



# ENTRANCE EXAMINATION

*N.B. THIS PAPER SHOULD ONLY BE SUBMITTED  
BY AN EXPERIENCED SHOE FITTER*

***The Society of Shoe Fitters,***  
*The Anchorage, 28 Admirals Walk,*  
*HINGHAM, Norfolk. NR9 4JL*  
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*Tel. +44 (0)1953-851171*

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*Website: [www.shoefitters-uk.org](http://www.shoefitters-uk.org)*

## Notes for Applicants about the Society

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*The Society qualification is an individual achievement qualifying you for membership of our organisation; it is not a corporate membership. A business is not eligible for membership with the exception of Associate Members who are suppliers/manufacturers.*

*If your Company has paid for your Course or Examination and you leave their employ you take your membership qualification with you – it is your membership qualification. They might ask you to sign an agreement to reimburse them in full or part, but this is contractual between you and your employer and not the remit of the Society of Shoe Fitters.*

*You remain a member on an annual basis. There is a small subscription fee payable annually to retain your qualification and benefits of membership. The SSF reserves the right to terminate membership of any member if they do not comply with the Code of Ethics set out in the Constitution.*

*The objects of the Society as set out in the Constitution are:-*

- To promote shoe fitting as a skill and career.*
- To introduce and maintain a system of examinations and Diploma's, and to seek recognition of the standards adopted.*
- To provide for the pooling and dissemination of shoe fitting knowledge.*
- To combat all influences and practices harmful to good fitting.*
- To clarify the field of foot measurement and sizing.*
- To seek co-ordination between styling and shoe fitting to the greater cultivation of foot health.*
- To provide for the general raising of shoe fitting standards and to this end further the education of the trade and public.*

## Important - Code of Ethics:

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*The Code of Ethics as set out in the Society Constitution requires that members “shall not in any manner, do or utter anything detrimental to the standing of the Society, or other members”.*

## Notes for Applicants about the Examination

- 1. Read all the questions first, especially Section 3. Make sure you understand them before attempting to give answers.*
- 2. To enable Examiner's to form a valid judgment, please answer all the questions as fully as possible and in the manner requested. Remember, the examiners do not know you and cannot assume the extent of your knowledge. Applicants have failed because their answers were too brief and did not provide sufficient information.*
- 3. It cannot be emphasized too strongly that the Examiners are looking for answers in your own words. Do not be afraid to state your convictions. Fitting is an art - but artists may be equally skilful and impressive in their results whilst using differing techniques to achieve them! Wherever possible you are encouraged to make use of sketches and illustrations to augment your answers if you so desire.*
- 4. All examination papers will be considered by the Examiners strictly on an anonymous basis. Only the Secretary is aware of the names of applicants and this information will not be disclosed until such time you reach a satisfactory conclusion. The answers to Sections 2 and 3 must not therefore, bear any marks of your name or exact identification. Only your Application Form should bear your name. Section 2 is designed to give the Examiners some background assessment of your experience. Section 3 is to test your knowledge.*
- 5. The manner of presentation of your examination paper can be important. Please use separate sheets to commence your answers to Sections 2 and 3 and number your pages. Number your answers carefully to correspond with the number of the questions. It would be helpful if your answers were typed, but this is not obligatory.*
- 6. When you have completed your paper forward 2 copies to the Secretary or you can send a .PDF version via email. Diagrams should be attached to your answers to Section 3. Papers should be returned in an envelope marked 'Application' together with a cheque made payable to: The Secretary of the Society of Shoe Fitters. If you are returning your entry via email and wish to pay directly into the SSF account, please inform the Secretary when the sum is paid. Your papers will not be marked until payment is made in full.*
- 7. After marking your paper the Examining Board will make a recommendation to the Council of the Society. You will be notified of the result as quickly as possible (please allow 28 days). The maximum possible number of marks to be awarded for each question is indicated on the paper. The Pass mark is 50. A pass mark of over 75 will be awarded Honours and over 90 marks a Pass with Distinction.*
- 8. The applicant must be able to prove that they are conversant with at least one foot measuring device if requested to do so. If we are in doubt of the suitability or knowledge of the applicant, we may visit to assess your abilities.*
- 9. You will then be sent a personalised Certificate of Membership, lapel badge and other promotional material upon successful completion and once accepted into membership of the Society, your first year's subscription will become payable from January 1<sup>st</sup> of the following year (regardless of when the examination was submitted and marked).*

# CONTACT & PAYMENT INFORMATION

## **Contact:**

Laura West F.S.S.F.  
Secretary,  
The Society of Shoe Fitters,  
c/o The Anchorage,  
28 Admirals Walk,  
Hingham,  
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**Fax:** +44 (0)1953-851190  
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**Website:** [www.shoefitters-uk.org](http://www.shoefitters-uk.org)

## **Banking Information:**

Please make cheques payable to: **The Society of Shoe Fitters** and forward cheques to the above address.

