



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	Young Women's Christian Association of Australia
ACCESSION NO	107/61
CATEGORY	Community and Political Organisations
ACTIVITY	Community Organisation
DATE RANGE	1963-1983
SIZE OF COLLECTION	1.02 metres
HISTORICAL NOTE	<p>YWCA's history dates back to London in 1855 when Mary Jane Kinnard set up a hostel for Florence Nightingale's nurses on their way to and back from the Crimea. In 1857 the hostel was opened up to working girls. Emma Robarts of South England started a prayer group and the two women joined their two groups to form the YWCA. Inspired by these women, YWCA Victoria started in 1882 by a group of 15 women 'to give help to women by women'. They visited factories employing women and campaigned against sweatshop conditions and promoted good health and rights for women. In 1887 they opened their first hostel and provided meals and accommodation for women in need. In 1901 the YWCA Victoria opened its first employment agency and 1910, the Traveller's Aid Society was formed to assist immigrant women. The longevity of the YWCA partly rests on their ability to adapt their services and advocacy to the times; in more recent years they have lobbied for paid maternity leave, child-care, support and job-training for women prisoners and fair treatment for asylum seekers and refugees.</p>
DATE OF TRANSFER	31 October 2007
ACCESS CONDITIONS	Restricted
DESCRIPTION	Organising files for the correspondence courses run by the YWCA Australia during the 1970s and 1980s, especially the files of Mrs Amy Young, Correspondence Course Co-ordinator.
LISTED BY	Shirley Turner
DATE	December 2007

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Box No	Series No	Description	Date
	1	Correspondence Course Administrative Files	1963-1983
		Organising files for the correspondence courses run by the YWCA Australia during the 1970s and 1980s, especially the files of Mrs Amy Young, Correspondence Course Co-ordinator.	
1	1/1	YWCA of Australia National Board - Minutes of Meeting, Reports & Circulars	1975
	1/2	Various YWCA of Australia Papers Includes: National Convention 15 Aug 1966 - 22 Aug 1966, Bulletin XIII; National Seminar for Staff Prior to National Convention 11 Aug 1966 - 13 Aug 1966; Bye-Laws Relating to Regional Administration 1966; Statement of Income and Expenditure & Consolidated Balance Sheet 31 Dec 1974; National Executive Committee Meeting Minutes 15 Apr 1975.	1966-1975
	1/3	Correspondence Courses Mentioned in National Executive Minutes (or mentioned within the Y)	1967-1973
	1/4	YWCA of Australia National Board – Minutes, Working Documents, Reports, Draft Constitution, Attendance & Suggested Salary Scale for YWCA Staff (folder marked 'Mrs M Pitchford')	1972
	1/5	'Y Plan' Logo (M Pitchford- Link Group)	1971-1972?
	1/6	Various papers relating to YWCA activities Includes: Reading Guide; Draft YWCA Correspondence Courses Notice; Statistical Information regarding YWCA Correspondence Courses 1976; YWCA of Australia Social Responsibility Newsletter Oct 1976; Information regarding the Community Youth Support Scheme from the Minister for Employment and Industrial Relations, The Hon. Tony Street MP; National Executive Committee Meeting – Minutes, 19 Oct 1976; YWCA of Australia National Circular No. 15/76, 1 Nov 1976; National Executive Committee Meeting – Agenda, 16 Nov 1976.	1976
	1/7	Tutors' Dinner Includes tutors' correspondence regarding attendance, attendance lists, menu planning &	1976-1980

Box No	Series No	Description	Date
		costings, programmes and Correspondence Courses Secretary/Coordinator's thank you & annual report addressed to tutors. Also includes correspondence regarding the NSW Tutors' Gathering 6 Aug 1980.	
	1/8	Tutors' Registration Forms	1975-1976
	1/9	Tutors' Register Includes correspondence and listing of students 1968. Also see, Avenues of Contact, Ex-Students as Tutors & Letters Regarding Prospective Tutors 1972-1981.	1968-1981
	1/10	Avenues of Contact, Ex-Students as Tutors & Letters Regarding Prospective Tutors Note: Correspondence predominantly written by and addressed to Mrs Maida Pitchford, Secretary Correspondence Courses. Also includes correspondence addressed to Mrs Amy Young, Correspondence Courses Coordinator, by tutors regarding their availability for ongoing tutoring. Also see, Tutors' Register 1968-1981.	1972-1981
2	1/11	Correspondence Course – Australians Before the White Man Includes students' details, tutor's notes, reading lists and related correspondence.	1980-1981
	1/12	Aborigines Material from Department of Aboriginal Affairs	13 Feb 1979
	1/13	Correspondence Course – Law Includes students' details and related correspondence.	1978-1981
	1/14	Correspondence Course – Ways With Words Includes students' details and related correspondence.	1981
	1/15	Correspondence Course – Creative Writing Includes students' details, related correspondence, notes for tutors and tutor's course outline.	1980-1982
	1/16	Correspondence Course – Write About Your Life A writing course for older women. Includes students' details and related correspondence.	1980-1981
	1/17	Correspondence Course – Personal Financial Management Includes students' details and related correspondence.	1978-1981
	1/18	Correspondence Course – The Child in Society Includes students' details, tutors' notes and related correspondence.	1981
	1/19	'The Child in Society', booklet produced by YWCA of Australia as a correspondence course	1974-1980

