's study facilities were adapted to cover the BSc(Economics) degree. The BSc(Economics) degree is the only London degree obtainable externally for which tuition is provided by the university itself. It is administered by a Committee of the Senate; courses are run under the direct supervision of professors and readers in the Faculty of Economics, assisted by tutorial staff who are highly qualified and, for the most part, also university teachers. The present staff consists of three administrative members and 80 part-time academic advisers and tutors. Registration for students overseas ceased to be available on 1 September 1977, except for persons normally resident in the British Isles but overseas temporarily.

Address	The Secretary, Commerce Degree Bureau, University of London, 24 Russell Square, London WC1E 7HU, United Kingdom.
Courses	A number of courses leading to the B.Sc(Economics) degree: for part I, six compulsory subjects and two options; for parts II and III, five compulsory subjects and 13 options. The language of instruction is English.
Methods of Study	Teaching entirely by correspondence: study notes, question papers, lending library service within the British Isles, and facilities for enquiry on points of difficulty. For this the student posts special enquiry forms to the appropriate adviser.
Students	There were 266 new enrolments in 1978. On average a student takes five years to complete a degree. Students are aged between 19 and 75, and drawn from a wide range of trades and professions. Entrance requirements are as prescribed by the Senate of the university. Initial backing for the service came from a trust fund, but students must now pay a fee to cover costs for each of the three parts. Grants are sometimes available.

ALBERTA CORRESPONDENCE SCHOOL

Correspondence education in Alberta began in 1923 with the provision of educational services at the elementary level to children in isolated areas. In 1936 the first high school courses were offered and since 1939 the school, with its own Director, has been providing instruction covering all 12 grades of school, including tuition for university matriculation. Children under 18 living in areas where school facilities are insufficient to meet their needs, and any Alberta resident who cannot attend school because of physical disability, or a circumstantial handicap such as imprisonment, may receive correspondence tuition free of charge. Children at the primary level are expected to be supervised by, for example, a parent, though some enrol in supervised study centres.

The school is sponsored by the Government of Alberta Department of Education. It has just over a hundred full-time teaching staff, with a further 17 part-time during the summer. In addition it has nearly 70 administrative staff.

Since the school became established, increasing emphasis has been placed on adult education. Special adult courses have been devised, both on a credit basis - towards university matriculation and the Adult High School Equivalency Diploma - and on a non-credit basis: basic preparatory courses and subjects of general interest. Course material is available for sale or exchange to other institutions.

Address	The Director, Alberta Correspondence School, Department of Education, Edmonton, Alberta, T5K 0L2.
Courses	Conventional school subjects to Grade 12; special projects at the senior high school level, and adult courses at this level in English, mathematics, science, French and German; special preparatory courses for adults in English and mathematics (non-credit); personal interest courses for adults in a wide range of subjects.
Methods of Study	Teaching is mainly by correspondence, with tapes on some courses, occasional television lessons, and occasional telephone or personal tuition.
Students	The yearly enrolment is 20,000 to 22,000 students, including short-term summer students. Nearly half the students are of school age and about a third are mature adults. A small fee is payable for each course though many categories of students are exempted.

CANADA - Alberta

ALBERTA CULTURE, FILM AND LITERARY ARTS

Alberta Culture is a department under the Minister responsible for culture in the province. Since 1973 it has been providing correspondence courses in basic fiction and non-fiction writing techniques to writers who want to work as professional authors. The courses are run through the film and literary arts department, for book-keeping purposes and to keep an eye on each student's progress. There are five fiction instructors and four non-fiction instructors.

The 'writer's kit' and the Alberta Authors Bulletin are available to any other institutions who are interested.

Address	Ms Albi Calman, Consultant, 12 Floor, CN Tower, Edmonton, Alberta T5J OK5
Courses	There are two courses, one on fiction and one on non-fiction writing. Both are in the English language. The courses do not lead to examinations; as the purpose is to give new writers the basic techniques for fiction and non-fiction writing, achievement in the programme comes from regular publishing credits as a freelance writer.
Methods of Study	Each student selected to take either course is provided with a writer's kit, including a bimonthly publication, the Alberta Authors' Bulletin. The student also receives, by correspondence, the editorial guidance and advice of a published author/instructor.
Students	On the 1979/80 courses, 45 students enrolled for fiction writing, and 36 for non-fiction. Students are allowed from September to June each year to complete the course, but many students finish within five months. The courses are open only to residents of Alberta. Applicants must be at least 18 years old. They are required to pay a subsidised fee for the course.

ATHABASCA UNIVERSITY

The university ran as a pilot project from 1970 to 1976 but in November 1975 was granted permanent status as an undergraduate degree-granting institution and in 1978 was formally established by the Government of Alberta under the Universities Act. It aims to provide university level study to adults who because of constraints of time and geographic location might not otherwise be able to pursue post-secondary education. The university has about 150 staff, about 50 of these part-time.

Many of the courses offered are adaptations of those produced elsewhere. It offers its own material for sale or exchange to other institutions. It has also prepared staff-training manuals on instructional design and tutoring, and these are available to other institutions. In addition, members of other institutions have occasionally been able to attend the university's training sessions in instructional design. Overseas students could enrol, but tutorial support could not be provided.

Address Head, Institutional Studies, Athabasca University,
14515-122 Avenue, Edmonton, Alberta, T5L 2W4.

Courses During the period April 1 1978 to March 31 1979, Athabasca University offered courses in four subject areas (Applied Studies, Humanities, Sciences and Social Sciences).

Three of the 52 courses were preparatory level, 31 were junior level and 18 were senior level; 22 of the courses were six-credit offers; 31 were offered in the home study delivery mode, and 21 courses were instructor-delivered. The language of instruction in all but three courses is English; the exceptions are in French. The university is empowered to award baccalaureate-level degrees. In some cases credits can be transferred to and from other institutions.

Methods of Study All courses have correspondence lessons. Some have radio, television or taped lessons, others have laboratory components available in certain locations only. All students are given access to a telephone tutor, and receive tuition by correspondence. The university offers a few traditional instructor-taught courses, and there is an experimental project with tele-conference courses in one area. Regional Learning Centres are located in key communities and contain resource materials and are available for discussion groups.

Students The total enrolment in 1978-9 financial year was 2714 students. Admission is open to anyone 18 years of age or older. Students must pay a fee to cover part of the cost of courses, but sometimes they are able to obtain grants.

CANADA - Alberta

CALGARY BOARD OF EDUCATION CONTINUING EDUCATION DEPARTMENT

The department was established in 1964 and aims to provide high school education to adults by correspondence. It operates on a group of 20 staff working part-time on correspondence education. Students from other countries may enrol on the courses.

Address	Barbara Boch, Calgary Board of Education, Continuing Education Department, 412 - 7 Street S.W., Calgary, Alberta T2P 1Y7.
Courses	There are 27 courses all leading to secondary level examinations. Certification is awarded by the Calgary Board of Education. All courses are in the English language.
Methods of Study	All students receive correspondence lessons. Tutorial help is provided by correspondence, by telephone tuition and by personal meetings with teachers.
Students	In 1979 there were 586 new enrolments. On average, a student takes three months to complete a course. Students are mainly adults, and there are no entry requirements. Course fees are subsidised, and students may sometimes obtain grants.

CANADA - Alberta

LAKELAND COLLEGE

The college, sponsored by the department of education, has since 1972 been providing pre-service and in-service education for adults in a variety of technical fields. The correspondence courses are run by about seven staff, mostly part-time or with other duties in the college. Students from other countries may enrol on the courses, and course material is available for sale or exchange to other institutions.

Address	Mr R Pepper, Lakeland College, Vermilion Campus, Vermilion, Alberta T0B 4M0
Courses	There are courses leading to five professional qualifications and one non-credit community education course, all in English. Qualifications are provided by the college or in some cases examinations are conducted by the appropriate government department.
Methods of Study	All students receive correspondence lessons and tuition. "Hands on" sessions are held for all courses where deemed necessary, such as grounds maintenance training, and are compulsory for certification.
Students	In 1979 250 students enrolled. The average length of time for completing a course is six to eight months. Students are mainly adults, and there are no course entry requirements. Fees must be paid. Students may sometimes obtain grants.

LETHBRIDGE COMMUNITY COLLEGE

The college offers one correspondence course, 'Programming for Pre-School Handicapped Children'. The course is sponsored by the Department of Continuing Education and the National Institute of Mental Retardation, and was produced in 1977. It is designed to give participants a theoretical and practical background in child development, with emphasis on handicapped children. Individuals working with pre-school children have the opportunity to improve their skills and knowledge. There is emphasis on the integration of handicapped children into the community. The course is operated by two part-time staff. Students from other countries can enrol.

Address	Department of Continuing Education, Lethbridge Community College, Lethbridge, Alberta T1K 1L6.
Courses	'Programming for Pre-School Handicapped Children' is a non-credit course. Those who complete, however, are given a certificate, and those who are training at the college on the Rehabilitation Services Worker Program may obtain credit equivalency.
Methods of Study	The course consists of 14 correspondence lessons with assignments marked by a postal tutor.
Students	The course attracted just over 200 students in its first three years, with 54 enrolling in 1979. On average a student takes eight or nine months to complete. There are no special entry requirements and fees are subsidised, with grants sometimes available.

CANADA - Alberta

MOUNT ROYAL COLLEGE

This is a community college supported by the ministry of education. Its distance-teaching courses mainly provide training for careers. The full-time and part-time instructors and administrative staff involved in the courses total 250.

Address	Office of the Registrar and Director of Admissions, Mount Royal College, 4825 Richard Road S.W., Calgary, Alberta, T3E 6K6.
Courses	Courses in about 50 subjects lead to qualifications. These are one year certificate and two year career programmes, and a one year university transfer programme. The college awards the qualifications. The continuing education division also provides some community-based courses.
Methods of Study	Sound tapes are provided to all students. Those on the course in justice administration receive correspondence lessons; such students must be currently employed in the justice field. There are compulsory seminars for all students.
Students	In January 1980 there were 4,300 enrolments. Students take on average one or two years to complete a course. They may be recent school leavers or older adults. Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over. Mature applicants are often assessed individually before acceptance. Students must pay fees for their courses.

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

The institute is sponsored by the department of education and aims to provide training for technicians and technologists working in industry. It offers some training by correspondence. This is run by a staff of six people, five of whom are part-time. Students from other countries may enrol, and course material is available for sale or exchange to other institutions on a limited basis.

Address	Director of Continuing Education, Northern Alberta Institute of Technology, 11762 - 106 Street, Edmonton, Alberta T5G 2R1
Courses	There are six professional courses, all in English. Candidates are examined by independent bodies.
Methods of Study	Study is purely by correspondence, through printed texts and tuition.
Students	The latest annual enrolment figure is 200, and students generally take a year to complete a course. Students are mainly adults and it is an asset if they have successfully completed grade 12 of secondary education. For a course in dental administration, they should have spent one year in a dental office. Students must pay a subsidised fee.

CANADA - Alberta

CORRESPONDENCE DEPARTMENT, OLDS COLLEGE

Since 1972 the correspondence department of Olds College has been providing courses in agriculture and horticulture for students who are unable to attend regular college courses. The department, sponsored by the ministry of education, operates with three staff, one part-time, and five who devote some of their time to the correspondence department. Students from other countries may enrol on the courses and course material is available for sale or exchange to other institutions.

Address	Correspondence Department, Olds College, Olds, Alberta.
Courses	Twenty three courses are offered altogether, all for professional qualifications awarded by the college. Three courses are in academic subjects, the other 20 technical. Subjects offered range from farm accounting to management. The language of instruction for all is English.
Methods of Study	Correspondence lessons are provided for all courses, while sound tapes and filmstrips are included in some. Tuition is by correspondence and compulsory residential sessions.
Students	The college enrolls on average 400 new correspondence students a year. Some courses take three or six months to complete, others take two years. Students are generally adults and there are no entry requirements. Full fees must be paid for courses, although senior citizens may obtain grants.

CANADA - Alberta

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

The institute was established in 1916 and is now under the direction of the Alberta Department of Advanced Education and Manpower. Correspondence courses are offered by the power engineering department. These are to provide upgrading training for power engineers to allow them to qualify for higher certification; to provide in-service training for gas plant operators, instrumentation technicians, building operators, and liquefied petroleum gas personnel; and also to provide maths upgrading for anyone in industry. The courses are run by 25 staff. The instructors are First Class power engineers or instrument technicians. Students from other countries may enrol, and all correspondence courses are available for anyone for 'materials only' prices without tuition.

Address Power Engineering Department, Southern Alberta Institute of Technology, 1301-16 Avenue NW, Calgary, Alberta T2M 0L3.

Courses There are 13 courses for professional qualifications and six technical non-certificate courses. All are in English only. The power engineering courses are recognised by the regulatory authorities in all Canadian provinces and territories as the standard core curricula for the certificate examinations. The Department of Labour of each province examines and certifies power engineers, firemen and building operators.

Methods of Study Correspondence lessons and tuition are provided for all students while tuition by telephone is available on request for specific problem areas. Optional seminars are conducted when requested by industry.

Students In the year 1978-9 there were 2758 new enrolments. Courses may take anything between ten weeks and two years to complete, depending on the subject. Entry requirements also vary considerably from course to course. Subsidised fees are payable, but employers sometimes provide grants to students.

PUBLIC ADMINISTRATION DIVISION, FACULTY OF EXTENSION,
UNIVERSITY OF ALBERTA

The correspondence programme was initiated by the university in 1958. It aims to provide administrators of small local government jurisdictions with an understanding of local government organisation and finance, of principles of general and municipal accounting, of communications theory and technique, and of laws and legislation which bear upon contemporary administrative practice. It also aims to provide municipal assessors with an understanding of the financial and political milieu of local government, of the dynamics of the market place, and of the basics of selected vocational practices. The programme is staffed by eight 'adjunct' instructors. It is to be expanded with reference to data acquired through a formal needs analysis survey.

Students from other countries may enrol, but the faculty considers that the correspondence format would make communication difficult. The faculty will freely exchange publications or take orders for them.

Address	General Division, Public Administration Division, Faculty of Extension, Room 238, Corbett Hall, University of Alberta, Edmonton, Alberta T6G 2G4.
Courses	There are eight courses leading to professional qualifications, awarded by the university. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and correspondence tuition, and some get tutorial help by telephone. Regional seminars are offered for all courses, and attendance at these is optional.
Students	The latest annual enrolment is 130 students. On average, a student takes three years of part-time study to complete a course. Applicants should have high school matriculation or equivalent. Courses are available for a subsidised fee, and students may sometimes obtain grants.

CORRESPONDENCE EDUCATION BRANCH, MINISTRY OF EDUCATION

This department of the Ministry of Education was established in 1919. It aims to provide educational services for school-age students in the province either isolated from regular school attendance by illness or distance or those in schools who wish to study subjects not available. These schools will generally be small secondary schools. In addition, the department also provides secondary school courses for adults. The branch has 60 full-time and 60 part-time staff. 25 of the full-time staff have professional qualifications.

Address	The Director, Correspondence Education Branch, Ministry of Education, Parliament Buildings, Victoria, British Columbia V8T 4W8
Courses	There are 35 courses at elementary school level, 107 leading to secondary-level exams - that is, courses right through from kindergarten to Grade XII - and six professional and vocational courses. Qualifications are issued by the institution, though the professional and vocational courses can lead to qualifications issued by other jurisdictions. There are also 21 'interest' courses, not leading to qualifications. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons and tuition for all students, sometimes assisted by the use of cassette tapes.
Students	There were 14,478 enrolments in 1978. The normal range is between 13,000 and 16,000 a year. There are significant numbers of schoolchildren, recent school-leavers and adults. On average a student takes 10 months to complete a course. Applicants should be British Columbia residents, but there are no other entry requirements. Schoolchildren may enrol free, but adults must pay a subsidised fee, although they may sometimes be able to obtain a grant.

NORTH ISLAND COLLEGE

The college is sponsored by the Ministry of Education and started correspondence courses in 1975. It aims to provide education services to the general public of North Vancouver Island and the contiguous mainland. Though the majority of the courses are in academic subjects, most enrolments are for continuing education. The college has 65 full-time and 60 part-time staff. An unusual feature is its mobile study centres mounted on truck chassis to take tutorial services to isolated areas. The college also uses a ship to service its coastal communities. It has produced a staff training manual in tutorial skills and could make available a limited number to other institutions. It will also share information on its sources of supply of courses.

Address	John Tayless, North Island College, 156 Manor Drive, Comox, British Columbia, Canada V6N 6P7
Courses	One hundred courses leading to qualifications, of which 65 are professional or vocational and 35 for secondary level exams. Qualifications are provided by the college in co-operation with Athabasca University. Options may also be studied without gaining qualifications, 90 in academic subjects and 10 in community, basic or non-formal education. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons, supplemented in some cases by television or sound tapes. All students receive tuition by correspondence and telephone. Optional group seminars and study centres are provided.
Students	In 1978 8000 students enrolled, 3000 on academic courses and 5000 for continuing education. All students are adults and there are no formal entry requirements. Students pay a subsidised fee, and some obtain grants for study.