**Please inform us if you make a BACS/transfer payment**, so we can monitor our account and attribute your payment correctly.

Account Name: The Society of Shoe Fitters  
Bank: Lloyds TSB, (Watton branch), 17 High Street, Watton, Norfolk. IP25 6AD  
A/C No: 00837588  
Sort Code: 30-92-88  
IBAN: GB88 LOYD 3092 8800 8375 88  
BIC: LOYDGB21384

**Terms & Conditions:** Your application will not be processed until payment is made in full. Your application fee is non-refundable, but if your application is unsuccessful, we will discount our course fee by the same amount as a gesture of goodwill. Upon successful conclusion all rights and benefits of the organisation will be accessible. Membership is via qualification and invitation and the Society reserves the right to refuse membership. The Society of Shoe Fitters is covered by Data Protection; therefore if you wish to keep your membership private and not promote yourself on the website etc., your details will remain confidential. Full members are at liberty to cancel membership of the Society with immediate effect and their details will be removed from our website etc. The Society reserves the same right and will allow 28 days of all advertising/promotional material promoting the SSF, to be removed from a member's premises.

**SECTION ONE -**  
**Application for Membership**

For Office Use  
Code no.:

*N.B. This application is made in the strictest confidence and only after you have been notified of a successful conclusion will you be identified. Only the Secretary of the Society will be privy to this information. Your Examination will be forwarded to a Board of Examiners who will receive your entry anonymously. The only identifying mark will be the Code Number.*

**Please read the accompanying notes and complete the following in block capitals**

**FULL NAME: MR./MRS./MISS/MS .....**

**HOME ADDRESS:.....**

.....

**HOME TEL. NO. .... EMAIL:.....**

**Are you Employed or Self Employed? (please circle)**

**What is the name and address of your place of work?**

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.....

**BUSINESS TEL. NO.....EMAIL: .....**

**If Self Employed how long have you owned this business? .....**

**How many staff do you employ/colleagues do you have? .....**

**Do you have a Society member working with you? .....**

**Are you a member of any other organisation? .....**

**Do you read the Trade Press? If so which magazine/s? .....**

**Do you attend Trade Exhibitions? If so which ones? .....**

**Important:** Which contact information would you prefer to use?

**A. HOME or B. BUSINESS (Please circle)**



**I HAVE READ THE OBJECTIVES OF THE SOCIETY OF SHOE FITTERS AND ITS CODE OF ETHICS, AND AGREE TO ADHERE TO THEM IF ELECTED TO MEMBERSHIP:**

SIGNED.....