Box No	Series No	Description	Date
		to mark the International Year of the Child. Includes requests for copies of booklet and letters of appreciation for donated copies. Also correspondence from the Office of Child Care, Department of Social Security, listing itemised grants awarded to YWCA under the Children's Services Program. Some material from courses other than 'The Child in Society' included.	
	1/20	Correspondence Course – Getting On With People Includes students' details and related correspondence.	1968-1981
	1/21	Correspondence Course – How To ... Includes students' details, draft course outline and related correspondence.	1980-1981
	1/22	Correspondence Course – Australian Government Includes students' details, related correspondence and an address, 'Liberalism: the Philosophy that shapes Government policies and actions', prepared by The Right Honourable Malcolm Fraser CH MP for the State Council of the South Australian Division of the Liberal Party of Australia.	1980-1981
	1/23	Correspondence Course – Introduction To Japan Includes students' details, related correspondence and article regarding Eileen Higgs, General Secretary of YWCA in 1941, and her experiences as a Japanese Prisoner of War during World War 2.	1973-1981
	1/24	Correspondence Course – Improving Your English Includes students' details and related correspondence.	1981
	1/25	Correspondence Course – St Mark's Gospel Includes students' details, tutors' notes and related correspondence.	1981
	1/26	Correspondence Course – Social Issues In Australia Includes students' details and related correspondence.	1981
	1/27	Correspondence Course – Etiquette Includes course outline and protocol information dated 1968.	undated
	1/28	Articles of Interest Relating to Correspondence Courses	1967-1981
3	1/29	Correspondence Courses Administrative Records Includes pro forma correspondence & documents.	1969-1976
	1/30	Correspondence Courses Administrative Records	1980-1981

Box No	Series No	Description	Date
		Includes pro forma correspondence & documents, notices regarding the National Executive resolution to suspend correspondence courses at the end of 1981 and YWCA Correspondence Courses End of Year Report 1981.	
	1/31	Correspondence Regarding New Christian Education Courses	1972-1974
	1/32	Correspondence Regarding New Community Involvement Course	1970-1975
	1/33	Articles Containing Names & Ideas for Programs, for Courses & Groups Includes newspaper cuttings.	1973-1976
	1/34	New Course Material & Suggestions Includes correspondence.	1970-1974
	1/35	New and Revised Correspondence Courses Includes course outlines, preparation lists and correspondence and contact lists for assistance with preparing the Law Course.	1973-1981
	1/36	Australian Government & Politics Includes correspondence with tutors regarding ongoing availability for tutoring and course outline for 'Australian Government & Politics'.	1979-1981
	1/37	Review Group 1979-1980 Includes Correspondence Courses Review Report 1980 and various papers relating to the development and funding of YWCA correspondence courses. Also includes 'Listing of Copies of Courses Included in Archives 5 Feb 1981'.	Circa 1969-1981
	1/38	YWCA Publications Includes: Welcome to the YWCA Family – produced by YWCA of Australia circa 1980s; Common Concern No 29 Mar 1981; 'Progression Against Aggression' by Sue Dyson, Guest Speaker at the New Zealand YWCA Conference on 'Rape & Sexual Violence', 1983; 'Making Waves', YWCA Convention 1981; YWCA Information Paper on the World Conference of the UN Decade for Women and Its NGO Forum 1980; YWCA of Australia National Newsheet No. 7 Apr 1981; YWCA of Australia National Newsheet No. 12 Dec 1982; YWCA of Australia National News No. 4, undated; Working With Young Women: Activities and Strategies for Raising Awareness About Sexism –	1975-1983

