

## 1963. No. 39

As this Order has been classified as local it is not printed at length in this volume. A summary is given in the List of Statutory Rules and Orders of a Local Character under the heading GAS.

## 1963. No. 40

[C]

**YOUTH EMPLOYMENT SERVICE****Youth Employment Service Board—Scheme**

ORDER, DATED 27TH FEBRUARY, 1963, MADE BY THE MINISTRY OF LABOUR AND NATIONAL INSURANCE UNDER THE YOUTH EMPLOYMENT SERVICE ACT (NORTHERN IRELAND) 1961.

The Ministry of Labour and National Insurance, after consultation with the Ministry of Education, in exercise of the powers conferred by section 5(2) of the Youth Employment Service Act (Northern Ireland) 1961(a), and of all other powers enabling it in that behalf, hereby makes the following Order:—

*Citation and interpretation*

1.—(1) This Order may be cited as the Youth Employment Service (Approval of Scheme) Order (Northern Ireland) 1963.

(2) In this Order—

“the Act” means the Youth Employment Service Act (Northern Ireland) 1961;

“the Service” means the Northern Ireland Youth Employment Service.

*Scheme for carrying out functions of the Board*

2. The Ministry, after consultation with the Ministry of Education and in exercise of the powers conferred by section 5(2) of the Act, hereby approves the scheme set out in the Schedule, being a scheme submitted to it by the Board for the carrying out of the functions of the Board under section 3 of the Act.

Sealed with the Official Seal of the Ministry of Labour and National Insurance for Northern Ireland this 27th day of February, nineteen hundred and sixty-three, in the presence of

(L.S.)

*L. B. Jagoe,*  
Assistant Secretary to the Ministry  
of Labour and National Insurance  
for Northern Ireland.

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(a) 1961. c. 8.

## SCHEDULE

*Article 2*SCHEME FOR CARRYING OUT OF FUNCTIONS OF THE NORTHERN IRELAND  
YOUTH EMPLOYMENT SERVICE BOARD*Scope of Scheme*

1. The Board shall provide a Youth Employment Service for the whole of Northern Ireland, and the facilities provided under the scheme shall be made available to all pupils attending school in Northern Ireland, and to all other persons under the age of 18 who are residing or employed in Northern Ireland, or who apply in Northern Ireland for advice as to employment whether in Northern Ireland or elsewhere.

*Youth Employment Committees*

2. (a) The Board shall arrange for the appointment of Youth Employment Committees but the number of such Committees and the area to be covered by each such Committee may be adjusted from time to time by the Board, with the approval of the Ministry, in the light of developments and the needs of the Service generally.
- (b) The functions of Youth Employment Committees shall be as detailed in the Youth Employment Service (Youth Employment Committees) Regulations (Northern Ireland) 1962.
- (c) Meetings of a Committee shall be held at regular intervals and not less often than three times a year.

*Youth Employment Offices*

3. For the purpose of carrying out its Youth Employment Service the Board shall:—

- (a) maintain such Youth Employment Offices as are required to meet the needs of the Service; the location and number of such Offices and the areas to be covered by them to be determined from time to time by the Ministry after consultation with the Board;
- (b) obtain the consent of the Ministry before establishing an Office in any premises or before transferring an existing Office to other premises;
- (c) maintain an inventory of equipment and furniture purchased for each Office;
- (d) provide adequate and suitably qualified staff for each Office as agreed from time to time with the Ministry.

*Vocational Guidance*

4. The Board shall offer to boys and girls about to leave school, at or not substantially above the statutory school leaving age, an opportunity of receiving information and advice about the choice of suitable employment, and to this end shall:—

- (a) seek the co-operation of school authorities and teachers for the purpose of establishing close relations between the schools and the work of the Youth Employment Service and in particular—
  - (i) shall arrange for the Youth Employment Service to be provided with information relating to the health, ability, educational attainments and aptitudes of each pupil who is about to leave school;
  - (ii) shall, so far as practicable, make arrangements for the use of school premises, where suitable, for the giving of school talks and the conducting of school leavers' interviews, which are referred to hereafter;
- (b) ensure that information about careers is made available to prospective school leavers by—
  - (i) school talks giving a broad and balanced account of available forms of employment;

- (ii) the preparation and distribution of pamphlets and other suitable literature; and
  - (iii) any other suitable means;
- (c) arrange for school leavers' interviews at which guidance will be given by a Youth Employment Officer to individual boys and girls on the occupations which seem to be best suited to their aptitudes and capacities. Parents will be invited to attend the interviews.
5. (a) The Board shall also offer an opportunity of receiving vocational guidance to boys and girls remaining at school substantially beyond the statutory school leaving age (in this scheme referred to as "late leavers") by means appropriate to their needs and standard of education, but there shall be no obligation upon the Board to assist in the placement of a boy or girl who is still in attendance at school and under a contractual obligation to remain at school.
- (b) The Board shall seek the co-operation of all appropriate bodies to further the establishing of close relations between the schools and the work of the Youth Employment Service.

6. In addition to carrying out the arrangements set out in paragraphs 4 and 5 in respect of school leavers, the Board shall also on request provide advice about employment to any other boys or girls.

#### *Information about Employment*

7. In order that young persons may be given the fullest advice on careers the Board shall arrange for Youth Employment Offices to:—

- (a) keep in close touch with the local industries and commerce and maintain up-to-date records about them and the opportunities for employment they offer to boys and girls, including information about—
  - (i) training arrangements, pay, prospects, working conditions and particulars of any industrial agreements or statutory regulations governing them;
  - (ii) the individual qualities required for the different occupations;
- (b) take reasonable steps to acquire a general knowledge of industries throughout Northern Ireland and the opportunities for employment offered by them.