OPEN LEARNING INSTITUTE

The institute was established with the support of the ministry of education on 1 June 1978. Its aims are to provide, by means of distance education, a first degree programme in arts and science, programmes in career, technical and vocational subjects and programmes in adult basic education. The institute is rapidly expanding. By 1984 it hopes to have 200 degree courses, 200 career, technical and vocational courses and 30 adult basic education courses. At present it has 65 full-time staff and 95 working part-time for the institute.

Students from other countries may enrol on courses at the discretion of the Institute. Course material is available for sale or exchange to other institutions, subject to its intended use, costs, and other appropriate conditions.

Address	Research, Planning and Analysis Officer, Open Learning Institute, 7671 Alderbridge Way, Richmond, British Columbia, V6X 1Z9
Courses	On 1 January 1980 the institute had available: 20 degree courses, 20 career, technical and vocational courses and nine leading to the High School Completion Certificate. For these latter, certificates are awarded by the ministry of education, while degrees and career, technical and vocational certificates are awarded by the Institute. The number of basic education courses available varies: the Institute develops 'wrap around' materials to supplement television series. The language of instruction for all courses is English.
Methods of Study	All courses have printed lessons, and some use radio, sound tapes, kits, colour slides or filmstrips. All students can receive advice on choosing their course, and have access to tuition by correspondence and telephone. In some cases work is marked by computer.
Students	The enrolment for the year 1979-80 was 3000. The only entry requirement is that students must be over 18. Courses are paced, and each lasts for a term of 13 weeks. Students must pay a subsidised fee, and sometimes obtain grants.

DISC PROGRAM, CONTINUING STUDIES, SIMON FRASER UNIVERSITY

The Program has been running since 1974. It aims to provide certificate, diploma or degree credit. All courses offered by independent study are part of the university curricula. The Continuing Studies Department has 5 full-time staff and about 60 others working part-time for the department. It has administrative and secretarial support for course development and operation. Course authors and tutors are hired by the academic department but contracted to do special work for continuing studies. The department does not offer course material for sale or exchange, although inspection copies have been loaned to some institutions that are interested in the kind of material developed. The only overseas students accepted are those on Canadian military bases.

Address	Program Co-ordinator, Disc Program, Continuing Studies, Simon Fraser University, Burnaby, British Columbia V5A 1S6.
Courses	Twenty-two courses leading to degrees are offered, all in the English language. Degrees are arranged by the university, but students may take a certain number of courses from other universities or colleges and apply the credits to their degrees at Simon Fraser University. Non-credit independent study packages are currently being developed in general disciplines.
Methods of Study	All students receive correspondence lessons and tuition. Materials supplied with some courses include sound tapes, slides, sets of course readings, and kits such as the bones of the human body. Some students also receive tuition by telephone, by computer marking and face-to-face tuition. Attendance at seminars on some courses is optional, while on others, residential courses on campus of one or two weeks are obligatory.
Students	The average age of students is between 25 and 35. Students must complete each course in 13 weeks (one semester). Applicants should have graduated from high school, with a 60 per cent average mark for residents of British Columbia. Those, however, who are 23 or older may apply as mature students. Students must pay a subsidised fee, though they may sometimes obtain grants.

CANADA - British Columbia

THE CENTRE FOR CONTINUING EDUCATION, THE UNIVERSITY OF BRITISH COLUMBIA

Correspondence courses at the University of British Columbia were initiated in 1949 when only four courses were offered. Expansion has continued up to the present, and there are now over forty credit courses available by correspondence in the Faculties of Arts and Education. Forestry courses will be available in 1980. Plans for the future include the further development of credit courses in liaison with the professional faculties and expansion of non-credit programs, including courses by newspaper.

Students intending to sit for a degree may take courses for credit by correspondence in their second year or later. Students with letters of permission from other universities and colleges are also eligible. Courses normally last for one year.

The Guided Independent Study Program is only one of the activities of the Centre for Continuing Education; the others include professional and general continuing education programmes and courses.

The preparation of credit courses is carried out by academic members of the faculties concerned and courses are of the same standard as internal courses. The Centre's function is that of an organising and co-ordinating body, and its work includes advising faculty on the design of distance education courses, editing and printing of course material and the appointment and supervision of course tutors. There are seven full-time staff, with 50 members of other university departments acting as correspondence instructors. The Centre's Learning Skills courses are available for sale or exchange to other institutions.

Address	Program Director, Guided Independent Study, Centre for Continuing Education, The University of British Columbia, 5997 Iona Drive, Vancouver, British Columbia, V6T 2A4.
Courses	Forty-five credit courses, towards degrees awarded by the University: anthropology, economics, education, english, forestry, geophysics, history, philosophy, political science, psychology, sociology; non-credit: three learning skills courses; one retirement planning. Five certificate courses: social work, vocational instruction and early childhood education techniques (operated in conjunction with other bodies). The language of instruction for all courses is English.
Methods of Study	Correspondence courses supplemented by a free student-tutor telephone system and local seminars. Some use of audio-tapes. Library service is available by mail.
Students	Average yearly enrolment 1000. Over a quarter are teachers. Two-thirds are over 25 years of age and a further two-thirds are women. Students must pay fees, but the university contributes to the costs of course development and government grants have been made available for special programmes.

VANCOUVER COMMUNITY COLLEGE, LANGARA CAMPUS

Correspondence courses were first offered by the English department of the college in the autumn of 1974. Since then further courses have been developed to provide university transfer courses in a flexible format for those students, mainly adults, who could not attend the campus regularly, because of job and family responsibilities. No separate department has yet been created to house correspondence courses, although one may be shortly. At present, eight of the college staff devote some of their time to the courses. A part-time co-ordinator has been appointed at need to serve for a limited period, and a permanent co-ordinator may be appointed shortly. The college exchanges its materials with interested individuals in institutions.

Address	Dean of Instruction, Vancouver Community College, Langara Campus, 100 West 49th Avenue, Vancouver, British Columbia V5Y 2Z6.
Courses	There are nine degree subjects available. Grades are provided for individual courses, but a Diploma in Arts and Science is awarded upon successful completion of a two-year academic programme. Transfer credit is granted by local universities on a course-by-course basis.
Methods of Study	All courses contain printed lessons and sound tapes. All students receive some form of tutoring, which may be by correspondence, telephone or face-to-face. The latter is usually on campus or, rarely, in the community, for students reasonably close to the campus.
Students	The latest annual enrolment figure is 195 students. On average students take four months to complete a course. Most students are adults, and have open entry as 'Dean's Admissions'. School leavers must have a high-school transcript showing successful completion of appropriate courses. English and mathematics placement tests are given to all new students. Students must pay a subsidised fee, and may sometimes obtain grants.

CORRESPONDENCE BRANCH, MANITOBA DEPARTMENT OF EDUCATION.

The Correspondence Branch of the Manitoba Department of Education was established in 1927 to enable every child in Manitoba to obtain a formal education to the end of grade 6. By 1971, a full range of courses had been introduced enabling people to obtain formal education to the end of grade 12 by correspondence.

Until the early 1960s enrolment in correspondence courses consisted of people of school age who were unable to attend a regular school, and of people who attended a regular school but enrolled for correspondence courses in those subjects for which instruction was not provided in their schools. In addition during the 1930s and 1940s correspondence courses were provided free of charge to teachers who were not fully qualified to assist them in their teaching. Some teachers still use the courses. During the 1960s many adults started enrolling for correspondence courses to obtain full high school standing and in turn better prepare themselves to compete for the new jobs. A mature students' programme was introduced for these students.

The branch has 24 staff, two of whom are part-time. There are also about 60 people at any one time employed as writers or markers on a fee-for-service basis. Former residents of Manitoba living abroad may enrol on the courses. Course material is available to other institutions on sale or exchange.

Address	Dennis G Eirikson, Correspondence Branch, Manitoba Department of Education, 409-1181 Portage Avenue, Winnipeg, Manitoba R3C 0V8.
Courses	The present range of courses consists of 80 leading to secondary level exams, in all subjects up to grade 8. Most are in English, and some in French.
Methods of Study	Correspondence lessons are provided for all courses, and sound tapes for some. Tuition by correspondence or telephone is available to all.
Students	The latest annual enrolment is 6,700. Students normally take ten months to complete one course. The majority of students are children. A small subsidised fee is charged for each course.

CANADA - Manitoba

CORRESPONDENCE PROGRAM, UNIVERSITY OF MANITOBA

The Correspondence Program is run by the university, founded in 1877, to provide both degree credit and non-credit courses and programmes to learners throughout the province of Manitoba. The courses are one element in a general extension programme. The Program operates with three full-time staff and one part-time.

The Program is willing to exchange materials but to date has not engaged in the sale of materials to other institutions. Students from other countries can enrol on the courses.

Address	Correspondence Program Co-ordinator, University of Manitoba, Winnipeg, Manitoba, R3T 2N2.
Courses	There are 23 credit courses leading towards degrees awarded by the University of Manitoba. The non-credit courses are a School Business Officials' Program and a Municipal Secretary-Treasurer's Program. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and tuition. Sound tapes are provided with some courses. Some students get telephone tuition.
Students	About 600 students registered in the Fall term of 1979. The students must satisfy normal matriculation requirements or be eligible for admission as mature students. On average, a student will take eight months to complete a course. Courses are offered at a subsidised fee. Students may sometimes obtain grants.

CANADA - New Brunswick

CORRESPONDENCE SERVICES, EXTENSION SERVICES DIVISION, NEW BRUNSWICK COMMUNITY COLLEGE

In 1939 the New Brunswick Correspondence School was founded to help students who had suffered from polio-myelitis and were dropping out of schools. It ceased to exist as a separate branch of the department of education in 1973 when it was incorporated into the Vocational Branch of the same department. In 1974 it became the Correspondence Service, a sector in the Educational Services Division of the New Brunswick Community College.

It now provides an opportunity for adults to upgrade their level of education by studying at home in their spare time. It aims to assist them to improve their level of education in order to gain entrance to university, technical schools or occupational training programmes; to improve their chances of employment, to improve their ability to maintain their present job, and to increase their general knowledge.

The staff consists of five full-time members, nine part-time instructors, and two staff shared with the college. Students from overseas may enrol but cannot obtain credits for courses.

Address	Registrar-Clerk, Correspondence Services, Extension Services Division, New Brunswick Community College, 416 York Street, P O Box 6000, Fredericton, New Brunswick, E3B 5H1.
Courses	Available in English: 30 courses in standard school subjects, covering grades 7 to 12: bookkeeping; a First Line Supervisor's course; and a stationary engineer's course. Available in French: 27 courses in standard school subjects, covering grades 7 to 12. Students who complete sufficient courses and pass the examinations receive a Senior High School Equivalency Diploma.
Methods of Study	All students receive correspondence lessons and tuition. Sound tapes are provided on some courses. Some students receive further tuition by telephone, by attendance at central office, or by home visits. Some may be able to enrol in a Night School Program for tutorial assistance.
Students	Enrolments in 1979 were 1525 (November 5 total). About 70 per cent of students are adults, 20 per cent are still at school and 10 per cent recent school leavers. On average, a student takes 40 to 50 weeks to complete a course. The only entry requirements are sufficient background for the proposed exam. Students must pay a subsidised fee and must buy any necessary textbooks.

OFFICE OF CONTINUING EDUCATION, ACADIA UNIVERSITY

Acadia University is an independent body, founded in 1838. The Office of Continuing Education covers evening classes, correspondence courses and spring and summer sessions, all of which offer credit courses for degrees. The office is an administrative one, and all teaching is carried out by the normal academic staff of the university. The Office organises courses in collaboration with many teaching departments.

The department offers a range of correspondence courses in theology. These have been prepared to meet the needs of men over thirty-five who wish to complete the equivalent of two years' university-level study in order to qualify academically for ordination. As these courses are meant for men who will have many pastoral duties, they do not carry credit, and are therefore, open to other individuals who do not wish to qualify for ordination. Students from other countries may enrol on the courses.

Address	Co-ordinator of Continuing Education, Acadia University, Wolfville, Nova Scotia, BOP 1X0
Courses	There are 30 courses leading to degrees in economics, history of education, mathematics and religious studies, including the 11 theology courses. The language of instruction for all courses is English. Degrees are awarded by the University.
Methods of Study	All students receive correspondence lessons and tuition. Video tapes and sound tapes are used on some courses. Tuition is also provided by the exchange of audio tapes.
Students	Four hundred students enrolled in 1978. On average, students take one year to complete a course. Students are adults (many are teachers) and there are no entry requirements. All revenue comes from fees, and students must pay the full cost of courses. Grants are not available.

INSTITUTE OF PUBLIC AFFAIRS, DALHOUSIE UNIVERSITY

The institute was established in 1936 and is a department of the university. Its aims are to provide a broad programme of continuing education to develop and upgrade the capabilities of management and business in the Atlantic Provinces; to help improve public administration at the local government level; and to serve the leadership development needs of the labour movement. Some departments of the institute have developed correspondence courses in some subjects. In all, 14 institute staff teach on such courses, while members of the academic, government business and professional community help in the design and delivery of the programmes. Students from other countries may enrol on the courses, and course materials are available for exchange with other institutions.

Address	The Director, Institute of Public Affairs, Dalhousie University, Halifax, Nova Scotia B3H 3J5.
Courses	The Advanced Management Centre has since 1975 provided a correspondence programme in the fundamentals of business administration. This is divided into seven courses covering different areas of management. The Municipal Administration Program has taught by correspondence since 1936 and its seven courses are in various aspects of municipal administration and property tax assessment. Certificates are awarded by the institute to those successfully completing any of the courses. Successful completion of the programmes in assessment are mandatory for provincial assessors and in many municipal jurisdictions in the Atlantic provinces those in administration are mandatory or highly recommended.
Methods of Study	For business administration courses, teaching is by correspondence lessons, correspondence tuition and in some cases telephone tuition. For the municipal administration courses correspondence lessons and tutorials are usually supplemented by seminars, and students may also see television lessons or films.
Students	The latest annual enrolment figure is 200 for the business administration courses, each of which takes about 150 hours to complete, and 400 for the municipal administration programmes. These latter vary between one-year and four-year courses of study. Entry qualifications are not normally required, although in some cases junior matriculation is expected. Students on the business courses must pay full fees, and get no grants, while fees for the municipal administration courses are subsidised and students sometimes obtain grants.

CANADA - Ontario

ALGONQUIN COLLEGE, BUSINESS DIVISION, CONTINUING EDUCATION

The college is sponsored by the ministry of education and since 1972 has offered correspondence teaching to provide college credit courses in business studies to students who either prefer to study independently or are unable to attend classes. The courses are run by 16 academic tutors and the equivalent of one and a half support staff. Students from other countries may enrol on the courses and course material is available for sale or exchange to other institutions.

Address	Department Head, Algonquin College, Business Division, Continuing Education, 1385 Woodroffe Avenue, Room C341, Nepean, Ontario, K2G 1V8.
Courses	Courses are available in English (27 subjects) and French (4 subjects). These lead to credits in business subjects, awarded by the college.
Methods of Study	All students receive correspondence lessons, correspondence tuition and telephone tuition. On some courses, there are television lessons and sound tapes.
Students	The latest annual enrolment figure is 763. Students generally take 3 - 4 months to complete a course. The students are adults, who have obtained a grade 12 Ontario Secondary Diploma or equivalent. They must pay fees, but can sometimes obtain grants.

CANADA - Ontario

THE CANADIAN CREDIT INSTITUTE

The institute was established in 1928 by Federal Government Act and is an independent professional association. It runs correspondence courses for credit managers. These are operated by four full-time staff and twelve part-time ones, six of whom have other duties in the institute. Students from other countries may enrol on the courses.

Address	William J Hambly, The Canadian Credit Institute, 931 Yonge Street, P O Box 500, Station "F", Toronto, Ontario, M4Y 2LB
Courses	The institute offers two courses by correspondence. One leads to the M.C.I. designation, and consists of six subjects. It is offered in English only, and examinations are conducted for the institute by the University of Toronto. The other is a basic course in credit education, consisting of five subjects. Graduates of this course obtain a certificate, and it is available in both English and French.
Methods of Study	The main mode of teaching is correspondence lessons and tuition. Optional lectures are provided in larger centres.
Students	The latest annual enrolment figure is 554. On average, a student takes three years to complete a course. Students are adult, and should already hold a secondary (high school) graduation certificate. Students must pay full fees for their courses.

CANADIAN MUSEUM ASSOCIATION/ASSOCIATION DES MUSEES
CANADIENS

The Association is a non-profit national body, and offers its correspondence course to serve as an introduction to museum work. It is intended for those working in museums as paid staff or volunteers, students in museum disciplines or individuals considering future involvement in museums. The course is operated by one full-time and one half-time member of staff. It is due to be revised in 1980. Students from other countries may enrol.

Address	Correspondence course Co-ordinator, Canadian Museums Association/Association des Musées Canadiens, 331 Hooper Street, Suite 400, Ottawa, Ontario K2P 0G5.
Courses	One course, 'An introduction to museum philosophy and operation', leading to a certificate awarded by the association. The course is available in both English and French.
Methods of Study	Students study correspondence lessons, technical leaflets and textbooks. Some of the textbooks are not available in French. Tuition is by correspondence only.
Students	The latest enrolment figure is 110 students. On average a student takes six months to complete the course. Students are generally adults and there are no entry requirements. Students must pay fees, and these are lower for members of the association.