Box No	Series No	Description	Date
		A Project conducted by the YWCA of Victoria, 1982; Folder of material from YWCA of Australia National Convention – 1981; YWCA of Australia Accommodation Directory Jul 1978; Melbourne YWCA 1882-1975 (The Story of the Melbourne YWCA).	
	1/39	SYZGY I & II – Senior Staff Residential Training Seminars (Maida Pitchford File)	1972-1973
4	1/40	Correspondence Courses – Publicity to December 1967 Includes samples of prospective students' letters from which extracts were taken for publicity purposes.	1965-1967
	1/41	Correspondence Courses – Publicity / Advertisements 1979-1980 Includes correspondence with various agencies regarding the publicising of correspondence courses.	1974-1980
	1/42	Correspondence Courses – Field Despatch Includes lists of Australia-wide YWCA Groups & Association contact details for forwarding copies of the correspondence course syllabus and application forms.	1976-1980
	1/43	Publicity / Distribution 1981 Includes correspondence and associated papers regarding the publicising of YWCA correspondence courses	1979-1981
	1/44	Directories of Public Libraries in New South Wales, Victoria, Western Australia and Queensland Includes correspondence from library services requesting additional copies of YWCA correspondence courses syllabus and application forms.	1975-1981
	1/45	Associations, Contacts & Publicity Lists for the Distribution of Correspondence Courses Syllabus & Application Forms	1972-1978
	1/46	Advertising & Publicity Lists Includes detailed information for each State.	1975-1976
	1/47	Advertising Lists Includes correspondence with various media agencies.	1973-1980
	1/48	Listing of External Organisations for Publicity Material and Basic Advertisement and Required Variations	1963-1978
	1/49	Advertising Sketches	1975

Box No	Series No	Description	Date
	1/50	Prepared Publicity for Correspondence Courses	1967-1977
	1/51	Supply of Prepared Publicity for Correspondence Courses	1970-1978
	1/52	Prepared Advertising & Past Copies of Specifically Related Correspondence	1975-1979
	1/53	Publicity 1978-1979 Includes news cuttings.	1975-1981
	1/54	News Media/Papers etc. Selected for Advertising by Association	1974-1979
	1/55	Correspondence Courses – Possible Publicity Outlets Includes correspondence regarding tutors' dinner and decision to end correspondence courses program.	1980-1981
	1/56	Correspondence Courses – Thoughts & Ideas for Future Publicity	1970-1975
5	1/57	Correspondence Courses – Publicity Received – Part 1 Includes correspondence & newspaper cuttings.	1968-1977
	1/58	Correspondence Courses – Publicity Received – Part 2 Includes correspondence & newspaper cuttings.	1968-1977
	1/59	Information Received in Response to Survey of Correspondence Courses Includes students' comments, statistical information and Correspondence Courses Report to National Board 1975 Appendix No. VI & YWCA Correspondence Courses End of Year Report 1981.	1966-1981
	1/60	Book Lists / Recommended Reading for YWCA Correspondence Courses Includes listing of designated coloured sheets of paper for correspondence course folders.	1975-1976
	1/61	Book Lists / Recommended Reading for YWCA Correspondence Courses 1981	1980-1981
	1/62	Recruitment of Voluntary Tutors	1981
	1/63	Letters, Leaflets, Notices, Instructions etc Used Throughout the Year Includes notebook titled, 'How To Run the Correspondence Courses'.	1966-1981
	1/64	Valete – Correspondence expressing regret at the discontinuance of the correspondence courses.	1981-1982
	1/65	Magazine 1981 – Anthology of Writing by 1981 Students of the Correspondence Courses, Creative Writing & Ways With Words Includes student assessment sheets and names and addresses of contributors to creative writing collection.	1981-1982

Box No	Series No	Description	Date
	1/66	Collection of Writing & Title Pages Includes correspondence regarding the production of the students' anthology of writing.	1981
	1/67	Correspondence Students' Draft Writing Collection	1981
	1/68	Anthology of Writing by 1981 Students of the Correspondence Courses (Publication)	1981
6	1/69	YWCA Correspondence Courses Assessment Forms	1979-1981
	1/70	Correspondence regarding delays in the delivery of non-standard postal articles	1979-1980
	1/71	Correspondence & Various Papers associated with Mrs Amy Young, Correspondence Courses Coordinator.	1979-1981
	1/72	Correspondence etc, arranged alphabetically by Writer, Organisation, Subject – Part 1 Includes correspondence regarding correspondence courses.	1974-1981
	1/73	Correspondence etc, arranged alphabetically by Writer, Organisation, Subject – Part 2 Includes correspondence regarding correspondence courses.	1974-1981
	1/74	A-Z Index Cards Listing Tutors' Contact Details, Subjects & Number of Students Tutored Includes metal printing stamp with YMCA insignia and the words, 'For the woman at home ~~ Correspondence Courses'.	1967-1978

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