8. In the further interests of young persons, and in particular of late leavers, the Board shall also arrange for the Youth Employment Service to acquire information and maintain up-to-date records about industry, commerce and the professions.

#### *Belfast Youth Advisory Service*

9. In giving effect to this scheme the Board shall take over the services of the Belfast Youth Advisory Service.

#### *Placing*

10. With a view to helping young people to find suitable employment and to meeting the local demands of employers, the Board shall arrange for Youth Employment Offices to:—

- (a) keep a record of applications for employment by boys and girls who are over the statutory school leaving age, but below the age of 18;
- (b) encourage employers in Northern Ireland to notify their vacancies for young workers, register and scrutinise such vacancies, and select and submit suitable applicants, except where the vacancy is considered unsatisfactory.

For these purposes the Board may in any area where by reason of the location of Youth Employment Offices it would be substantially more convenient and economical to do so, make use of the facilities and services of the local offices of the Ministry to such extent as the Ministry and the Board may jointly agree;

- (c) bring to the notice of young persons and their parents any arrangements promoted or approved by the Ministry for assisting boys and girls to obtain suitable training or employment;
- (d) assist, with the consent of the parent, in finding suitable employment for boys and girls for whom no appropriate openings are available within their home area;
- (e) co-operate with the appropriate local office of the Ministry in dealing with applications from handicapped young persons and in placing them in suitable employment.

#### *Review of Progress*

11. The Board shall arrange for Youth Employment Offices to keep in touch as far as may be practicable with young workers from the time of their leaving school until they reach the age of 18, with a view to ascertaining whether they are in satisfactory employment and acquainting them with the facilities for further education.

12. The Board shall also ensure that provision is made by which Youth Employment Officers will give further vocational guidance to young workers in need of it and assist them, where necessary, to find employment more suited to their capabilities.

#### *Publicity*

13. The Board shall arrange for publicity for the Youth Employment Service, so as to bring it effectively to the notice of the community.

#### *Training of Youth Employment Officers*

14. The Board shall ensure that Youth Employment Officers receive, or have received, adequate training in the principles and practice of Youth Employment work.

#### *Information and Reports*

15. The Board shall:—

- (a) prepare and submit such statistics and returns as may be required by the Ministry;
- (b) conduct enquiries and research into questions relating to vocational guidance, the employment of young persons or the Youth Employment Service to such extent as the Board may decide necessary or the Ministry may require.

#### *Transfer of Records and Information*

16.—(1) The Board shall arrange for the transfer on request of records, or copies thereof, relating to young persons who leave Northern Ireland and go to Great Britain before attaining the age of 18, to the appropriate office of the Youth Employment Service in Great Britain.

(2) In respect of young persons who have attained the age of 18, the Board shall on request furnish to an officer of the Ministry a statement giving information about—

- (a) the employments held by them,
- (b) the names and addresses of their employers and
- (c) the dates of employment.

#### *Estimates of Expenditure*

17. The Board shall submit to the Ministry, in the form and manner prescribed by the Youth Employment Service (Administrative Expenses) Regulations (Northern Ireland) 1962, their annual estimate of expenditure and shall furnish any explanations which the Ministry may require. If, in the course of the year, after the estimate has been approved, the Board finds it necessary to incur additional expenditure, it shall seek prior approval of such expenditure.

**EXPLANATORY NOTE**

*(This note is not part of the Order, but is intended to indicate its general purport.)*

This Order conveys the approval of the Ministry, after consultation with the Ministry of Education, to the scheme submitted by the Board for carrying out its functions under section 3 of the Act.

**1963. No. 41****[NC]****QUARRIES****Returns and Records**

**RULES, DATED 11TH MARCH, 1963, MADE BY THE MINISTRY OF COMMERCE UNDER SECTIONS 3, 11, 17, 18, 19 AND 21 OF THE QUARRIES ACT (NORTHERN IRELAND) 1927.**

The Ministry of Commerce in exercise of the powers conferred on it by sections 3, 11, 17, 18, 19 and 21 of the Quarries Act (Northern Ireland), 1927(a) (hereinafter referred to as "the Act") and of all other powers enabling it in that behalf, hereby makes the following Rules:—

*Commencement and Citation*

1. These Rules shall come into operation on 1st May, 1963, and may be cited as the Quarries (Returns and Records) Rules (Northern Ireland) 1963.

*Steam Boiler Examinations*

2. A report made in pursuance of section 3(4) of the Act of the result of an examination of a steam boiler shall be in the form and shall contain the particulars specified in the First Schedule.

*Accidents*

3. Notice of accidents required by section 11 of the Act to be sent to the inspector shall be in the form and accompanied by the particulars specified in the Second Schedule.

*Annual Returns*

4. The return required by section 17 of the Act to be sent to the Ministry of Commerce on or before the first day of February in every year by the owner, occupier or agent of every quarry shall be in the form prescribed in the Third Schedule.

*Abstract of the Act*

5. The abstract of the Act required by section 18 of the Act to be kept affixed at every quarry shall be in the form prescribed in the Fourth Schedule.

*General Registers*

6. The general register required by section 19 of the Act to be kept at every quarry shall be in the form prescribed in the Fifth Schedule.

Sealed with the Official Seal of the Ministry of Commerce for Northern Ireland this eleventh day of March, nineteen hundred and sixty-three, in the presence of

(L.S.)

*W. J. Thompson,*  
Assistant Secretary.