## Personal Information

### SECTION TWO

All questions in this section must be answered

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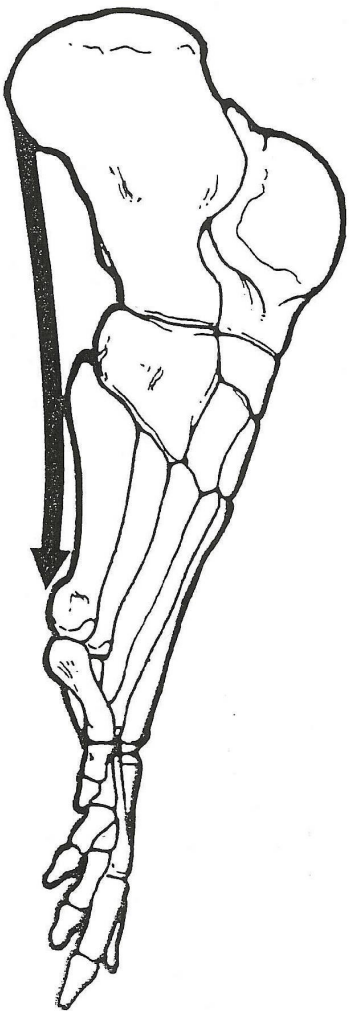
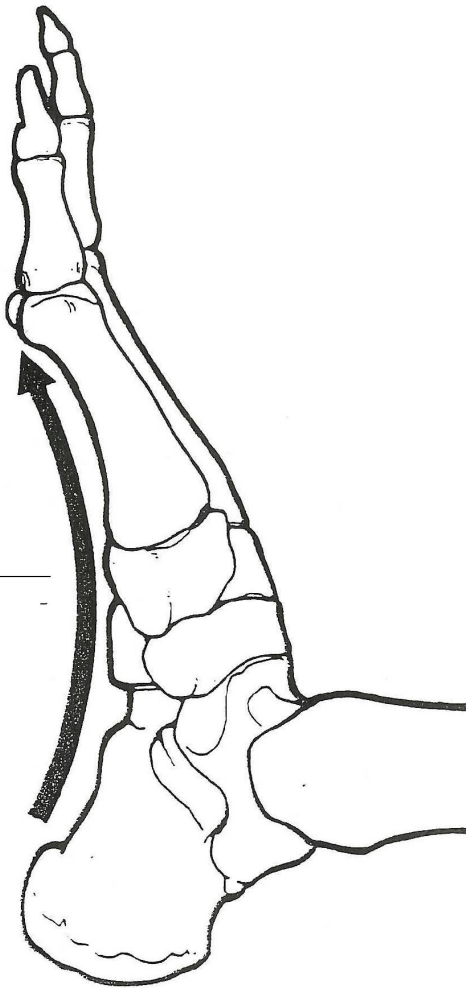
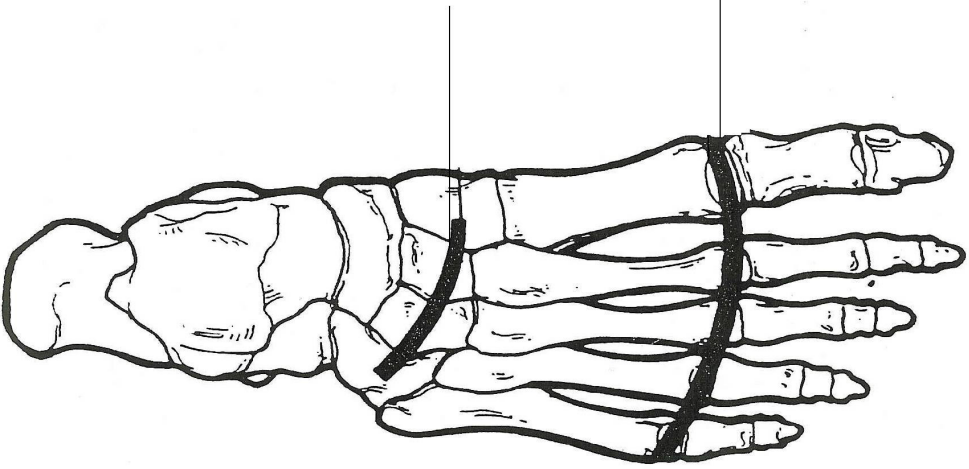
1. *Please state your age.*
  2. *Please give details of where you have worked in a shoe fitting role and where you are currently working, stating the number of year's you have been engaged in shoe retailing.*
  3. *State whether your shoe retailing/fitting experience has been confined to one gender i.e. men's, women's or children's, or has extended to cover all three. It is not necessary to name your past employer's if you do not wish to do so, but please give a resume of your career to date, in order to provide some record of your experience. Please indicate whether you've enjoyed a sole fitting responsibility as opposed to working under supervision and if so, for how long?*
  4. *Give full details of all training received, including in-store training, fitting courses - correspondence or residential, and from which manufacturer/supplier - if applicable.*
  - 5.. *If you are not currently employed in a 'shoe fitting' role but have the necessary experience to become a member, please state how membership of the Society will help you in your current position.*
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## SECTION THREE

All questions in this section must be answered. Maximum marks achievable 100.