CANADIAN NURSES ASSOCIATION

The Association offers an extension course in Nursing Unit Administration. The course is sponsored jointly with the Canadian Hospital Association, and has been available since 1960. It aims to assist registered nurses to understand the administrative function inherent in the position of assistant head nurse, head nurse, supervisor, or equivalent position. It is directed to those nurses who for one reason or another are unable to attend a university school of nursing. The objectives are to improve patient care through the application of basic principles of administration to the management of a nursing unit; to help the head nurse to develop an understanding of the administrative function inherent in the head nurse's position; to assist the head nurse to coordinate effectively the service of the nursing unit with the services of other departments and community health agencies through improved methods of organisation and communication. The course is operated by five staff, with over fifty advisors (tutors) all over Canada, who each assist about ten students.

Students from overseas may enrol, with the agreement of the policy-making body, and course material is available for sale or exchange to other institutions. The course has been offered on site in third world countries if they have met the prescribed criteria.

Address	The Director of Extension Course, Nursing Unit Administration, Canadian Nurses Association, 50 The Driveway, Ottawa, Ontario K2P 1E2.
Courses	Extension course in Nursing Unit Administration, available in both English and French. Students are examined in two ways: by individual examination throughout the course by external appraisers, and an end of course examination conducted by association staff.
Methods of Study	The bulk of the teaching is through correspondence lessons and tuition. There is also a compulsory five-day workshop at the beginning of the course and again at the end.
Students	In 1979 between 500 and 600 students enrolled, and a sharp increase is expected in 1980. The course extends over an eight month period. Applicants must be graduate registered nurses who are at present engaged in full-time positions with administrative responsibility. Fees are payable, but candidates may receive financial support from the hospital in which they are employed or from government agencies.

CORRESPONDENCE EDUCATION BRANCH, ONTARIO MINISTRY OF
EDUCATION

The Correspondence Education Branch of the Ontario Ministry of Education was established in 1926 to provide educational opportunities for Ontario residents who might otherwise be denied them, and for residents whose circumstances are such that an alternative to classroom instruction is necessary or desirable. The branch has just over 100 full-time staff, with over 700 part-time associate teachers who evaluate students' lessons. The institution is currently expanding its programme for francophone students and extending and improving its services to students. Course material may be available to other educational jurisdictions.

Address	Registrar, Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2
Courses	Courses are available covering subjects in grades 1 to 8 of elementary school. Each grade is available in both English and French. A further 142 courses are available at secondary level; 108 of these are in English and 34 in French. The qualifications (certificates and diplomas) provided are the same as the qualifications provided by the public elementary and secondary schools in Ontario.
Methods of Study	In addition to receiving correspondence lessons, students may be lent textbooks, science equipment, mathematical instruments, art supplies, recordings or supplementary reading matter. Tuition is mainly by correspondence, but also by telephone, as arranged between tutor and student.
Students	In 1978 a total of 74,393 students were enrolled: this includes new enrolments, and those enrolled in a previous year but still actively studying. On average, a student takes four or five months to complete a course. Students are mainly adults. There are no firm entry requirements but students are counselled in course selection. Courses are offered free.

GRANTON INSTITUTE OF TECHNOLOGY

The institute has been teaching by correspondence since 1934. It is supported by the ministry of education and aims to train students for specific vocational and job skills. There are 10 full-time and 30 part-time staff. Students from other countries may enrol, but there is an additional charge for the overseas postage and customs handling of material.

Address	The Registrar, Granton Institute of Technology, 263 Adelaide Street W., Toronto M5H 1Y3
Courses	There are 160 vocational courses and 20 leading to secondary-level exams. All Granton courses are credits towards either a diploma or certificate or preparation for an external examination. Granton issues diplomas on completion of programmes and certificates on completion of subjects or short courses. Many students go on to take external examinations for outside qualifications in, for example, engineering and accounting. All courses are in English.
Methods of Study	All students receive correspondence lessons and correspondence and telephone tuition.
Students	The latest annual enrolment is 1,000 students. On average, a course takes 12 weeks to complete. Students are adults, and must be able to read English. They must pay fees for their courses but may sometimes obtain grants.

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY, APPLIED
ARTS DIVISION

Since 1975 the college has been offering two correspondence courses. The first is a course in developmental disabilities to meet the training needs of people involved in the education of developmentally handicapped children in nursery schools, developmental programmes and integrated settings. This course is operated by four part-time staff. The other course, workshop rehabilitation, is a self-study programme in rehabilitation that can be used by staff in the field for in-service training. It is offered in conjunction with the Ontario Association for the Mentally Retarded. It is operated by one part-time co-ordinator and about ten instructors for tutorials. The materials for both courses are available for sale or exchange to other institutions.

Address	Co-ordinator, Modular Correspondence Course in Developmental Disabilities, or Co-ordinator Workshop Rehabilitation, Humber College of Applied Arts and Technology, Applied Arts Division, 205 Humber College Boulevard, Rexdale, Ontario M9W 5L7.
Courses	Each of the two courses has 16 modules and is in English only. The college awards certificates, approved by the Ontario Government ministry of colleges and universities.
Methods of Study	For the developmental disabilities course, teaching is by correspondence lessons and compulsory seminars. Assignments are marked by computer. For the other course, teaching is by correspondence lessons, while assignments are given out at tutorials.
Students	For the developmental disabilities course the latest annual enrolment figure is 120. On average students take three months to complete the course. Applicants should be people who work in a setting for developmentally handicapped people at least eight hours a week. For the workshop rehabilitation course between 60 and 70 enrol annually, for a course lasting about two years. Applicants should be actively involved in rehabilitation work. Students on both courses must pay fees, though they may sometimes obtain grants for the short course.

INDUSTRIAL ACCIDENT PREVENTION ASSOCIATION ONTARIO

The association is a non-profit organisation, sponsored by manufacturing and retailing industries in Ontario. Established in 1970, its correspondence courses aim to provide an awareness of occupational safety and health as an integrated responsibility of management, and to provide training for specific industries in occupational safety and health. The association has 13 regional divisions and its educational division provides numerous training courses. Some of these are taught at a distance. Students from other countries may enrol on courses, and course material is available for sale or exchange to other institutions.

Address	Manager, Resources, Industrial Accident Prevention Association, 2 Bloor Street East, Toronto, Ontario M4W 3C2.
Courses	The I.A.P.A. has distribution rights for a number of publications and course materials in the fields of loss control and occupational safety and health. Some of these are for individual or group study, others for correspondence. The Management Guide to Loss Control course can be studied in any of these three modes, and is available in both English and French. The association is currently working with the ministries of education and labour to establish accreditation.
Methods of Study	The components of the loss control course are a text book, a study guide, a leader's guide and a set of 35mm slides. Evening sessions are also organised. The association also uses films, tapes, and other media in its general educational work.
Students	The association aims to provide access to education to all in the workplace. On average it trains about 15,000 students a year, mostly in seminars. Students must pay fees but are often sponsored by employers.

McMASTER UNIVERSITY, SCHOOL OF ADULT EDUCATION

The school has been providing distance education since 1965. It is a university department and aims to provide training for professional people, for continuing education, upgrading or professional qualifications. The courses are operated by four staff, one of whom is part-time. Students from other countries may enrol.

Address	Gilmour Hall, Room 121, McMaster University, 1280 Main St. W., Hamilton, Ontario L8S 4L8.
Courses	There are fourteen courses in all, all leading to professional qualifications awarded by the university. Some courses are for the Association of Municipal Clerks and Treasurers of Ontario.
Methods of Study	Teaching is by correspondence for all courses and by sound tape as well for some courses. All students receive tuition by correspondence, some by telephone. Seminars, meetings at study centres, and residential courses are also provided. These are compulsory for some courses, optional for others.
Students	In 1979 enrolments were between 200 and 250. On average, a student takes six months to complete a course. There are no special entry qualifications. Fees are payable, and students may sometimes obtain grants.

ONTARIO HOSPITAL ASSOCIATION

The Ontario Hospital Association has as its primary objective the provision of educational services to its member institutions. To fulfil this commitment it has since 1965 developed three correspondence courses, which are operated by five staff, three of them part-time. These provide an opportunity for hospital staff to upgrade their qualifications and skills in order to become more effective in their work. Enrolment comes primarily from hospital personnel in the province although, as space permits, students from other provinces are accepted. Applications from students outside Canada will be considered, provided that places are available and the students are able to attend intramural sessions.

Address	Assistant Executive Director, Ontario Hospital Association, 150 Ferrand Drive, Don Mills, Ontario M3C 1H6.
Courses	The three courses are on housekeeping supervision, basic accounting for hospitals, and engineers in health care institutions. The Association awards qualifications for these. The courses are available in English only.
Methods of Study	Students learn from correspondence lessons with compulsory intramural sessions.
Students	In 1979 there were 103 new students. Students must be employed in a health care institution and have their application signed by their chief executive officer. They pay a subsidised fee for their course.

DIVISION OF PART-TIME STUDIES, QUEEN'S UNIVERSITY AT
KINGSTON

Queen's University was founded in 1841 and correspondence courses were started in the summer of 1889 and continued during the winter and summer sessions until 1966-67. Correspondence courses in the summer were discontinued in 1966, but correspondence courses in the winter session have continued. The Summer School, established in 1910, is the oldest in Canada. Its activities include intensive courses in English for French-speaking Canadians and credit courses for teachers conducted in Bermuda in conjunction with the Bermuda Department of Education.

The division now aims to assist part-time students to complete degree programmes in Arts and Science. Tuition is carried out by the teaching departments concerned; each department appoints a Chairman of Part-time Studies who supervises a staff of markers. Administration of the courses is the concern of the Division of Part-time Studies.

Degree credit courses at Queen's University are generally only open to students who have achieved a minimum average of 60 per cent in their final high-school year. However, older students, over the age of 21, who do not hold this qualification, may be admitted to a trial credit course if they can satisfy the university as to their suitability. Such trial courses may be taken by correspondence if desired, and clearly correspondence is likely to be especially suitable for mature students.

Course material is offered for sale or exchange to other institutions. Overseas students may enrol, but depending on their citizenship status may have to pay higher tuition fees.

Address	Office of the Registrar, Queen's University, Division of Part-time Studies, Faculty of Arts and Science, Kingston, Ontario, K7L 2N6.
Courses	There are 48 degree courses in classics, economics, English, French, German, history, mathematics, philosophy, political studies, psychology, religion, sociology, Spanish. Degrees are awarded by the university. The language of instruction for all courses is English.
Methods of Study	All students receive correspondence lessons and tuition by correspondence and telephone. Some courses contain sound tapes, and optional weekend seminars are arranged for a few courses. Students are required to complete assignments by fixed dates; these are marked, commented on, recorded, and returned to the students.
Students	About 750 students enrolled in 1978. On average, students take eight months to complete a course. Applicants must have passed Ontario Grade 13 or equivalent; or be 21 years of age and out of an educational programme leading to qualification for university entrance for three years. Students pay subsidised fees; about 90 per cent of the division's revenue is direct from the government. Students can sometimes obtain grants.

RYERSON POLYTECHNICAL INSTITUTE

Distance education courses are offered by the institute to students throughout the province as a flexible alternative to traditional on-campus training. Correspondence courses have been available since 1966. They may be taken for career upgrading, professional certification or general interest. The distance education programme is run by eight staff, three of whom are part-time.

Course material is available for sale or exchange to other institutions, and students from other countries may enrol on the courses, on payment of an additional fee to cover airmail costs.

Address	The Co-ordinator, Distance Education Programs, Ryerson Polytechnical Institute, 50 Gould Street, Toronto, Ontario M5B 1E8.
Courses	Most courses lead to professional qualifications, though some introductory courses can be studied on their own. Ten courses lead to degrees, four to the examinations of particular professions and 15 to certificates. Students in professional courses are examined and certified by the professional association, others by the institute. Certificate courses include environmental health and social service administration as well as office and business skills. Other courses include engineering and tourism.
Methods of Study	All students receive correspondence lessons, and may get tuition by correspondence or telephone. Some courses have television support. Students also receive a periodic newsletter.
Students	In 1978-9 there were 1400 new enrolments. On average, a student takes nine months to complete one course. There is no obligatory entrance requirement but it is advised that applicants have successfully completed grade XII of secondary school, or the equivalent. Students must pay for their courses, though they may obtain income tax relief on fees.

SERVICE FOR CONTINUING EDUCATION, UNIVERSITY OF OTTAWA

The Service for Continuing Education of the University of Ottawa was established in 1937 and provides correspondence courses designed for those who want to continue their formal education but, for one reason or another, are unable to attend regular classes. The service has two full-time staff and a further four shared with other departments. Students from other countries may enrol, on the payment of foreign student fees.

Address	The Coordinator, Service for Continuing Education, Tabaret Hall, Room 226, 75 Laurier Street East, Ottawa, Ontario K1N 6N5.
Courses	Twenty-five courses are available leading to degree credits. These are in English and French, and lead to the degrees awarded by Ottawa University.
Methods of Study	Besides correspondence lessons, some courses include sound tapes, slides or charts. Tuition is by correspondence and in some cases by telephone. Optional seminars are also available at study centres.
Students	The latest annual enrolment figure is 102 students. On average, they take eight months to complete a course. Students are adults and must meet the same requirements as for regular campus courses. Students must pay subsidised fees for their courses.

INDEPENDENT STUDY PROGRAMME, UNIVERSITY OF TORONTO

The university began offering courses planned in co-operation with business or professional associations in 1928. In 1974 the newly-created School of Continuing Studies assumed responsibility for these programmes. The Independent Study Programme aims to provide university-level courses for professional qualifications, for continuing education and for personal development. Courses are designed to provide students with the opportunity to complete requirements set by sponsoring bodies for certification or membership. Annual examinations are conducted in over 200 centres in Canada and in others abroad.

In recent years specialised courses developed for each body concerned have been replaced by a range of 'core' subjects designed to be taken individually or used in a variety of programmes together with optional supplements to suit particular needs. In some cases more specialised training is provided by the institution which sponsors the programme. Sponsors include the Association of Administrative Assistants, Institute of Chartered Secretaries and Administrators, Canadian Credit Institute, Canadian Institute of Traffic and Transportation, Institute of Canadian Bankers, Insurance Institute of Canada.

The Programme has 6 full-time administrative staff. The School of Continuing Studies provides general services. There are about 60 part-time teachers, many of whom hold university teaching posts.

Address	Independent Study Programme, School of Continuing Studies, University of Toronto, 158 St George Street, Toronto, Ontario M5S 2V8.
Courses	There are 50 courses, mainly in business, engineering and administrative subjects, but including general subjects such as English, mathematics, geography, psychology, economics, law. Examinations are conducted by the Independent Study Programme. Designations are awarded by sponsoring organisations.
Methods of Study	All students receive correspondence lessons and must buy textbooks. Some courses include cassettes, journal reprints or case studies. Tuition is provided by correspondence and in some cases by audio cassette.
Students	The average annual enrolment is 4000, and students generally take three to four years to complete a course of study. Students are mature adults. Entry requirements vary; some programmes have formal prerequisite courses or qualifying examinations. Students must pay fees, which cover most of the costs of the programme.

CORRESPONDENCE PROGRAM, UNIVERSITY OF WATERLOO

The program is a department of the university, and was established in 1968. The department aims to provide an opportunity for students who wish to pursue university-level credit courses but who, for one reason or another, cannot attend regular classes at a university campus. About 170 regular university faculty staff also work on the Correspondence Program, and there are 30 office staff. It is hoped courses will be available to overseas students in the near future. Problems to be dealt with are customs regulations and mailing delays.

Address	General Inquiries, Correspondence Program, University of Waterloo, Waterloo, Ontario N2L 3G1.
Courses	There are 225 courses available as components of degree courses. Degrees are awarded by the university. The language of instruction is English, except for some language courses.
Methods of Study	Teaching on all courses is provided by sound tapes and course note packages. On some courses visual aids such as slides are also provided. Tutoring is provided to all students both by correspondence and by tape-recorded tutorials.
Students	Approximately 6000 students enrolled for the 1979-80 period, to study 10,800 courses. On average, a student takes three months to complete one course. Students are adults and must satisfy the normal requirements for university entrance of high school graduation. In some cases students can be admitted as mature students on the basis of work experience or age, for example. Courses are offered to students for a subsidised fee. Students can sometimes obtain grants to help with costs.

FACULTY OF PART-TIME AND CONTINUING EDUCATION,
UNIVERSITY OF WESTERN ONTARIO

The faculty has since 1950 been providing correspondence courses for degree credit to students in remote locations. Subjects which do not require special classroom work or laboratory sessions and which can, in the opinion of the Heads of the Departments concerned, be carried on outside the classroom by correspondence study are offered. A student cannot take his complete university degree work by correspondence. He can shorten the amount of time and the number of courses to be taken in attendance at the university through three or four correspondence courses. The courses are operated by one administrator and 30 part-time teaching staff.

