



THE UNIVERSITY OF
MELBOURNE

THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	ELFORD, FRANCIS GORDON
ACCESSION NO	A.1972.0009
CATEGORY	University, individuals
ACTIVITY	Teachers University administrators
DATE RANGE	1925-1947
SIZE OF COLLECTION	3 archives boxes
HISTORICAL NOTE	A Science and Education graduate of Melbourne, Elford taught at Ballarat High School (1925, 1930-37) and Melbourne Teachers' College (1938-47), promoting nature study in schools through his courses at the College and through schools broadcasts. He was appointed Senior Administrative Officer in the Science and Medical Faculties at Uni of Melb. in 1948 and Deputy Registrar in 1966.
DATE OF TRANSFER	13 th October 1972
ACCESS CONDITIONS	Access: Open
DESCRIPTION	Material relating to the teaching of geography and nature study 1925-47, including Geography Method notes from B.Ed. course 1940; notes of lectures by Prof. J.S.Turner 1945, and tutorials of Prof. E.S.Hills 1945; schools broadcasts 1943-47.
NOTE ON COLLECTIONS	
NOTE ON LISTING	
LISTED BY	Cecily Close
DATE	22 nd February 1973

UNIVERSITY OF MELBOURNE ARCHIVES

RECORDS RECEIVED INTO CUSTODY

NAME: Francis Gordon ELFORD.
ADDRESS: Deceased.
MAIN ACTIVITY: Teacher, University administrator.
TRANSFEROR: Mrs. Elford (widow),
DATE OF TRANSFER: 13th October 1972.
QUANTITY: 3 archives boxes.

GENERAL NOTE*: F.G. Elford was born on 5 March 1907 in Ballarat. On completing the Leaving Certificate at Ballarat High School, he joined the Education Department as a Junior Teacher on Probation (27 January 1925) and in the following year entered the Melbourne Teachers' College. He left the College in December 1929, having completed his B.Sc. degree in 1926-28 and Dip.Ed. in 1929. He was to take and complete the course for B.Ed. in 1936. In January 1930 he returned to Ballarat High School as an assistant teacher, remaining there, except for a brief period at Melbourne High School, until January 1938, when he was appointed as a lecturer to the Teachers' College.

In February 1945 he was appointed part-time demonstrator in Geology at the University of Melbourne. In 1948 he left the Teachers' College to become a full-time Senior Administrative Officer in the Science and Medical Faculty, and was appointed Deputy Registrar in April 1966. He died on 18 June 1970.

Throughout his working life F.G. Elford was an enthusiastic nature-lover, and did much to promote nature-study in the schools through his courses at the Teachers' College and through school broadcasts.

The papers relate chiefly to Elford's work at the Teachers' College.

* Information from Mrs. Elford, and from Education Department record sheet, a copy of which is appended to the list.

1. Unlabelled folder containing:
Nature Study Notes, H.W. Wilson, Melbourne Teachers' College.
Also Nature Study "Original Notes and Stories", ~~C.P.E., M.C.~~
Teachers' College, Melbourne, 1928.

2. Francis Elford, B.Sc., Dip.Ed. (Ballarat High School).
"Some observations on the teaching of geography, with suggestions
for improvement in same, based upon an investigation carried out
at the Ballarat High School; an original investigation submitted
for the degree of B.Ed. - 2nd year at the University of Melbourne
1936".
74 sheets typed, stapled in folder.

3. Folder labelled "Visual Ed." containing:

Extracts from Victorian Education Gazette and Teachers' Aid; being
articles contributed by F.G. Elford. An Editor's note at the head
of the first (15th Sept. 1938) explains that Mr. Elford "is a
member of a Departmental committee which has been devoting special
attention to visual education. At the Committee's request, a series
of articles on the subject will be published in the Gazette".
Elford was at the time lecturing at the Melbourne Teachers' College.
15th Sept. 1938 - 15th Sept. 1939

"Cleveland Makes It. 'Four R's'", by Karl Detzer, condensed from
The Kiwanis Magazine (on teaching geography by radio). From
Reader's Digest, April 1939.

"What is Geography?" Roneoed sheet.

"The Position of Geography in the High Schools of the Netherlands",
by H. Eggink, reproduced from Journal of Geography, Vol.36, No.3,
March 1937.

Conference of History and Geography Teachers, Wednesday, April
12th in Melbourne, chaired by Professor G.S. Browne, under the
auspices of the Australian League of Nations Union, Victorian
Branch.
Programme. Conference convened to provide teachers with an
opportunity to consider the problems and possibilities of Teaching
History and Geography as an integrated course, and learn of actual
experiments being carried out in Victoria.

