

DECIMAL CONVERSION  
MANUAL

EFFECTIVE DATE	25.3.66
REFERENCE	3.2.1
SUPERSEDES	

EMPLOYMENT

Introduction.

The successful completion of the Decimalisation Programme could not be envisaged unless sufficient people with the necessary basic skills are attracted to our employment. Being surrounded by capable people will make your job easier.

Bearing in mind that Australia wide we will need to employ direct into the D.C. organisation some two hundred people, it is most important that Plant Management seek high calibre applicants as well as give due consideration to the time available for the build up of manpower.

All efforts should be directed towards an early completion of this phase of the programme.

Technical Manpower.

Plants are to employ upto the numbers authorised on the individual Plant Job Charts. The total number of people required consists of basic jobs plus provision for turnover (approx. 10%).

It is felt that technical people required for conversion work should be more skilled in their mechanical and reasoning ability rather than be academically qualified. Accordingly, new applicant testing papers have been designed which concentrate more on this aspect.

Attached is Service Application Summary Form BDC.7 and samples of the application papers.

Grading instructions are as follows:-

Basic Test 1, Form BDC.10

Question 1.    4,367    8 9  
                   256    ↙  
                   4,983    or  
                   9,754    ↘  
                   46    5 4  
                   837 +  
                   20,243

Question 2    54,977  
                   37,985 -  
                   16,992

Question 3.    34,671

Question 4.    442,875,264