Address	Correspondence Supervisor, Faculty of Part-time and Continuing Education, Room 170, Severson-Lawson Building, The University of Western Ontario, London, Ontario, N6A 5B8.
Courses	Twenty-eight credit courses are available, which contribute towards degrees awarded by the university. The language of instruction for all courses is English.
Methods of Study	Students learn from correspondence lessons and, in some courses, from television lessons or sound tapes. Correspondence course study runs from late September until March and each course undertaken is completed in that period. Assignments are required at specified intervals, approximately two or three weeks apart in most courses. Students may also contact tutors by telephone, and may, if they are able, see them by appointment.
Students	The latest annual enrolment was 340. Courses are completed in seven months. Students are mainly mature adults, with a few students who have recently left school or are still attending it. Applicants must have the normal requirements for university entrance and be Canadian citizens. Students are sometimes able to get grants.

TELE-UNIVERSITE DU QUEBEC

The Télé-université was established by the ministry of education in 1972 to provide socio-cultural education to adults. It also provides professional training in the form of further training to teachers of mathematics at the secondary level. Course material is available for exchange with other institutions. Students from other countries may enrol.

Address	Clement Marquis, Télé-université du Québec, 214 Avenue St-Sacrement, Québec G1N 4M6.
Courses	All courses are in French. They include two professional courses. The university confers its own awards.
Methods of Study	Correspondence lessons and sound tapes are provided for all courses; some courses include a television component. Tuition is by correspondence, telephone, or computer marking. Attendance at study centres and seminars is optional.
Students	In 1978 new students totalled 12,000. Students are mainly adults. No entry qualifications are required, and on average, a student takes 15 weeks to complete a course. Courses are offered at a subsidised fee, and students may sometimes obtain grants.

SASKATCHEWAN GOVERNMENT CORRESPONDENCE SCHOOL

The school began in 1925 as an Outpost Correspondence School with an enrolment of 7 students at elementary level. In 1930 a similar service was organised for high school grades and the School took on its present name. As the school developed to serve the province's needs, numbers expanded to several thousand a year. It is now a Division of the Saskatchewan Department of Education.

The school currently aims to assist adults to improve their educational standing so that they may become more effective members of the province's working force, and to enable them to pursue courses of self-improvement or general cultural interest; to enable school pupils who for valid reasons cannot attend school to maintain their studies; and to co-operate with high schools in providing facilities for instruction in subjects not available locally.

Educational facilities offered by the School fall into two categories - Type A and Type B. Students following Type A courses receive full instruction directly from the school. Type B students follow the correspondence materials sent out by the school under the guidance and supervision of a local teacher who corrects assignments. Type B courses are used mainly by children who live near a school but are unable to receive instruction in particular subjects, and adults studying at an approved Adult Education institution. Teachers may also use the correspondence materials as professional teaching aids.

The school has 27 full-time staff: a director, 20 teachers and six administrative staff. Students from overseas may enrol if they can indicate that a similar service is not available to them at their place of residence. Materials are available for sale or exchange to other institutions.

Address	The Principal, Saskatchewan Government Correspondence School, 2220 College Avenue, Regina, Saskatchewan S4P 3V7.
Courses	There are 65 courses for school grades IX to XII. Many of the courses offered are in vocational subjects. Qualifications are provided by the School or the Department of Education. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons are sent to all students, and some courses include cassette tapes. Correspondence tuition is provided for type B students.
Students	The latest annual enrolment figure is 4400. Students are mainly schoolchildren and take, on average, five months to complete each course. School-age student applications must be approved by school superintendents and the principal of the school which the student attends. Students must pay fees, and may sometimes obtain grants. Revenue from fees covers about a quarter of expenditure. The balance is met by government appropriations.

CANADA - Saskatchewan

DEPARTMENT OF EXTENSION, UNIVERSITY OF REGINA

The extension department of the university offers one correspondence course and aims to provide people with the necessary academic background to assume positions in various fields of local government administration. The course is operated by four part-time staff. Students from other countries can enrol on the course. The course material is available for sale or exchange to other institutions.

Address	Director of Extension, University of Regina, Regina, Saskatchewan.
Courses	The course in local government administration leads to a certificate awarded by the university.
Methods of Study	Teaching is by printed lessons and correspondence tuition. Optional seminars are also available.
Students	The latest annual enrolment is 310 students. On average, students take two years to complete the course. Students are adults, and should have passed university entrance examinations or be eligible as mature students. Students do not get grants.

INUIT ADMINISTRATION PROGRAMME, FACULTY OF ADMINISTRATION,
UNIVERSITY OF REGINA

Started in 1978, the programme is partly sponsored by the university and partly by IBM Canada Ltd. It aims to develop and deliver credit and non-credit degree classes to residents of Arctic Canada, in particular to Canada's indigenous populations, Indian and Inuit (Eskimo). The project is experimental. It uses telephone lines for audio conferencing and electronic blackboard displays via microcomputer link. It will be interactive later. It is managed by one full-time staff member, two or three who share their time between the project and regular university work, and part-time staff as required.

Address	Dr D Thomas, Director, Inuit Admin. Programme, Faculty of Administration, University of Regina, Regina, Saskatchewan S4S 0A2.
Courses	Courses are provided leading to an undergraduate diploma and degree in administration. These will be accredited under an existing scheme for mature and part-time students, and awards given by the university. There are also some workshops and short courses. Most courses are in English; possibly some will be in Indian or Inuit language.
Methods of Study	Teaching on all courses will be through correspondence lessons, videotapes and sound tapes. The telephone conferencing and microcomputer-based electronic blackboard are also used. Tuition for all students is provided by correspondence, telephone and computer marking. There are also compulsory seminars and residential courses. Attendance at study centres is also required. The programme is still in the developmental stage.
Students	About ten students enrolled in the first year. They are expected to take between two and four years to complete a course. There is an open admissions policy; acceptance is dependent upon age, life experience and aptitudes. The fees for courses will vary, some being subsidised, others not. In some cases enrolment will be free. Students can usually obtain grants for their study.

EXTENSION SERVICES, THE UNIVERSITY OF THE SOUTH PACIFIC

Extension services began at the university in 1971, and are run as an independent department of the university. Credit courses are available at pre-degree, diploma and degree level. The pre-degree courses are designed for adults, especially those already employed in public service and private enterprise, who seek a bridge to higher level studies. Certificate, diploma and degree courses and programmes are designed to help adults seeking to improve their qualifications and skills. The department has 45 full-time staff, and a further 45 part-time or shared with other university departments. Some course materials are available for exchange.

The university services ten countries of the South Pacific. University Centres are established in the regions. These are linked by 23 hours a week of radio broadcasts by the university's own satellite network. These are supplemented by broadcasts from the PEACESAT network, co-ordinated by the University of Hawaii and covering stations from California to New Zealand.

Address	Co-ordinator of Extension Studies, Extension Services, The University of the South Pacific, Box 1168, Suva.
Courses	The range of courses consists of 13 degree courses, seven professional courses and 26 for secondary level examinations. The language of instruction is English. Course credits acquired through extension services are exactly equivalent to internal courses. The department also runs a large number of short courses in continuing education at the regional centres. These are normally in the relevant polynesian or micronesia languages.
Methods of Study	Teaching is by correspondence lessons, radio, and sometimes sound tapes. Tuition is by correspondence, by local tutors or counsellors in the university extension centres, and by tutorials conducted by satellite. Some courses, particularly those at degree level, require attendance at tutorials or seminars, in other cases these are optional.
Students	There were 841 enrolments for extension courses in the first term of 1979. There are no specific prerequisites for students, except for adequate command of the English language. However students receive counselling and are advised to begin studies at the appropriate level. Students pay a subsidised fee and sometimes obtain grants.

GHANA

CORRESPONDENCE UNIT, INSTITUTE OF ADULT EDUCATION, UNIVERSITY OF GHANA

The Institute of Adult Education was established as a department of the university in 1948 and in 1970 the Correspondence Unit was set up to supplement its work. The unit aims to provide secondary school education to those adults who missed it while young. It has conducted and published two research studies on its work. It hopes shortly to introduce nonformal courses; a national survey has been conducted to identify the needs of the population for nonformal education at a distance.

The unit has eight full-time staff, four shared with the institute and 12 part-time staff. There are both academic and administrative staff, and regional staff of the institute who help with student counselling.

Students from other countries may enrol on the courses, provided that they pay a fee for extra postage. Course material is available for sale or exchange to other institutions.

Address	Dr J K Ansere, Correspondence Unit, Institute of Adult Education, University of Ghana, P O Box 31, Legon.
Courses	There are nine secondary-level courses in major school subjects. These are all in the English language. The unit prepares students for the General Certificate of Education examinations of the West African Examinations Council.
Methods of Study	Students learn from correspondence lessons and tuition, with the opportunity of attending optional face-to-face meetings.
Students	There were 892 enrolments for the year 1977/8. On average, students take two years to complete a course. They are generally adults; the only requirement for entry is the ability to read and write. Students pay a subsidised fee, and sometimes obtain grants.

CARITAS ADULT EDUCATIONAL CENTRE

The centre is sponsored by Caritas, Hong Kong, and has been providing education by correspondence since October 1977. It has three major aims: to give those who are working a second chance to complete their secondary course; to provide adults with opportunities to continue their studies or improve what they have learnt while they are working; and to enable the confined and invalids to carry on with their studies.

The centre has ten full-time and twenty part-time staff. It intends to develop more commercial, language and recreational courses, and to launch a magazine during 1980.

Students from other countries may enrol but they will have to pay extra postage. Course material is available for sale or exchange to other institutions.

Address	Judy Sito, Caritas Adult Educational Centre, Caritas House, 2 Caine Road, Hong Kong.
Courses	Eight courses lead to secondary-level exams, in English, Chinese language, Chinese history, mathematics, integrated science, biology, social studies and economics. The languages of instruction for these are English or Chinese. There is a bookkeeping course in the English language, a Japanese and Mandarin course, and a guitar course. Students on exam courses can sit for the Hong Kong Certificate of Education Examination.
Methods of Study	All students receive correspondence lessons, and radio or tape lessons are provided for some courses. All students have correspondence tuition, some class teaching, and many have telephone tuition. The centre hopes to obtain enough telephone lines to offer such tuition to all.
Students	Between October 1977 and December 1979 1230 students have enrolled. Most students take over a year to complete a course. Students may have left school recently or be older adults. No qualifications are required for entry, but a student must have more or less primary six standard to cope with level 1 of the secondary-level courses. Students must pay a fee and never receive grants.

HONG KONG

DEPARTMENT OF EXTRAMURAL STUDIES, THE CHINESE UNIVERSITY OF HONG KONG

The Correspondence Courses Section of the Department of Extramural Studies has been in operation since 1967. Its aim is to provide extramural courses through correspondence, providing opportunities for higher education for all who can benefit from it.

The section has three full-time and 13 part-time tutors, with a further four shared with other departments.

Course material is available to other institutions for sale or exchange. Students from other countries may enrol on courses on the same terms as Hong Kong nationals.

Address	Charles Wong, Department of Extramural Studies, The Chinese University of Hong Kong, Oriental Centre 13/F, 67 Chatham Road S, Kowloon.
Courses	Eighteen courses, mainly in academic subjects are available. 11 of these are in Chinese, seven in English. Radio courses are also offered, some with a correspondence element. Recent radio courses include languages and appreciation of popular culture. Self-learning packages are also produced and sold through bookshops. Courses do not lead to a qualification.
Methods of Study	All students receive correspondence lessons and tuition, with radio lessons or sound tapes provided for some courses.
Students	Total enrolments in 1978 were 3746. A student takes on average 6 months to complete a course. Students are mainly adults. There are no entry requirements. Students must pay a fee to cover part of the cost of courses, and grants are not available.

HONG KONG

HONG KONG POLYTECHNIC

The Polytechnic was established in 1972 to provide technical and professional education at post-secondary level. It offers one course at a distance. The programme represents the second phase of the course leading to the Diploma in Maritime Science, which consists of 24 months training at sea through a guided study programme with instruction and assignments delivered through correspondence. The course is offered by the Department of Nautical Studies. About half of the staff (around 20) contribute to this programme. A small number of students from other countries may be accepted on the course.

Address	Associate Director (PSC), Hong Kong Polytechnic, Yuk Choi Road, Hung Hom, Kowloon.
Courses	Professional and vocational instruction in sea training leading to the award of Diploma in Maritime Science and Examination for Certificate of Competency and Second Mate.
Methods of Study	Study is entirely by correspondence, but is preceded by completion of phase one of the course. Phase one consists of two years' full-time study at the Polytechnic.
Students	About 80 students enrol each year. They must have already completed phase one studies at the Polytechnic, and take a further two years to complete their studies at a distance. Students must pay a subsidised fee, and usually obtain grants.

SCHOOL OF CORRESPONDENCE COURSES, ANDHRA UNIVERSITY

The school was established in 1972 as a department of the university. It aims to expand the educational system on rapid and cheaper lines to meet the heavy demand for higher education, and also to provide opportunities for working people to learn while they earn.

A student who enrolls with the School studies the same syllabuses and curricula, takes the same examination and is awarded the same degree as any other regular student of Andhra University.

The school has 68 full-time staff. It uses the services of around a hundred teachers and scholars from the university departments and affiliated colleges in the preparation of reading material and marking of students' response sheets.

Course material is offered for sale to recognised non-profit institutions.

Address	The Director, School of Correspondence Courses, Andhra University, Waltair- 530 003, Andhra Pradesh
Courses	Courses are offered for B.A., B.Com., M.A. and Pre-University awards. The students of the school take the same qualifying examination as the regular students of the university and are awarded the same degrees as those of regular students. The language of instruction is English. Subjects offered include, for the B.A., economics, history, politics; for the B.Com., economics, bookkeeping, auditing, accounting, statistics; and pre-university courses in English, Telugu, history, economics and civics.
Methods of Study	Correspondence lessons, and correspondence tuition done through response sheets at the end of the lessons. Group tuition is offered through contact programmes held once a year of 10 days duration. Classes and discussion sessions are arranged for students where the lesson writer clarifies doubts and attends to the students' problems.
Students	In 1978, 3806 enrolled. It takes three years to complete the Bachelor's degree. Applicants should have the same qualifications as prescribed for regular courses of study. The school has been conducting entrance examinations to degree courses under the Liberalised Admission Scheme. Under this scheme any person of twenty or over can sit this examination irrespective of his academic qualifications. On passing the entrance examination he is eligible for admission to the three year degree course. Quite a large number have benefited from this scheme. Students must pay fees, but concessions are offered to Scheduled Caste or Scheduled Tribe candidates.

INDIA - Andhra Pradesh

DEPARTMENT OF CORRESPONDENCE COURSES, CENTRAL INSTITUTE OF ENGLISH AND FOREIGN LANGUAGES

The department is sponsored by the ministry of education, and was established in 1973. It aims to help improve the standards of the teaching of English in India. It has 19 staff, seven of whom are academic and 12 administrative.

Course material for the postgraduate certificate course is available for sale, to other institutions only. Students from other countries may enrol on the courses, but certain rules and procedures will apply. No students from abroad are at present enrolled.

Address	Head, Department of Correspondence Courses, Central Institute of English and Foreign Languages, Hyderabad - 500 007
Courses	Postgraduate certificate course in teaching of English (six subjects); postgraduate diploma course in the teaching of English (four subjects). The institute provides the qualifications. The language of instruction is English.
Methods of Study	All courses teach with correspondence lessons and sound tapes. All students receive tuition by correspondence. The department also organises Mid-term Contact and Final Contact Programmes for the participants. Mid-term contact programmes are optional but the final one is compulsory. A proposal to establish study centres is under consideration.
Students	In the year 1978-9, 796 students enrolled. Of these, 701 enrolled for the certificate and 95 for the diploma. Applicants must already hold an MA degree in English. Courses are available for a subsidised fee. Students cannot obtain grants for fees.

INSTITUTE OF CORRESPONDENCE COURSES, OSMANIA UNIVERSITY

The institute started functioning in the academic year 1977-8, with the assistance of the university grants commission, New Delhi. It is for students who desire to continue their education but who cannot afford formal education, who cannot find places in regular colleges, who have previously dropped out but now wish to continue their studies, or who live in remote areas. The scheme is operated by one person, with the assistance of 58 staff working part-time for the correspondence institute.

Address	The Director, Institute of Correspondence Courses, Osmania University, Hyderabad, 500 007, Andhra Pradesh.
Courses	The institute at present offers two degree courses, a B.A. course, where the language of instruction is English, and a B.Com. course available in both English and Telugu. The Controller of University Examinations, who conducts examinations for internal students, examines the correspondence students and awards qualifications.
Methods of Study	Teaching is mainly through correspondence lessons and tuition, but students may attend optional personal contact programme classes.
Students	The latest annual enrolment figure is 616 students. They are expected to take, on average, three years to complete a course. The students are a mixture of recent school-leavers and older adults. Applicants must have already completed a pre-university course or passed the Intermediate examination, or any other recognised as equivalent. They must pay full fees for their courses.