M.S. notes headed "Science". 1p.

Primary course: Objective Scales. 1938/9. On maintaining ratio of
teaching to academic marks of student teachers. 1 roneoed and 2
ms. pages.

Social Studies - Geography, 1939. Details of individual work.
Instructions to students. 5pp.

History courses for combined grades V-VI in rural schools. 3pp.
Combination of grades VII - VIII History in the small rural
school. 1p.

MS notes for demonstration lesson. 2pp.

Roneoed notes for demonstration lesson in geography at University
High School. Sub-Intermediate (2 copies). Also MS notes, 2pp.

- 1.
3. (cont'd.)
Melbourne Technical College half-yearly test, June 1938, in Petrology 1 and Geology 1 (evening). 2pp.
Notices from A.J. Law to staff on addition of erosion and reforestation to curriculum to Grades 6-8; and about staff meetings.
Course of study: erosion and afforestation. 3pp.
Melbourne Teachers' College Social Studies-History. 5pp.
Report on Training of Teachers in Social Studies-Geography, presumably by Elford. 4pp.
4. Folder labelled "Biological Sc".
Roneoed notes. List of destructive insects of Victoria. Notes of lesson on Geography (The Amazon Basin).
12th Oct. 1938
5. Folder labelled Biological Sciences Dip.Ed.:
A.C.E.R. Committee in Secondary Education Report of Science Sub-Committee. 6pp. (carbon copy).
Sets of questions and answers on biological sciences.
Dip.Ed. Method in Biological Sciences. On purposes as well as method. 6pp.
Notes on History of Biology in the United States. 4pp.
"A One Year Course in Biology" by George C. Wood, Brooklyn, N.Y. (Hand-out sheet.)
Notes on birds, vegetables, etc. 11pp. (From Leach's Australian Nature Study.)
6. Folder labelled inside Physical Science:
Roneoed notes of lectures given under auspices of Extension Board and Association of Scientific Workers, 1942.
A.E. Kelso (M.M.B.W.) on water supply.
J.R. Carroll on Astronomy.
A.B. Edwards (Lecturer in Geology, Melbourne) on Geology.
G.V. Leeper (Lecturer in Agricultural Chemistry, Melbourne) on soils.
J. Hogan (Meteorological Bureau) on Meteorology.
D.J. Anderson (Senior Lecturer, Inorganic Chemistry, Melbourne) on Chemistry.
J.S. Turner (Professor of Botany and Plant Physiology, Melbourne) on Botany.
B. Wilmot on Nutrition.
Ethel I. McLennan (Associate Professor of Botany, Melbourne) on Botany.
O.W. Tiegs (Associate Professor of Zoology, Melbourne) on Zoology.
From Education Gazette and Teachers' Aid.
Articles on the "A.B.C. of Astronomy" by John Stewart.
March-Sept. 1916, Oct. - Feb. 1927
Supplement to the Education Gazette and Teachers' Aid 22nd April 1915.
Circular of Information - E. "Geography" by T.W. Bothroyd, Assistant Chief Inspector and J.A. Leach, Organizing Inspector of Nature Study. Education Department, Victoria.
Printed. 16pp.

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7. Folder labelled "Method of Geography B.Ed." (1940)
Notes for Method of Geography in Bachelor of Education course at the University of Melbourne. Also demonstration lessons. 1932-35 on Germany; winds; the shortest day; Tasmania; New Zealand; trade winds; build of South America; picture interpretation; build and physical features of China.
A test, in Elford's handwriting, 21st Oct. 1940.
A test, University High School, Term III, 1940. Shell geography. MS notes on a project. August 1940.
8. Folder labelled "Botany Lectures by Prof Turner 1941".
Contains University of Melbourne Extension Board Course of seven lectures for School teachers on "Some Aspects of Botany".
Outline of course. Elford's lecture notes and handout material.
9. Folder labelled "M.T.C. (i.e. Melbourne Technical College, now R.M.I.T.) Geology Lecture Notes".
Contains Petrology notes for Geology Grade 1 by G.B.
Also notes for Petrology Grade 1. Includes examination papers, etc. 1931-4.
10. Exercise book.
Geology 1 1945. Professor Hill's tutorials.
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11. School Broadcasts.
- 11/1 Folder labelled "School Broadcasts".
MS notes for broadcasts 1943-44.
Series: "Nature-study & Gardening", 1947, scripts written and presented by Elford.
Typed scripts. (Garden hints are done by E.F. Murnane.)
Listening schools report No.1 for Term 1 1947.
A supplement gives a more detailed criticism of the Nature-study & Gardening section. Further supplement gives more detailed criticisms of Social Studies section. 7pp. (Elford's notes on back of last page.
Summaries of Crosbie Morrison's talks, 1954. 11pp.
- 11/2 Folder labelled "Broadcast".
Scripts for Nature-study and Gardening series with ms notes.
Teachers' Notes accompanying broadcasts.
12th, 26th February 1947.
- 11/3 Booklets relating to school broadcasts published by the Australian Broadcasting Commission.
Educational Broadcasts; including Broadcasts to Schools (third term 1936), evening sessions.
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|----------------------------------|---------------|-----------------|-------|-------|
| <u>School Broadcasts;</u> | travel talks. | Second term | 1937. | 8pp. |
| | | Third term | 1937. | 7pp. |
| <u>School Broadcasts;</u> | primary | First term | 1942. | 56pp. |
| | | First term | 1943. | 48pp. |
| | | Second term | 1943. | 52pp. |
| <u>Broadcasts to Schools;</u> | primary | | 1944 | 117p |
| | secondary | | 1944 | 46pp |
| <u>ABC School Broadcasts;</u> | primary | | 1945 | 138p |
| | secondary | | 1945 | 48pp |
| | | (N.B. See (1)). | | |
| <u>A,B.C. School Broadcasts;</u> | primary | | 1946 | 156p |
| | | (Elford.) | | |