INDIA - Andhra Pradesh

INSTITUTE OF CORRESPONDENCE COURSES, SRI VENKATESWARA UNIVERSITY

The institute is a department of the university and has been offering correspondence courses since 1972. It aims to help provide education to four groups: those who live in remote areas; those who now wish to obtain the university education they missed earlier in life; those who are unable to get places at regular day or evening colleges; and those who have already graduated but wish to update their knowledge. The institute has 19 staff, and a further six shared with other departments. A further 26 staff are employed part-time by the institute. Course material is available for exchange to other institutions.

Address	Director, Institute of Correspondence Courses, Sri Venkateswara University, Tirupati - 517 502, Andra Pradesh.
Courses	Two degree courses are available, one for a B.A. and one for a B. Com. The language of instruction for both is English. The Sri Venkateswara University is the examining and awarding body.
Methods of Study	Correspondence lessons and tuition are provided for all students. They may also, if they wish, attend optional contact programme classes.
Students	In the year 1978-9 there were 237 enrolments for the B.A. course and 388 for the B.Com. course. Students take, on average, three years to complete a course. Applicants are a mixture of recent school leavers and older adults. They must have passed the university's pre-university examination, or the Intermediate examination or an equivalent recognised by the university. Students must pay full fees, although some applicants are exempt or gain concessions.

INSTITUTE OF CORRESPONDENCE COURSES, PATNA UNIVERSITY

The institute was established in July 1974 and is approved by the University Grants Commission, New Delhi. It aims to impart education, particularly to those students who could not attend any college as regular students, in the faculties of arts and commerce up to the degree standard of the Patna University. The institute currently has 25 full-time administrative staff and nine part-time academic staff. It hopes shortly to start Honours and B.Ed. courses.

Address	The Director, Institute of Correspondence Courses, Patna University, Patna - 800 005, Bihar.
Courses	Two degree courses in the faculties of arts and commerce. Certification is provided by an independent examining body. The languages of instruction are English and Hindi.
Methods of Study	All students receive correspondence lessons and tuition, and should attend the personal contact programme at Sunday classes. Optional group discussions are also arranged.
Students	In 1978 1482 students enrolled. Students generally take two academic years to complete courses. Students are a mix of recent school leavers and mature adults. Applicants are required to have passed the secondary school examination. Fees must be paid, and students may sometimes obtain grants.

INDIA - Chandigarh Union Territory

DIRECTORATE OF CORRESPONDENCE, PANJAB UNIVERSITY

The directorate was established in 1971 as a department of the university. It aims to cater for the needs of six groups of students: those who cannot pursue formal college education due to socio-economic conditions; those who live in remote areas; those who have previously dropped out of college; those who cannot or do not want to obtain a place in a regular college; those who see education as a lifelong activity; and those who require in-service professional training.

The directorate has 80 full-time and 120 part-time staff, and a further 20 shared with other university departments. It has established a small research and statistical wing, and an audiovisual wing. The research wing has completed a number of studies and is currently investigating student drop-outs.

A number of training workshops for staff have recently taken place, and the directorate would like to offer training courses open to members of sister institutions. It is proposing to publish three staff-training manuals. Materials are currently exchanged with other correspondence institutions in India. Indian citizens and their dependents abroad may enrol on the courses.

Address	The Director, Directorate of Correspondence Courses, Panjab University, Sector 14, Chandigarh Union Territory, Chandigarh, 160014.
Courses	There are 13 courses leading to degrees. These are in English, Hindi and Punjabi. There is also an M.A. course, in English only. As the directorate is a constituent college of the university, the courses offered are the same as those offered to regular students. The examinations, their mode and conduct, and the final degree are also the same.
Methods of Study	All students receive correspondence lessons and tuition. On some courses, radio lessons or sound tapes are provided. Personal contact programmes, Sunday classes, and face-to-face tutorials are available to all, but attendance is optional. Local students are encouraged to visit the directorate, meet the faculty, and discuss their academic and other problems.
Students	The new enrolments for 1979-80 totalled 9,091. Students generally take three years to complete a degree and two years for an M.A. course. To be accepted on a course, they must have passed the previous lower examination. Courses are offered for a subsidised fee, and students may sometimes obtain grants.

DIRECTORATE OF CORRESPONDENCE COURSES, KURUKSHETRA
UNIVERSITY

The directorate was established in April 1976. It aims to extend the benefits of higher education to those who for various reasons cannot join regular colleges; and to help those in employment to study at home to improve their educational qualifications and prospects in life. The directorate has 12 full-time and three part-time staff, and about 30 teachers from different colleges are also engaged during personal contact programmes.

Address	Superintendent, Directorate of Correspondence Courses, Kurukshetra University, Kurukshetra, 132119.
Courses	Pre-university and B.A. courses in both English and Hindi. An M.A. course in political science is under consideration. The qualifications provided are those of the University.
Methods of Study	Students receive correspondence lessons, response sheets and revision papers. Tuition for all students is by correspondence, and they may also attend optional personal contact programmes. These are organised by the directorate at different centres depending on the maximum concentration of students.
Students	In the academic session 1979-80 there were 1917 enrolments. On average, students take one year to complete the pre-university course, and three years for the degree. Students are a mixture of recent school leavers and mature adults. A candidate who has passed a lower examination recognised by Kurukshetra University is allowed to study for a higher course. Fees are payable for courses, but students can always obtain grants.

THE INSTITUTE OF CORRESPONDENCE COURSES, KASHMIR
UNIVERSITY

The institute is a department of the university and was established in January 1976. It has three aims: to provide an opportunity for further study to people from all walks of life, who for some reason had to drop out of college or university; to provide an opportunity for working men and women to improve their academic qualifications; and to provide in-service training for unqualified teachers.

The institute has four full-time staff, one shared with another university department and about 50 part-time staff. Students in other countries may enrol provided they have appropriate qualifications. Course material is available for sale or exchange to other institutions.

Address	The Director, The Institute of Correspondence Courses, The University of Kashmir, Hazratbal, Srinagar 190006.
Courses	Eighteen degree courses and ten professional courses. The language of instruction is English. Certification for these courses is provided by an independent examining body. Two further courses are offered, in Hindi and Urdu, which do not lead to qualifications.
Methods of Study	Correspondence lessons and tuition are provided for all courses, and radio or television lessons for some. Attendance at study centres is optional.
Students	There were 1350 enrolments in 1978. Students generally take one year to complete a course of study. Students are adults and should have completed the pre-university course of the State Board of Secondary Education (one year after matriculation) or have a BA degree, as appropriate. Students must pay fees, but sometimes may obtain grants.

INSTITUTE OF CORRESPONDENCE EDUCATION, UNIVERSITY OF JAMMU

The institute was established in 1976 as a department of the university. It aims to provide professional qualifications for teachers. The institute has a permanent staff of six, two of whom are part-time. Most of the work of writing, editing and proof reading the lessons is done by college or university teachers employed for the job.

Address	The Director, Institute of Correspondence Education, University of Jammu, Gita Bhawan, Parade Ground, Jammu 180001.
Courses	Subjects for the B.A. or B.Com. Previous and Final courses; subjects for B.Ed. All subjects are taught in English except those for modern or classical Indian languages. An academic course in law for the Ll.B degree is also available.
Methods of Study	Students are taught by correspondence lessons and radio programmes. The institute conducts personal contact programmes for all its courses. For the B.Ed. course it also conducts teaching practice programmes for six weeks a year. All B.Ed. students must attend this and the personal contact programmes. For students on other courses, personal contact programmes are optional.
Students	During the 1978-9 academic session 918 candidates enrolled. Students are expected to complete the B.Ed. course in 14 months, the Ll.B in two years, and the other courses in a year. Applicants for B.A. or B.Com. Previous should have Part 1 university qualifications or equivalent, and for the Final they should have passed the Previous exams. For other courses they should already hold a degree.

MYSORE UNIVERSITY INSTITUTE OF CORRESPONDENCE COURSE AND CONTINUING EDUCATION

The correspondence institute of the university was established in 1969 to provide educational facilities to those who are unable to attend regular colleges. The institute has 47 staff. For the preparation of lessons, conducting seminars and correcting assignments it also enlists when necessary the help of post-graduate departmental staff of the University of Mysore and teachers of several other institutions. Students from other countries may enrol in the courses.

Address	The Director, Mysore University Institute of Correspondence Course and Continuing Education, Manasagangothri, Mysore 570006.
Courses	There are four courses leading to degrees, in English and Kannada, one professional course, three certificate and two diploma courses, all in English. Examinations are conducted by the University of Mysore. Degrees, diplomas or certificates are issued by the university. In addition two or three short courses lasting two months are conducted each year under continuing education. These are in English and Kannada.
Methods of Study	All students receive correspondence lessons and tuition and should attend contact programmes. On some courses some teaching is provided by sound tapes.
Students	For the academic year of 1979-80 a total of 8075 students have enrolled for the first year of several courses. Diploma and certificate courses normally require one year's study, the B.Ed. degree eighteen months, post-graduate courses two years and undergraduate courses three years. Students applying through the open university scheme do not need any specific educational qualifications but should be 25 or over for undergraduate courses and 35 or over for post-graduate courses. For the regular university schemes, students should have minimum qualifications as prescribed by Mysore University. Students must pay fees and may sometimes obtain grants.

INDIA - Kerala

INSTITUTE OF CORRESPONDENCE COURSES, UNIVERSITY OF KERALA

The institute was established in 1977 as a department of the university. It aims to provide higher education leading to a university degree. It has 17 full-time and three part-time staff.

Address	Director, Institute of Correspondence Courses, University of Kerala, Kariavattom - 695 581, Trivandrum, Kerala State.
Courses	The institute offers five pre-degree (higher secondary) courses and four degree courses. Certification is provided by the university. The language of instruction is English.
Methods of Study	All students receive correspondence lessons and tuition. Radio lessons are provided for some courses. Seminars are arranged, and attendance is optional.
Students	There were 2550 enrolled in 1979. The time allowed for course completion is fixed by the university, at two years for pre-degree courses and three years for degree courses. Applicants for pre-degree courses must have a Secondary School Leaving Certificate; and applicants for degree courses must have a post-degree certificate. Students must pay fees, and cannot obtain grants.

INSTITUTE OF CORRESPONDENCE COURSES, BHOPAL UNIVERSITY

The institute was established in 1975 as a department of the university. It aims to cater for students of five kinds: those who were previously unable to continue formal education, due to financial or other circumstances; those living in remote areas; those who when younger lacked aptitude or motivation, but now wish to continue their studies; those who are unable to get a place in regular college; and those who look on education as a life-long activity. The institute has at present six academic staff and a supporting administrative staff.

The institute is willing to exchange course material on a reciprocal basis.

Address	The Director, Institute of Correspondence Courses, Bhopal University, Bhopal, Madhya Pradesh, 462026.
Courses	Subjects leading to two degrees, the B.A. and the B.Com. Courses are available in both Hindi and English, and qualifications for all courses are provided by the university.
Methods of Study	Students learn from correspondence lessons and tuition. Personal contact classes are also arranged and there are Sunday classes in Bhopal for local students.
Students	For the year 1978-9 there were 1288 enrolments, with 1477 for the following year. On average the students, who are mainly adults, take three years to complete their courses. For admission to the first year of the courses they must have passed higher secondary or equivalent examinations. They must pay full fees for courses, and do not obtain grants.

REGIONAL COLLEGE OF EDUCATION, BHOPAL

The college was established in 1963 and started offering correspondence courses in 1966. It is sponsored by the National Council of Educational Research and Training, New Delhi. The aim of the correspondence course is to provide in-service training to experienced graduate teachers, who have no professional training in education. They may be teaching in primary, middle or secondary schools. The course is operated by seven staff, with the assistance of a further 40 shared with the college. In addition, each trainee has the support of two part-time tutors.

The college hopes shortly to start programmes for non-formal and community education. It is also planning research to compare the correspondence mode of B.Ed. teacher training with the full-time mode.

Address	The Principal, Correspondence Education Cell, Regional College of Education, Shyamla Hills, Bhopal 462013.
Courses	A B.Ed. course, which is available in English and Hindi. The college selects the teachers for the course, but examinations are held by the university.
Methods of Study	Students receive correspondence lessons and tuition. The course is of 14 months duration out of which four months of two summer vacations are devoted to compulsory on-campus courses. The intervening period of ten months is meant for supervised teaching, field assignments and correspondence study.
Students	In 1979 270 new trainees were enrolled. These are arts, science or commerce graduate teachers, working in primary, middle or secondary schools with at least five years' teaching experience after graduation. Teachers working in the western part of the country may be admitted. They must pay a subsidised fee for their course.

INDIA - New Delhi Union Territory

CORRESPONDENCE COURSES DEPARTMENT, CENTRAL HINDI DIRECTORATE

The department was established in 1968, as a department of the ministry of education and social welfare. It aims to teach Hindi to non-Hindi speaking Indians and foreigners. It has 40 staff. Students from other countries may enrol on the courses, on the same conditions as Indians.

Address	Assistant Director (Correspondence Courses), Central Hindi-Directorate, Correspondence Courses Department, (Ministry of Education and Social Welfare), West Block - VII, Ramakrishnapuram, New Delhi - 110022
Courses	Five courses teaching Hindi, at the level of secondary school exams. The languages of instruction are English, Tamil, Malayalam and Bangla. Qualifications are provided by the Directorate.
Methods of Study	Correspondence lessons and sound tapes are provided for all courses. Students may attend intensive coaching classes in the form of personal contact programmes at different centres in India and abroad.
Students	For the year 1979-80 16,000 students were enrolled. Two of the courses are expected to take two years, and three to take one year. Students should be non-Hindi speaking Indians or foreigners above the age of 15. They must be well conversant in English, Tamil, Malayalam or Bangla, in order to follow the instructions and lessons. Students residing in India pay a small subsidised fee for courses while those abroad must pay a fee to cover the full cost.

INDIA - New Delhi Union Territory

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

The institute is an autonomous institution fully financed by the Ministry of Education, Government of India. Since 1978 it has been offering a correspondence course in educational planning and management for senior education officers of central, state or union territory governments. This aims to acquaint them with the latest trends in the field of education; to improve their technical competence and effectiveness as educational planners and administrators; and to introduce participants to a process of study aimed at their continuing professional growth. The course is operated by three full-time staff, with the part-time assistance of a further 17; students' termly papers are reviewed by relevant faculty members, and specialists are invited to take part in student contact programmes.

The institute is planning a further course for principals of colleges and administrative officers of universities. Students from other countries may enrol on the present course, provided that the cost of travel to the contact programme is borne by the sponsoring government and the foreign participant is recommended by the Government of India. The institute is willing to exchange course materials with institutions offering similar programmes.

Address Registrar, NIEPA, 17-B Sri Aurobindo Marg, New Delhi
110016.

Courses The course in educational planning and management consists of six units divided into 38 lessons. The units are background and basic concepts; educational management; current issues; planning; implementation; and challenges and responses. The course is in English, and does not lead to any qualification.

Methods of Study Students receive correspondence lessons and tuition. They must submit regular response sheets, and complete a special paper each term. They should also attend a contact programme of one to two weeks.

Students In 1979 there were 72 new enrolments. The course is a mid-career professional development programme, and almost all participants already possess at least a master's degree; all applicants must be graduates and hold a position in an education department. On average, students take between six and eight months to complete the course, which is available free.

INDIA - New Delhi Union Territory

THE OPEN SCHOOL

The school was established in July 1979, and the first students are to be enrolled in 1980. The school is sponsored by the Central Board of Secondary Education. It has three aims: to provide secondary and senior secondary education; to organise technical, vocational and life enrichment courses; to undertake research and publication work in open education. It has started with a complement of about 25 staff.

Address	The Director, Open School, H-24 Green Park Extension, New Delhi, 110016.
Courses	Initially there will be eight courses leading to secondary-level exams. Certificates will be awarded by the Central Board of Secondary Education. The languages of instruction will be English and Hindi. Nonformal courses will be developed later.
Methods of Study	All courses will comprise correspondence lessons, correspondence tuition and a residential component. Some courses will include sound tapes. Further face-to-face elements will be organised during 1980-81.
Students	First enrolments will be in 1980. Applicants will have to know either Hindi or English.

INDIA - New Delhi Union Territory

PATRACHAR VIDYALAYA (CORRESPONDENCE SCHOOL)

The school is sponsored by the ministry of education to provide academic instruction to adults at work, and to provide facilities for drop-outs to continue their education. It has been running since 1968. It has 70 full-time staff, and over 250 part-time. Students from other countries may enrol on the courses.

Address	Research Officer, Patrachar Vidyalaya, Directorate of Education, Delhi Administration, Lucknow Road, Timarpur, Delhi - 110007.
Courses	There are five at secondary-level leading to examinations and five leading to Senior School Certificate. Courses are in Hindi, but students have the option to study through the English medium if they so desire. Qualifications are provided by the Central Board of Secondary Education of the ministry of education.
Methods of Study	All students receive correspondence lessons and tuition, and they may attend a personal contact programme on Sundays at study centres.
Students	The latest annual enrolment figure is 7000, with students taking on average two years to complete their studies. Students are mainly adults. They should have passed standard 8 examinations for admission to the first year of the secondary course, or have a secondary, matriculation or high school pass for admission to the first year senior school certificate course. Students must pay a subsidised fee, and sometimes obtain grants.

SCHOOL OF CORRESPONDENCE COURSES AND CONTINUING
EDUCATION, UNIVERSITY OF DELHI

The school began teaching by correspondence in 1962. It aims to provide education to people at work, or at home who are not able to obtain a place in a regular college or department of the university. The unit has 72 full-time teaching staff. Course material is available for sale or exchange to other institutions.

Address	Principal, School of Correspondence Courses and Continuing Education, University of Delhi, 5 Cavalry Lines, Delhi-110007.
Courses	These are for four degrees: B.A., B.Com., B.Com(Hons), and M.A. The languages of instruction are English or Hindi. Students follow the same syllabuses as internal students and sit the same examinations.
Methods of Study	Students are taught by correspondence lessons and radio talks. Tuition is by correspondence and through Personal Contact Programmes.
Students	The new enrolment in 1978 was 11,133 and in 1979 8,355. Students take three years to complete the undergraduate degrees and two years for the M.A. degree. Applicants are a mixture of adults and recent school leavers. For the first degrees they should have completed satisfactorily 12 years of schooling. For the M.A. students should have completed a B.A. or equivalent. Courses are offered for a subsidised fee, and grants are always available. Admission is open to Indian nationals working in Indian Missions abroad, as also to Indian nationals settled abroad provided they are (a) eligible and (b) prepared to take the university examination at the foreign centres arranged by the university. Foreigners residing in India are also eligible to seek admission, but admissions are not open to foreigners otherwise.

REGIONAL COLLEGE OF EDUCATION, BHUBANESWAR

The college is sponsored by the Ministry of Education and has been offering education by correspondence since 1966. Its initial course aimed to train the backlog of untrained teachers working in the eastern region of India. A 'correspondence-cum-contact' course was started in 1977, to provide working teachers and teacher-educators with orientation on the emerging points of emphasis in the 10 + 2 pattern of education. Each course is in the charge of one senior academic, with administrative assistance and the help of up to 45 part-time tutors for correspondence tuition and on-campus training. Untrained teachers from neighbouring countries may enrol on the course. The materials of the 'correspondence-cum-contact' course are available for exchange with other institutions.

Address Director, B.Ed. (SS/CC) or Reader, I/C Correspondence Cell,
Regional College of Education, Bhubaneswar, Dist. Puri,
Orissa, 751007.

Courses A B.Ed. course is available for the in-service training
of unqualified teachers. This is in the English language,
and the degree is awarded by an independent examining
body. The correspondence-cum-contact course for the
orientation of teachers to the 10 + 2 pattern of education
is in English and Hindi, and the college awards a qualification to those who complete it successfully.

Methods of study For both courses, students receive correspondence lessons
and tuition. Untrained teachers are required to complete
16 assignments including action research. They also
receive training in work experience and community services.
Compulsory on-campus contact classes are provided. On
successful completion of the correspondence part of the
correspondence-cum-contact course, the teacher participants
are called to attend a 15-day contact session.

Students The B.Ed. course has about 500 students a year, who already
have a first degree. They pay a subsidised fee for the
course and take, on average, fourteen months to complete
it. The correspondence-cum-contact course had over 3000
enrolments in its first year and over 1000 in its second.
Students take six months to complete the correspondence
course. They are graduate trained teachers, who must
pay a subsidised fee for the course but sometimes obtain
grants.

DIRECTORATE OF CORRESPONDENCE COURSES, UTKAL UNIVERSITY

This university department began offering correspondence courses in July 1975. It aims to provide higher education to those who are otherwise deprived of access, such as housewives, physically handicapped persons, persons in employment, military personnel, those living in remote areas, or those who have failed to gain places in local colleges.

The Directorate has 52 full-time staff. It used to employ part-time teachers to mark students' response sheets, but no longer does so.

Address	The Administrative Officer, Directorate of Correspondence Courses, Utkal University, Bhubaneswar 751004, Orissa.
Courses	Courses are offered leading to four degrees. The Directorate prepares students for the degrees offered by Utkal University, which examines them and awards diplomas or degrees.
Methods of Study	All students receive correspondence lessons and tuition. Sound tapes are provided for some courses. Attendance at personal contact programmes is optional.
Students	In 1978, 1687 enrolled. On average, students take two years to complete a course of study. Students are mainly recent school leavers. Candidates entering the intermediate class must have passed the High School Certificate or an equivalent examination; those entering the Bachelor Degree class must have passed the Intermediate or equivalent examination. Students must pay fees, and cannot obtain grants.

INDIA - Punjab

DEPARTMENT OF EXTENSION EDUCATION, PUNJAB AGRICULTURAL UNIVERSITY

The department's programme of correspondence courses started in 1970. The university is the first of India's agricultural universities to start a non-degree training programme for educated farmers by making use of this method of education. It aims to impart basic knowledge to enrolled farmers or rural women regarding all subjects related to agriculture and home science, and to provide an opportunity of practical training to farmers and rural women. The department has 9 staff, but staff members from other departments of the university are involved as and when required. At present, efforts are being made to organise discussion groups in the villages. A research study is planned to ensure the continuing improvement of the programme. Course material is available for sale or exchange to other institutions.

Address	Professor cum Head, Department of Extension Education, Punjab Agricultural University, Ludhiana - 141004, Punjab.
Courses	Four courses in all, all in Punjabi: integrated course in agriculture (for farmers); home management and family life (for rural women); farm power and machinery maintenance and operations (for farmers); integrated course in agriculture, home management and family life (for small and marginal farmers/rural women). There are no examinations, but students are awarded certificates on completion of one year's study.
Methods of Study	Correspondence lessons are sent to students regularly. Courses sometimes have radio or television support. Tuition is provided by correspondence and also in a Personal Contact Programme. On completing half their course students may attend a seminar in their district. When the whole course is nearly complete they can attend a two-day programme at the campus. Farmers attend these programmes at their own expense.
Students	In 1979 860 students enrolled. Enrolment takes place once a year, and a course takes a year to complete. The largest enrolment is on the integrated course in agriculture, but all four courses regularly attract well over 100 enrolments annually. Students are mainly adults. The only entry requirement is the ability to read and write Punjabi. Courses are offered free, except for a small registration fee.

DIRECTORATE OF CORRESPONDENCE COURSES, PUNJABI UNIVERSITY

The Directorate was established in 1968 and operates as a department of the university. It aims to enlarge and equalise opportunities of higher education for persons who, for one reason or another, find it difficult to study in regular colleges, and for those who want to earn and learn simultaneously.

The Punjabi University, Patiala, was the first Indian university to be allowed by the University Grants Commission to run correspondence courses in regional languages as well as English. The university has a statutory obligation to assist the development of the Punjabi language, and in consequence has instituted two one-year courses by correspondence in Punjabi - one elementary and one advanced, and the postgraduate (Master's degree) course in Punjabi language and literature.

The Directorate has 37 academic staff and 54 administrative staff. Other teaching departments in the University are often associated with the writing of lessons and correcting of response sheets. Teachers of other universities are also requested to write lessons from time to time. Correspondence courses are the same in subject matter and standard of attainment as internal courses, and both types of students take the same final examination and receive the same degrees or certificates. Students from other countries may enrol. Course material is available to other institutions for exchange.

Address	Director, Directorate of Correspondence Courses, Punjabi University, Patiala.
Courses	Pre-university: languages, history, mathematics, economics, civics; B.A.: languages, history, economics, mathematics, political science, public administration, religious studies, defence studies, English literature and Punjabi literature. MA courses in English, history, political science and economics. Languages of instruction are English, Hindi, Punjabi, Urdu, and Sanskrit. The university is the examining body.
Methods of Study	Printed lessons, backed up by radio talks given by teaching staff of the Directorate and university or college teachers; personal contact programmes and Sunday classes in various places; regular correction and marking of students' response sheets. A number of study centres have been set up at different places depending upon the concentration of students. These provide library and counselling facilities. Personal contact programmes and Sunday classes are organised at these centres.
Students	There were 5000 enrolments in 1979-80. Pre-university and Punjabi Praveshika courses take one year, M.A. courses two years and B.A. courses three years. Students are mostly men, and about two thirds are below 24 years of age. Applicants for the pre-university course must have matriculated; those for B.A. courses must have completed a pre-university course or Higher Secondary Part II; and M.A. applicants must have passed a B.A. at a satisfactory standard. Students must pay fees but about 20 per cent can obtain tuition fee concessions. The University grants commission gave financial support for the first five years to establish the Directorate.

REGIONAL COLLEGE OF EDUCATION, AJMER

The correspondence department of the college was established in 1966. It aims to provide in-service training to untrained teachers working in the secondary and primary schools of the northern region of India, in eight states. The department has five full-time staff, shares two more with its parent body, and has a further 20 part-time staff.

Address	Reader in Charge, SSCC Department, Regional College of Education, Ajmer, Rajasthan.
Course	There is a degree course in education. This is taught in English and Hindi. Qualifications are provided by an independent examining body.
Methods of Study	Students must attend the College campus for four months in all. Here they receive intensive teaching, including lectures by specialists on the topics included in the course. For ten months, they study by correspondence, receiving lessons and tuition by post. They also receive periodic bulletins.
Students	In 1979 there were just over 400 enrolments. Applicants should already have a bachelor's degree (B.A., B.Sc., B.Com., B.Sc.Ag.) and teaching experience of three years. The course takes 14 months in all to complete. Students pay a subsidised fee, and sometimes obtain grants.

INDIA - Rajasthan

INSTITUTE OF CORRESPONDENCE STUDIES AND CONTINUING EDUCATION, UNIVERSITY OF RAJASTHAN

The institute was established as part of the university in 1968. It aims to provide first degree and postgraduate courses open to all, and professional courses for in-service training. The staff are mainly drawn from the regular staff of the university.

Course material is available to other institutions on an exchange basis.

Address	The Director, Institute of Correspondence Studies and Continuing Education, University of Rajasthan, Jaipur 302004, Rajasthan
Courses	Undergraduate courses in arts (B.A.) and commerce (B.Com.); postgraduate courses in Hindi, sociology, economics, public administration, political science and history (M.A.) and business administration, accountancy and statistics (M.Com); also professional courses in education (B.Ed.), tourism and hotel management (postgraduate diploma), library science (certificate) and journalism (diploma). The University of Rajasthan conducts all examinations.
Methods of Study	All students receive correspondence lessons and tuition, and have access to personal contact programmes.
Students	The latest annual enrolment is 6,341 students. Students generally take three years to complete a degree, two years to complete postgraduate courses, and one year for professional courses. For the professional courses, admissions are strictly on the basis of merit. Students must pay a subsidised fee: they always obtain grants.

INDIA - Rajasthan

DIRECTORATE OF CORRESPONDENCE COURSES, UNIVERSITY OF UDAIPUR

The Directorate started offering courses in September 1979. It is sponsored by the University Grants Commission, New Delhi. It aims to provide the opportunity for higher education to students who live in remote area or those who wish to re-start their studies, or to improve their educational qualifications, to improve their job prospects or continue studies in-service. The Directorate has one full-time member of staff and one part-time, and shares five others with other university departments. It plans to expand its activities.

Address	The Director, Directorate of Correspondence Courses, University of Udaipur, Administrative Building, Udaipur, Rajasthan 313001.
Courses	Seven degree courses are offered, all in Hindi save the English language course. Degrees are awarded by the university.
Methods of Study	All students receive correspondence lessons and tuition. Contact classes are provided for all courses, but attendance is optional.
Students	The first enrolments in 1979 totalled 50. Students are expected to take three years to complete a course. Students are a mix of recent school-leavers and mature adults. Applicants should have a Higher Secondary School or Pre-university certificate, or an equivalent qualification recognised by the university. Students must pay fees, but they are sometimes able to obtain grants.

INSTITUTE OF CORRESPONDENCE COURSE AND CONTINUING
EDUCATION, MADURAI-KAMARAJ UNIVERSITY

The institute was established as a university department in 1971. It aims to serve as a channel for those who want to continue their higher education. It provides training for unqualified teachers, basic knowledge in general law for those who need it, and a second chance of education for those who have had a chequered educational career in their early and formative years.

Address	The Additional Director, Institute of Correspondence Course and Continuing Education, Madurai-Kamaraj University, Palkalai Nagar, Madurai 625021, Tamil Nadu.
Courses	There are 11 first degree and postgraduate courses, available in English and Tamil, and two professional courses (B.Ed. and bachelor of general law). These two are in English only. Examinations are conducted and degrees awarded by the Madurai-Kamaraj University. Courses are also available in the open university system: an introductory course of six months; a pre-foundation course of one year; a foundation course of one year (Tamil medium). The open university students have to study a three year degree course after the foundation course.
Methods of Study	Students receive correspondence lessons and, on some courses, radio lessons. Tuition by correspondence is provided for all. Contact seminars are arranged for all students at convenient centres in Tamil Nadu where students are offered face-to-face teaching. Local study centres are arranged for open university students in selected higher secondary schools. Attendance at these is optional.
Students	Degree students are adults who meet the entry requirements for university courses. For entry to the introductory course of the open university system, the only stipulation is that applicants should be at least 14 years old. Students must pay full fees for their courses, and do not obtain grants.

DEPARTMENT OF ADULT AND CONTINUING EDUCATION,
UNIVERSITY OF MADRAS

Since 1976 the department has been providing teaching at a distance. It provides training for adult educators, to enable them to undertake research and development projects, such as community outreach programmes for professionals in trade and industry and for the weaker sections of the community. It also provides in-service training in current developments in various fields for those already employed in trade and industry, and courses to prepare graduates for such employment. Some courses are also provided for recurrent education.

The department has eight full-time staff, with the services of 150 part-time staff. Besides its courses, it has published a manual for those conducting training in adult education, and this is available to other institutions. Course material is also available for exchange with other institutions.

Address	Professor and Head, Department of Adult and Continuing Education, University of Madras, Madras 600005, Tamil Nadu.
Courses	There is an M.A. degree in androgogy and 14 para-professional courses. These are all conducted in English. Four courses are also offered under the Weaker Sections Programme. The university conducts its own examinations and awards qualifications.
Methods of Study	Teaching is by radio and television lessons, sound tapes, and film shows, supported by lectures and discussions. Students must attend seminars which, for part-time students, are held in the evenings.
Students	The latest annual enrolment is 350 part-time students. These are a mixture of recent school leavers and older adults. The average length of time spent on a course varies between one and three terms. Entry requirements vary between courses, from a bachelor's degree to school leaving certificate. For the M.A. course, students pay a subsidised fee, and sometimes obtain grants.

INDIA - Uttar Pradesh

INSTITUTE OF CORRESPONDENCE COURSES AND CONTINUING
EDUCATION, UNIVERSITY OF ALLAHABAD

The institute was formally inaugurated as a department of the university in July 1978. It aims to offer degrees by correspondence. The institute has eight full-time staff, and can use the services of other university staff or part-time staff as required.

Address	The Assistant Registrar (Correspondence Courses), Institute of Correspondence Courses and Continuing Education, University of Allahabad, Allahabad, Uttar Pradesh 211002.
Courses	Courses are available leading to a B.A. and a B.Com. degree. These are in Hindi and English. The institute is an integral part of the University of Allahabad. The syllabus, the mode of examination and the degrees awarded are those of the university.
Methods of Study	Students are taught by correspondence lessons and through personal contact programmes.
Students	The latest annual enrolment is 279. Students are expected to take two years to complete a course. They are generally adults who have passed the intermediate examination of the Uttar Pradesh Board or have equivalent qualifications. They must pay full fees for their course but may some- times obtain grants.

JAMAICA

CORRESPONDENCE COURSES SECTION, MINISTRY OF EDUCATION

The section was established in 1958 to help teachers upgrade their qualifications. It now has two main aims: to provide further secondary education for school leavers of All-Age schools; and to raise the academic level of pre-trained teachers. The section has 12 full-time staff and seven more working part-time for it. It obtains training, advice and financial assistance from the Correspondence School, New Zealand. It is currently conducting a pilot project at correspondence centres in six schools. Practical subjects including agriculture and child care are among those offered.

Address	Senior Education Officer, Correspondence courses section, Ministry of Education, 1-3 Caenwood Road, Kingston.
Courses	There are courses in eight subjects which prepare candidates for two local secondary-level examinations. All courses are in the English language.
Methods of Study	Instruction is mainly through correspondence lessons and tuition, with radio or television lessons on some courses. Attendance at study centres is optional.
Students	The latest annual enrolment is 6057 students at school and 1502 private candidates. On average students take a year to complete a course. Most students are recent school-leavers, and should have completed the ninth grade of school. Courses are offered free.

CORRESPONDENCE COURSE UNIT, INSTITUTE OF ADULT STUDIES

The unit was established in 1967 and is currently sponsored by the ministry of education and the United States Agency for International Development. It has four main aims: to develop correspondence and other distance teaching methods for provision of education to all adults and out-of-school youths in Kenya; to act as a service agency for government ministries in their training and upgrading programmes where correspondence methods are used; to develop expertise in distance teaching methods and the evaluation of effectiveness of these methods; and to set up flexible administrative machinery to deal with correspondence courses at higher levels including degree courses by external studies. The unit has 40 staff, ten of whom are part-time. Students from other countries can enrol. Course material is available for sale or exchange to other institutions.