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11. School Broadcasts.
 11/3 (cont'd)
Broadcasts to Schools, 1946. Published by A.B.C. Tasmanian Branch. 209pp.
 Contain Elford's broadcasts.
School Broadcasts, primary. 1947. 176pp. Elford.
 Secondary. 1947. 55pp. Clem Christensen.
School Broadcasts, primary. 1948. 175pp.
School Broadcasts, 1948. Picture booklet. Nature Study. Grades V-VII.
School Broadcasts, 1949.
12. Obituary of Major H.W. Wilson, O.B.E., M.C., C. deG, M.Sc. McBain Scholar (Botany). Written by Elford.
 29th Sept. 1877 - 1st Oct. 1955
 H.W. Wilson was Senior Lecturer in Nature Study at the Teachers' College and Lecturer in Method of Biological Science at the School of Education, University of Melbourne and in Geography at University School of Education.
 Retired from Education Department, 29th Sept. 1942.
 Notes on academic, military and teaching career. 5pp.
 Obituary from University Gazette (undated). 3pp.
 Obituary from The Emu. 7pp.
 Obituary from The Bulletin. 3pp. (2 copies)
13. Walkabout, 1st Jan. 1946.
 Article on Gould League by F.G. Elford, on page 46.
14. Dr. P.M. Bachelard, Teachers' College, Melbourne.
The Life & Work of Wilhelm Pfeffer. (German botanist). 9pp., roneoed.
15. Melbourne Teachers' College Handbook 1940. 85pp.
 1945. 82pp
16. The Griffen, Melbourne Teachers' College News-sheet.
 August 1946
 On front page photograph of F.G. Elford, with congratulatory note on the naming of a hitherto unnamed spider the "Dolophones elfordi".
17. Caricature of Elford by "Timo", with caption "Mr. Elford may develop into a strong man" 15" x 11".
18. Attached to the above, badge inscribed "Melbourne University Commencement 1928". Similar badge for 1929 Commencement.
19. Farrago, 28th April 1927.
 Features visit of Duke of York to the University to receive LL.D.
20. Tourist map of Ballarat and Creswick districts, with visit showing Creswick Forest Nursery and Plantation. June 1925.
 2 5/8" = 4 miles.

2.

21. Photographs.

11 photographs taken on a geology excursion at Port Campbell and Cape Otway.

January 1930.

(Labelled on back, 4" x 3".)

9 photographs of the Piggoreet area. Labelled on back. These have been mounted on drawing-paper. 3 loose. Labelled on small attached sheet.

Undated.

Port Campbell area. Coast. 6 photographs, labelled, 3" x 12".
On back, stamped: Ballarat High School.

7 R.A.A.F. photographs, 5½" x 7½"

Lighthouse, Airey's Inlet. 14th Feb. 1922.

Cape Otway looking N.E., 29th June 1925.

Rotten Point, 29th June 1925.

Colac, 26th Nov. 1925.

Lake Corangamite, 26th Nov. 1925 (x 2).

Colac, 26th Nov. 1925.

Near Beveridge, 9th Dec. 1925.

22. Xerox copy of F.G. Elford's teaching record from Primary Records Department, Education Department, Melbourne. 2pp.

3.

23. Nature study course notes. 1947.

22nd February 1973.

Cecily Close.