The University of Nairobi has been considering and has accepted in principle the introduction of first degrees by external studies, but details are still to be released.

Address	Assistant Director, Correspondence Course Unit, Institute of Adult Studies, University of Nairobi, P O Box 30688, Nairobi
Courses	There are four courses in academic subjects for teachers. These are in English or Kiswahili. Two courses, in English, lead to secondary-level examinations. There is also an "Introduction to Swahili" course for beginners, and a mass media programme which aims to supply constant and appropriate information about agriculture, health and other topics with a view to improving rural life.
Methods of Study	Instruction is provided through correspondence lessons and radio programmes. Sound tapes are also provided on some courses. Students receive correspondence tuition, with occasional face-to-face teaching during residential courses and counselling when staff tour the provinces.
Students	Over the last two years there were 500 enrolments. Some courses take two years to complete, others six months. Students are mainly adults. Generally students should have obtained a primary school completion certificate. For more advanced courses they should have passed the Junior Secondary examinations. Courses are offered for a subsidised fee.

LESOTHO

LESOTHO DISTANCE TEACHING CENTRE

The Lesotho Distance Teaching Centre was set up by the International Extension College in 1974 as an agency both for formal exam courses for adults using correspondence courses with linked radio programmes, and for non-formal courses in practical skills related to national development needs. The centre was established by the International Extension College by agreement with the Lesotho government. It is now entirely under the ministry of education.

It has four major aims: to provide non-formal education to rural Basotho; to act as a service agency for other non-formal education organisations; to provide correspondence education as needed, including upgrading primary school teachers through in-service training; and to provide literacy and numeracy materials to train illiterate people. The centre is at present discussing with the National University of Lesotho the possibilities of producing courses for their part-time diploma or degree students.

The centre has 63 full-time staff, and a further 60 part-time or temporary staff, most of whom are tutors. The centre has a research section which has undertaken a number of enquiries into such questions as Lesotho's non-formal education needs, the rate of literacy and the usefulness of printed materials, and people's perception of visual symbols.

Students from other countries may enrol on courses, provided tuition can be arranged. Materials are available for exchange to other institutions.

Address	The Director, Lesotho Distance Teaching Centre, P O Box 781, Maseru 100.
Courses	Six for Junior Certificate and four for Cambridge Overseas School Certificate Secondary-level exams. These are in English, apart from a Junior Certificate course in Sesotho language. They are examined by the Examinations Council of Lesotho and Swaziland and Cambridge University respectively. More than ten non-formal or basic education courses are offered, in the Sesotho language. These include literacy and numeracy materials, called 'Education for Life'.
Methods of Study	Printed lessons and correspondence tuition are the main means of instruction. Some courses include radio lessons or sound tapes and posters, leaflets and booklets are also used for instruction. Some students get telephone tuition or attend Saturday courses or residential courses. Study centres are being established, but so far these are limited to the lowlands.
Students	A thousand enrolled in 1978. On average, a student takes two years to complete a formal course. Students are mainly adults, although those on the literacy and numeracy programme are mainly children. For Junior Certificate courses, students should have completed standard 6 schooling, and should have passed Junior Certificate before applying to study School Certificate Ordinary-levels. However, a very flexible entry policy is applied. Students must pay a subsidised fee, and cannot obtain grants.

MALAWI

MALAWI CORRESPONDENCE COLLEGE

The college, established in 1964, is a department of the ministry of education. It aims to provide secondary education for students without places in secondary schools, and to upgrade teachers with in-service training.

At independence, only 5 per cent of primary school leavers in Malawi could be accommodated in secondary schools. Substantial numbers of students were enrolled with foreign correspondence schools, and the government was concerned both at the poor results obtained this way, and at the large sums of money going abroad. The Malawi Correspondence College was set up to help overcome the educational blockage at secondary school level. The New Zealand government provided a specialist in correspondence education to set up the school.

The College staff consists of a principal and 18 professional full-time tutors and producers; 212 part-time staff; and 81 administrative, secretarial, clerical and technical staff. The college is currently conducting research and experimental projects in teaching methods and new subject areas.

Address	The Principal, Malawi Correspondence College, Private Bag 302, Chichiri, Blantyre 3.
Courses	Six subjects for primary school certificate; nine subjects for Junior Certificate; nine subjects for the Malawi Certificate of Education; also a teacher up-grading course at two levels, covering education and methods in basic subjects. The language of instruction for all courses is English, except for a Chichewa language course at all levels. Examinations are conducted by the Malawi ministry of education examination council, except the Malawi Certificate of Education which has its own examination board. The main emphasis of the college's work is on Junior Certificate and the Malawi Certificate of Education.
Methods of Study	Correspondence courses of approximately 24 lectures, together with a daily broadcast of 15 minutes, correspondence tuition and face-to-face tuition at some 58 Correspondence Centres and Night Secondary Schools scattered throughout Malawi. Residential courses are also offered to selected teachers who have successfully completed the correspondence courses.
Students	Nearly 5000 students enrolled in 1978. Enrolments are limited to a period of three months each year. On average, a student takes two years to complete a course of study. Most students are of school age. Applicants should have obtained the certificate below that for which they intend to study. They must pay a subsidised fee, and may sometimes obtain grants.

MALAYSIA

OFF-CAMPUS ACADEMIC PROGRAMME, UNIVERSITY OF SCIENCE MALAYSIA

The Off-Campus Academic Programme began in June 1971 with an initial intake of 89 students. It was originally administered by a unit within the Centre for Educational Services. From June 1978 this unit began to operate independently and was answerable directly to the Vice-Chancellor.

The programme aims to provide adults over 23 years opportunities for higher education; to enhance the productivity of those already in employment by up-dating their knowledge and skills; to redress imbalance in educational opportunities between economically favoured and less favoured areas within Malaysia.

The unit is administered by three co-ordinators, who are university lecturers working part-time for the programme. It also has a full-time administrative staff of 31 who service the students, and co-ordinate the requirements of Academic staff from the 7 Faculties involved in the programme. The latter are responsible for the teaching and assessment of the performance of the students. The programme is the only one of its kind in Malaysia and reflects the university's commitments to serve the community at large.

Address	Co-ordinator of Programme, Off-Campus Academic Programme, University of Science Malaysia, Penang.
Courses	Undergraduate courses are offered at four levels and students are governed by a unit credit system which allows flexibility in study pace and choice of courses. There are 131 options on offer, in Bahasa Malaysia or English. There are also four science foundation courses, in Bahasa Malaysia. Courses lead to the university's BA (Hons), B.Soc.Sc (Hons) and B.Sc. (Hons) awards.
Methods of Study	An off-campus student is required to follow the initial two-thirds of his degree programme as a distant learner and the final third as an on-campus student. During the initial two-thirds of the course he undertakes home study for himself and receives at intervals printed study materials. Some courses also include radio programmes or sound tapes. All students attend a compulsory vacation course of three to four weeks during each year of off-campus study, whilst science students also attend lab/tutorial sessions during weekends at one of the eight science study centres. Nine regional centres are to be established, headed by full-time co-ordinators.
Students	There were 757 students enrolled in 1978. The annual intake is to be stabilised at about 250 so that the total number of off-campus students a year will not exceed 1000. Students generally take six to seven years to graduate. Applicants should hold the Malaysia Certificate of Education or the Higher School Certificate. Students pay a subsidised fee for courses; a large proportion of costs is met by the government.

MAURITIUS

MAURITIUS COLLEGE OF THE AIR

The Mauritius College of the Air was set up by Act of the Mauritian Legislative Assembly in 1971 as a 'centre for the promotion of education generally by means of radio and television broadcasts, correspondence courses and tuition', with particular emphasis on the promotion of employment-related skills. The college was established for the Mauritian Government by the International Extension College of Cambridge, England, and with financial assistance from British charities linked through the UK Voluntary Committee on Overseas Aid and Development. It is now sponsored by the Mauritian Ministry of Education.

The college aims to provide a centre for the promotion of general education, especially by means of broadcasts, correspondence courses, and face-to-face tuition; to provide education and training in job related skills; and to develop the skills and attitudes that will improve the standard of life of the people of Mauritius.

The college has 28 full-time staff, and a further 22 part-time staff engaged in television presentation, some course writing and the correction of students' worksheets. Course material is available for sale or exchange to other institutions.

Address	The Director, Mauritius College of the Air, District Courthouse, Moka
Courses	Nine courses leading to secondary-level exams. The languages of instruction are English or French. There is also a business English course, and a further academic course in French, not leading to a qualification. The secondary-level courses are subject to examination by an independent body. The college issues its own certificate for business English.
Methods of Study	Materials include correspondence lessons, radio and television programmes and 16 mm films. Some students study individually by correspondence, others use lessons and broadcasts in class under supervision.
Students	Enrolments for different groups are as follows: School courses (1978: 2698 students; English Business (1979): 650 students; courses using television only: 30 schools; correspondence students: 400. Students are a mix of schoolchildren, recent school leavers and adults. Those taking secondary level exam courses should already have completed at least four out of the five years of secondary education. Some students may enrol free, others pay a subsidised fee.

NEW ZEALAND

THE CORRESPONDENCE SCHOOL

The school was founded in 1922 to provide primary teaching for isolated or sick children. Later a similar service was added for secondary pupils. Part-time adult students in employment are also catered for now, as are children at regular secondary schools who require special courses. There are also courses for intending and serving teachers. The school is a branch of the department of education.

Emphasis is put on the need for children to feel that their school is a cohesive unit like a regular school. The school has a uniform, parents' and ex-pupils' associations, an annual magazine, awards and prizes, and a number of clubs which circulate magazines and organise holiday camps and meetings.

Each year some teachers visit their pupils. Moreover, permanent visiting teachers, each responsible for a particular region, make regular visits to full-time students and organise 'school days', week long camps and other gatherings. Month-long residential schools are organised annually to provide children with an experience of community life. Other services, normally available in schools, are provided by local Vocational Guidance Officers and Medical and Dental Officers. The school has a total of 393 staff, including part-time tutors.

The school's material is reserved for its own students, but it will exchange samples of courses with other institutions.

Address	The Principal, The Correspondence School, Private Bag, Wellington
Courses	Over 100 courses ranging from pre-school to secondary level exams. All primary and most secondary subjects are taught. All secondary pupils must take a 'core' in the first three years consisting of English, maths, a science subject, an art or craft subject, health education, music, social studies or history or geography. Physically or mentally handicapped children may be sent modified courses to suit their individual needs. Teacher training and upgrading courses are also available, and 7 continuing education courses for adults. The school intends to expand the latter range of courses. Certification is provided in some cases by the school, in others by an independent examining body.
Methods of Study	Correspondence lessons supplemented by radio broadcasts; tape recordings, especially in languages; residential courses and short seminars; visits from teachers; kits for practical subjects like woodwork, needlework, art and sciences; games or puzzles; slides or filmstrips, and a library service. In future there will be more emphasis on multi-media teaching, and probably television lessons.
Students	In 1979 about 13,000 adult students were enrolled and 5,000 school-age students. The adults are largely part-time while the pre-school and school age students are full-time and take up much more staff time. On average a student takes a year to complete a course. School age students may enrol free, adults must pay a subsidised fee.

NEW ZEALAND

CENTRE FOR UNIVERSITY EXTRAMURAL STUDIES, MASSEY UNIVERSITY

The present system started in 1960 at a branch college of Victoria University. It offered tuition to students unable to attend classes due to vocational commitments or remoteness. The branch college amalgamated in 1963 with the nearby Massey Agricultural College to form Massey University. It now has national responsibility for correspondence programmes at university level throughout New Zealand. New Zealanders overseas may also enrol, and locally born students from nearby islands, although the University of the South Pacific is now able to fulfil many of their needs.

The centre has just over 30 staff whose duties are mainly administrative. Extramural teaching is the responsibility of the regular academic departments of the university and about 120 act as part-time tutors. Courses completed by correspondence have the same status as those taken internally. Any student with sufficient reason for non-attendance may count an extramural course as credit towards his degree. All diplomas and many undergraduate courses can be taken entirely extramurally. For other degrees, internal study is required for the final year. The centre has a research programme, considering withdrawal, the progress of underqualified students, readability, and the market for new courses. It has published a staff-training manual on administrative procedures, which is available to other institutions, though supply is limited. The centre also provides consultative services. Sample course material is sometimes given to new institutions.

Address	Director of Extramural Studies, Centre for University Extramural Studies, Massey University, Palmerston North
Courses	Degrees offered: B.A., B.Ed., B.Sc., B. Business Studies, B.Social Work, B. Regional Planning, B. Agricultural Economics; some 180 courses in all. Diplomas offered: nursing, police studies, social sciences, education, educational administration, second language teaching, health administration: about 40 courses in all. All are examined by Massey University. Some non-credit teaching at a distance is provided by the Department of University Extension. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons and tuition for all students. Some courses include sound tapes. Other tuition includes telephone tuition, computer marking, tutor-led study circles, vacation courses, student organised study circles. On some courses vacation residential courses are compulsory. The regional support system is to be strengthened, and video cassettes to be introduced.
Students	In March 1979, 6,200 students were enrolled. A full degree consists of 21 modules, and a diploma six or 14 modules. Each module requires one year's study. Completion time for a full course varies widely, and students shift between distance and internal study and between universities. Students should have university entrance requirements, but about 28 per cent are admitted under Provisional Admission regulations for mature students. Fees are subsidised, and students usually obtain grants.

NEW ZEALAND

NEW ZEALAND TECHNICAL CORRESPONDENCE INSTITUTE

The present institute grew from a correspondence school set up in 1946 by The New Zealand Department of Education. It aims to train students employed in trade, industry, commerce, agriculture and local and national administration. About 30 per cent of all apprentices in the various skilled trades complete part or sometimes all of their training with the Institute. In many trades, training is compulsory for apprentices either through classes or at the institute; some employers encourage employees to study by allowing them time off and by offering financial incentives.

The institute has over 500 staff, and over 400 of these are full-time tutors, trained to teach by correspondence.

Examination results of the institute's students have usually equalled or surpassed the national average, which accounts for the remarkable growth of the institute. Courses are designed to relate to students' work. The institute has been conducting research on the readability of its materials, and intends to improve teaching further with more audiovisual programmes and training packs for tutors.

Overseas students may enrol, provided they have adequate knowledge of English and can meet the requirements of New Zealand examining bodies, and they must pay higher fees than New Zealand nationals. Course material is offered for sale or exchange to other institutions on a restricted basis.

Address	The Principal, New Zealand Technical Correspondence Institute, Private Bag, Lower Hutt.
Courses	Tuition is provided in 940 subjects covering agricultural, technical, industrial and commercial fields from apprenticeship level to university level. Examinations for almost all of the skilled trades are conducted by the New Zealand Trades Certification Board. Generally, the relevant training board prepares the syllabus and sets the standards of certification, while the institute provides the tuition. Non-examinable community courses are also offered in carpentry and ticket writing, along with communication English courses for Polynesians and technical English assignments for those whose standard of literacy needs improvement. The language of instruction for all courses is English.
Methods of Study	Written lessons and tuition by correspondence. With some courses, sound tapes or video tape presentations are available. Some students obtain tuition by telephone. Optional seminars are arranged.
Students	In 1979 34,000 active students were enrolled. On average, a student will take four years to complete his training. Students are adults who should be suitably employed in a trade or profession. They pay a small fee; the institute is largely financed by the department of education.

NEW ZEALAND

WORKERS' EDUCATIONAL ASSOCIATION - TRADE UNION POSTAL EDUCATION SERVICE

In 1968 the New Zealand Council for Adult Education established the Trade Union Postal Education Scheme in collaboration with the New Zealand Federation of Labour and the New Zealand Workers' Educational Association. The Employers' Federation also backs the scheme, and it is supported by the ministry of education. It is administered by two people, sharing a full-time position. Outside tutors are appointed for each course.

The scheme's aim is to increase the general effectiveness of the Trade Union movement as a whole by providing courses of interest to its members. It does not aim at equipping members with academic qualifications or professional skills. The original courses were based directly on those produced by the Trades Union Congress in Britain, but all have since been re-written by specialists in New Zealand.

A grant has enabled the scheme to plan research during 1980 on the readability of courses. Course material is available for sale or exchange to other institutions. Overseas students may enrol, but must pay extra fees to cover air mail postage.

Address	Secretary/Organiser, W.E.A. - Trade Union Postal Educational Service, P O Box 12103, Wellington North.
Courses	Twelve courses of particular interest to trade unionists, and two in academic subjects. No courses are examinable, and the language of instruction is English.
Methods of Study	Correspondence lessons and tuition are provided for all students. Seminars are also arranged, and attendance is optional.
Students	During the first months of 1979 156 new students enrolled; enrolments are accepted throughout the year. Students take on average six to eight months to complete a course. There are no academic requirements for acceptance, but those who are members of a trade union affiliated to the service can enrol free of charge. Such unions pay an annual fee to the Service, and further grants contribute to covering costs.

NIGERIA

CENTRE FOR ADULT EDUCATION AND EXTENSION SERVICES, AHMADU BELLO UNIVERSITY

The Centre for Adult Education is a department of the University and it established a new distance-teaching department in 1977. The department aims to prepare correspondence courses for teaching subjects for the General Certificate of Education at advanced level. The department has four full-time staff, and shares three others with other departments.

Students from other countries may enrol on the courses, and course material is available for sale or exchange to other institutions.

Address	The Director, Correspondence Section, Distance Teaching Department, Centre for Adult Education and Extension Services, Ahmadu Bello University, Zaria.
Courses	There are currently three courses available in geography, African history and economics. These lead to General Certificate of Education advanced level examinations. The examinations are conducted by an independent examining body.
Methods of Study	Students receive correspondence lessons and correspondence tuition. They may if they wish attend study centres.
Students	The latest annual enrolment total is 248 students. On average, students take three years to complete a course. Students are mainly adults. Entry requirements are not spelt out rigidly. Students must pay a subsidised fee and usually obtain grants.

NIGERIA

NATIONAL TEACHERS' INSTITUTE

The institute was formally established by government decree in April 1978. It is a parastatal body, under the ministry of education. Its aim is to assist with the training of teachers, and its establishment is linked with Nigeria's commitment to providing universal primary education. The institute currently has about 140 staff. It is at present occupied with site development, planning and preliminary studies. It is geared for take-off in 1981.

Address	The Director, National Teachers' Institute, College Road, PMB 2191, Kaduna.
Courses	Courses developed so far are three at a level equivalent to secondary-level exams, and three at a higher level of teacher training. All courses so far are for teaching qualifications. The institute will conduct the Teachers' Grade II Certificate exam and award the Certificate as from 1981 and other certificates later. The language of instruction is English.
Methods of Study	Initially all students will receive correspondence lessons and tuition, and will be expected to attend local study centres. Seminars, meetings and workshops at these will be part and parcel of the courses. There is as yet no provision for residential courses. The institution plans to provide multi-media instruction in due course, and to use computer-marking and telephone tuition.
Students	Students must be practising teachers. Some will themselves be recent school-leavers, others older adults. The minimum requirement for acceptance on a course is the Primary School leaving certificate. It is expected that students will, on average, take 6 years to complete their studies. Initially courses will be available free; no decision has yet been taken on the later introduction of fees.

CORRESPONDENCE AND OPEN STUDIES UNIT, UNIVERSITY OF LAGOS

The unit was established as a department of the university in 1974. It enables the university to extend its courses and facilities to a much wider public than is possible through the traditional face-to-face methods. These expansion possibilities are directed towards breaking some of the most urgent national development bottlenecks.

The unit has seven academic and four administrative staff. Course texts are written by faculty staff of the university, and these and the staff of other tertiary institutions conduct the tutoring at study centres. In the near future, the unit plans to offer courses leading to the degree of B.A.(Education) and LL.B, and a Diploma in Mass Communication.

Address	The Administrative Secretary, C.O.S.U., Unilag, P O Box 56, Akoka, Yaba.
Courses	Courses are offered leading to three degrees, and one professional qualification. Subjects include science courses for teachers, and business administration. There is also a special entry preparatory programme for the B.Sc. (Education). Degrees awarded are those of the University of Lagos. The language of instruction for all courses is English.
Methods of Study	All courses include correspondence texts and radio lessons or sound tapes. Tuition is carried out by correspondence and by optional attendance at monthly meetings arranged at the 13 study centres.
Students	In 1978 700 students enrolled. On average, students take five years to complete a course of study. Applicants should have the qualifications normally required by the faculty and university respectively. In the case of those over 33 professional experience and educational background are taken into account. Students must pay a subsidised fee for their courses. They can usually obtain grants.

PAPUA NEW GUINEA

COLLEGE OF EXTERNAL STUDIES

The college is sponsored by the ministry of education and was established in its present form in 1974. It aims to provide continuing education for school leavers and adults who are unable to continue their schooling in the formal system. For adults it is a means for upgrading their qualifications. For children it provides a means for entering the workforce.

The college has 20 professional and 35 ancillary staff, with a further 40 part-time professional staff. It has recently appointed a staff training officer to provide continuous in-service training to teachers who must adapt to distance teaching. A number of training manuals are being produced, and are available to other institutions. Course material is also available for sale or exchange to other institutions. Students from overseas may enrol but must pay additional fees to cover postage.

Address	Ms Sharon Field (Training Officer), College of External Studies, P O Box 2500, Konedobu.
Courses	The college offers five courses leading to secondary level qualifications, divided into courses covering four school years. On completion of the highest of these, Grade 10, the college awards a school certificate. One professional course is also offered.
Methods of Study	Students receive written materials, containing exercises and assignments. These are returned to the college for marking. There is also a half-hour radio programme of general interest to students once a week.
Students	Latest annual enrolment is about 5000. Students take four years to complete the four grades offered, or seven to nine months on a subject. They may be adults or recent school leavers. All potential students for grades 7,8,9 or 10 must sit an entrance examination before being admitted to the college, or produce a certificate to show that they have recently satisfactorily completed the preceding course. They must pay fees for their courses, but may sometimes obtain grants.

PAPUA NEW GUINEA

DEPARTMENT OF EXTENSION STUDIES, UNIVERSITY OF PAPUA NEW GUINEA

The department was established in 1975, but in effect did not operate until 1978 due to staffing and other problems. It is a department of the university but is also supported by the Government National Public Expenditure Plan and the Provincial Government for University Centre in North Solomons. It has five general aims: to provide higher secondary and degree level studies for adult students; to provide community development support for village level projects and activities; to provide community consultation and other professional services by university personnel; to provide general 'non-credit' education courses by correspondence and summer school; and to carry out relevant research in these areas.

The department has six administrative and five academic staff, with up to 30 part-time staff in addition, depending on the courses. It expects to grow rapidly over the next four years given recent government guarantees of finance.

Students from other countries may enrol, though preference is always given to Papua New Guinea students. Course material is available for sale or exchange to other institutions.

Address Director of Extension Studies, Department of Extension
Studies, Box 4820, University, Papua New Guinea.

Courses Eight courses, comprising the full first year of an arts
degree; three professional courses; six secondary-level
courses, comprising a full matriculation programme. The
language of instruction for all these is English.
Certification is awarded by the university.

The department also organises nonformal activities around locally sponsored projects which meet local needs and promote development. Languages used are New Guinea Pidgin or English.

Methods of On formal courses, all students receive correspondence
Study lessons and tuition. Some courses have radio lessons or
sound tapes. Some students obtain telephone tuition.
Seminars or residential courses are compulsory or optional
depending on the course. The first study centre opened
in 1979. Classes are held itinerantly in all parts of the
country for students on the programmes.

Students About 250 enrolled in 1979. They are expected to take
between 18 months and two years to complete their studies,
including residential sessions of two months. Students are
adults, who should have completed form 4 of secondary
schooling. They pay a subsidised fee, and can usually
obtain grants.

MINISTRY OF EDUCATION AND CULTURE

The ministry has been providing education by correspondence for in-service teacher training since 1974. The courses available at present are for unqualified teachers and aim to upgrade their academic and professional competence, and supplement their academic achievement to a level which approximates to General Certificate of Education Ordinary level. The correspondence programme is run by two co-ordinators, with the assistance of 30 part-time tutors who take after-school classes. The courses are at present being revised and all correspondence lessons have been rewritten as self-instructional units.

Address	Specialist supervisor, Teacher Training, Ministry of Education and Culture, Micoud Street, Castries, St Lucia West Indies.
Courses	There are courses in four standard school subjects leading to examinations. The students write three examinations, the final being equivalent to General Certificate of Education Ordinary level. Qualifications are provided by the ministry of education. Courses are in English.
Methods of Study	Students learn from correspondence lessons and receive tuition by correspondence and in regular after-school classes held at five centres. The teaching method is now being revised.
Students	In 1979 there were 426 enrolments. Students take on average two years to complete each of the three stages in a subject. Students are mainly teachers who have themselves left school only recently. To enter at the three different levels they should have completed primary school, middle secondary school or senior secondary school respectively, but equivalent experience is acceptable. Courses are entirely free.

CORRESPONDENCE TEACHER EDUCATION UNIT

The unit was established by the ministry of education initially to train untrained teachers in primary and secondary schools. The first of its courses in general teacher education began operating in 1972. In 1974 the second course in graduate teacher education for the Diploma in Education was established. The unit has nine full-time staff, while many others work part-time for the unit. The unit works in collaboration with the teachers' colleges, whose lecturers act as markers, seminar leaders, teaching supervisors and tutors to the trainees on the general courses; and with the University of Ceylon whose lecturers act as lesson writers, tutors, teaching supervisors and seminars leaders to the students on the diploma course.

The unit is due to start a three year teacher education course in science, maths and English during 1980.

Address	The Director (Teacher Education), Ministry of Education, Postal Education Unit, 255 Baudhaloka Mawatha, Colombo 7.
Courses	The correspondence course for general teacher education covers three subjects in every year, a total of nine. These are the same subjects as for the teachers' college two year course. The correspondence course for the diploma in education cover four subjects in the first year and three subjects, an essay and practical teaching in the second year. These are the same subjects as for the university diploma in education one year full-time course. The post-graduate course is examined by the external agency of the University of Ceylon and the others by the Department of Examinations. Courses are available in Sinhala and Tamil.
Methods of Study	Trainee teachers receive a set of lessons each term, and receive tuition by correspondence. Radio discussion sessions intended to air common problems are broadcast in the second and third terms each year. Seminars are conducted during school vacations and last a week. Students following the course are each affiliated to one of the 18 teachers' colleges which are responsible for supervising teachers on the job. Diploma students also receive lessons once a term, and individual assignments are marked by university lecturers and returned to the students with comments. Residential seminars are conducted during school vacations and week-ends and last from two to five days.
Students	Students take two years to complete the diploma and three for other courses. Only practising teachers may enrol.

SRI LANKA

SRI LANKA INSTITUTE OF DISTANCE EDUCATION

The institute was established in 1975 and is sponsored by the ministry of education. It aims to provide technical and vocational education at tertiary level. The institute has 87 full-time staff, with 346 working for it part-time.

The institute intends to conduct an experimental project using television.

Address	The Director, Sri Lanka Institute of Distance Education, 255 Bauddhaloka Mawatha, P O Box 1537, Colombo 7.
Courses	Five professional courses, in management studies, mathematics, science, electronics and electrical engineering. The institute provides its own qualifications. The languages of instruction are Sinhala, Tamil and English.
Methods of Study	Correspondence lessons are provided for all courses, radio lessons and sound tapes for some. All students receive tuition by correspondence and are expected to attend residential courses and seminars at study centres.
Students	The latest annual enrolment is 4480. Students on average take three years to complete the mathematics or science courses and four years for the other three. Students are mainly adults and should have obtained three passes at General Certificate of Education Advanced level and six at Ordinary level. Students must pay fees, but these are subsidised. No direct grants to students are available.

SWAZILAND

SWAZILAND INTERNATIONAL EDUCATION CENTRE

The centre was established in 1972 to provide secondary-level education to out-of-school people by correspondence. It is sponsored by the ministry of education with the support of the Danish International Development Agency. The centre has over 80 staff; of the full-time staff, 60 are in administration and eight are tutors. Students from other countries may enrol on the courses, and material is available for sale or exchange to other institutions.

Address	The Principal, Swaziland International Education Centre, P O Box 547, Mbabane.
Courses	The centre is gradually extending its range of courses and at present has six in standard school subjects, including Zulu and Siswati. These are either for Junior Certificate or General Certificate of Education Ordinary-level examinations, normally taken after three and five years of secondary education respectively. There is also a course in basic carpentry skills.
Methods of Study	Teaching is by correspondence lessons and radio programmes or sound tapes for all courses. All students also receive tuition by correspondence. Students are also encouraged to attend study centres and attend short residential courses, but these are optional.
Students	Students take between two and five years to complete their courses. Many are adults, but many others are recent school leavers, who have completed only primary education, or have passed Junior Certificate and wish to proceed to ordinary level. Fees are payable, but these are subsidised and students sometimes obtain grants.

TANZANIA

CO-OPERATIVE EDUCATION CENTRE

The centre was established in 1964 as a separate body from the Co-operative College in Moshi but to work in close co-operation with it. Whereas the college provides residential training to co-operative staff, the centre is responsible for local co-operative education for staff, committee members and members of co-operative primary societies. It is sponsored by the Tanzanian Government.

It aims to promote local co-operative education in order to strengthen the co-operative unions which play the primary role in growing and marketing agricultural produce; to support the development of all forms of co-operative primary societies especially the producer and multi-purpose co-operative societies. More recently greater concentration has been put on training staff.

The 30 staff of the centre also teach on the residential courses of the Co-operative College. The centre plans to conduct research on the effectiveness of its courses during 1980.

Students from other countries may enrol on the courses. Course material is available on request for exchange or sale to other institutions.

Address	Principal/Director, Co-operative Education Centre, P O Box 3091, Moshi.
Courses	Eleven courses on subjects such as book-keeping, work of the committee, basic economy, basic agricultural skills. Courses are in Swahili or English. These courses are used to prepare prospective candidates for residential courses at the college. Those who wish to attend such courses must therefore satisfy the college that they have reached the required standard.
Methods of Study	Some students study individually through correspondence lessons and tuition. Other courses are studies by groups, who study by correspondence together with radio lessons. These groups meet regularly at an agreed time and place.
Students	The latest annual enrolment is 1778 students. The cumulative total is 27,229 students. On average, a student will take six months to complete a course of study. Students are a mixture of recent school leavers and mature adults. There are no formal entry requirements for students. They must pay a fee, but this is subsidised.

UGANDA

CORRESPONDENCE TRAINING SCHOOL, INSTITUTE OF PUBLIC ADMINISTRATION

The school exists to provide in-service training for civil servants. Correspondence training for civil servants in Uganda was started in 1965 with a training programme in local government finance. Recognising the value of correspondence training for civil servants, the government encouraged the incorporation of the Ministry of Local Administration's correspondence course unit into the Uganda Institute of Public Administration in 1968; the correspondence programme was expanded to cover training for both central government and local administrations. The institute is at present sponsored by the ministry of public service and cabinet affairs. The Correspondence School has 14 full-time staff (eight professional and six clerical) and five more part-time or shared with the institute. So far there have not been applicants for the courses from outside Uganda, but such people are welcome to apply. Course material is available for exchange with other institutions.

Address	The Head, Correspondence Training School, Institute of Public Administration, P O Box 20130, Lugogo, Kampala.
Courses	Three stages of course for the Uganda Finance Officers' Diploma, Diploma in Administration for Local Authorities and Diploma in Office Management. Qualifications are awarded by the institute. The language of instruction for all courses is English.
Methods of Study	Correspondence lessons and tuition is provided for all students, and some students are able to consult tutors by telephone. Each diploma is run on a three stage basis. The first two stages are offered through correspondence while the last stage is a full-time residential course at the institute.
Students	The total enrolment in 1979 was 620 students. On average, a student takes three or four years to complete a course. Students are mainly adults. A subsidised fee is chargeable but students may obtain grants.

ZAMBIA

NATIONAL CORRESPONDENCE COLLEGE

The college is sponsored by the ministry of education and was established in 1964 to provide secondary education to adults and grade 7 school leavers. It has 80 full-time staff and 173 part-time staff.

The college has prepared general staff training manuals, which would be available to other institutions if requested. It offers course material for exchange only to other institutions.

Address	The Principal, National Correspondence College, Private Bag 20, Luanshya.
Courses	Courses are offered in six secondary school subjects up to General Certificate of Education Ordinary level. Examinations are conducted by an independent body.
Methods of Study	Instruction is given by printed lessons and, in some cases radio lessons. Students get correspondence tuition, and many work under the guidance of monitors in study centres.
Students	The number enrolled in 1978, including those attending study centres, was 14,300. Students generally take three years to complete Junior Secondary studies, and two years after that to obtain GCE ordinary level. Students are a mixture of recent school leavers and older adults. Those intending to study for Junior Certificate should have completed seven years of primary education, and those entering for GCE Ordinary level courses should have completed secondary school form III. Students must pay a subsidised fee for their courses. They may sometimes obtain grants.

ZAMBIA

UNIVERSITY OF ZAMBIA, CORRESPONDENCE STUDIES DEPARTMENT

The department was established in 1967 to provide formal education by correspondence to adults who failed to get it while young. It offers a number of degree programmes. The department has 40 full-time staff, and all academic members of the staff in the university may be called upon to teach in the programme without additional remuneration.

Students from other countries may enrol, but they must attend the residential school in December of each year.

Address	The Head, Correspondence Studies Department, University of Zambia, P O Box 2379, Lusaka
Courses	There are three degree courses and a diploma in adult education. Students follow the same courses and take the same examinations as internal students. The language of instruction for all courses is English.
Methods of Study	Students learn from correspondence lessons and tuition. They must also attend an annual residential course. Optional weekend schools and seminars are also arranged in different parts of the country.
Students	For the academic year 1979-80, 517 students enrolled. Students generally take between six and eight years to complete a degree, and two years for the diploma. Applicants should have obtained passes in General Certificate of Education ordinary level examinations, including English, or a pass in a mature age examination. Students must pay fees, but they usually obtain grants.