No.	QUESTION	VALUE
1.a. b. c.	<p>1.a. State what method of foot measurement you employ.</p> <p>b. Name the various gauges/devices of which you have experience and describe in your own words how you use <u>one</u> of these gauges.</p> <p>c. State the tolerances or allowances you make at differing age levels and any other factors to be taken into consideration.</p>	10
2.a. b. c.	<p>2.a. State how the foot develops and alters during its lifespan.</p> <p>b. What is your understanding of the function of the foot as a whole and the function of its various parts?</p> <p>c. Using the diagrams provided (others if you wish), illustrate your answer.</p>	18
3.	<p>3. Many gauges/devices in addition to measuring overall length and width of the foot also indicate 'heel-to-ball' length (Brannock). How does each of these measurements inter-relate and how do you interpret them in relation to good fitting practice?</p>	10
4.	<p>4. Having selected a pair of shoes for a customer, describe what you would look for to ensure that you have given the best possible fitting - taking into consideration such factors as: the age, sex, reason for use etc.?</p>	12
5.	<p>5. Describe to what extent style, materials, uppers, soling etc. affect shoe fitting and what other factors may play a part in the fit of a shoe.</p>	8
6.	<p>6. Briefly describe what method/s you use to check the fit of:</p> <p>a. Shoes that have been worn</p> <p>b. New shoes.</p>	10
7.	<p>7. What modifications or minor adjustments can you ethically make to achieve better fitting shoes?</p>	8
8.a. b. c.	<p>8.a. Identify the foot abnormalities (diagram 8a). <u>Select ONE</u> and briefly describe how you would cope with this condition in just ONE of the following age groups: Infant 0-3 years / Child 4-16 years / Adult / Senior Citizen.</p> <p>b. In the photograph provided (8b), identify the problems you see, what you think were the causes, what footwear you might suggest and what advice you might give this lady.</p> <p>c. At what point would you refer your customer to a Chiropodist or Doctor?</p>	12
9.	<p>9. Describe in not less than 200 words, your personal policy toward fitting, indicating how this differs from ordinary shoe selling.</p>	12
	<b>Possible number of Marks</b>	<b><u>100</u></b>

Entrance Exam - Question 2c.

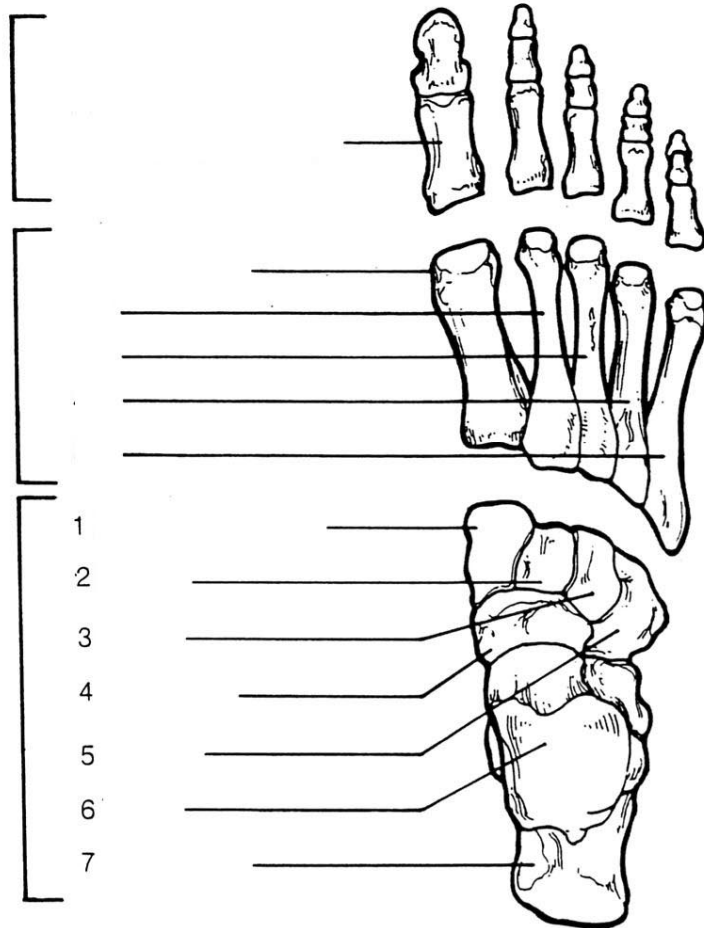




## Question 2c contd...

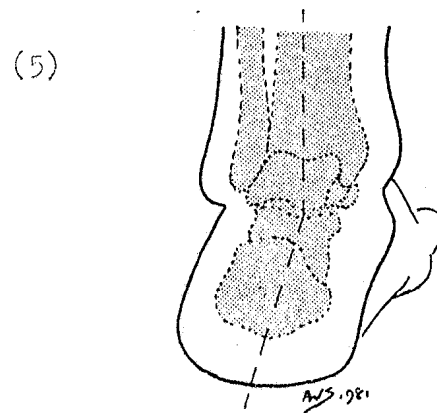
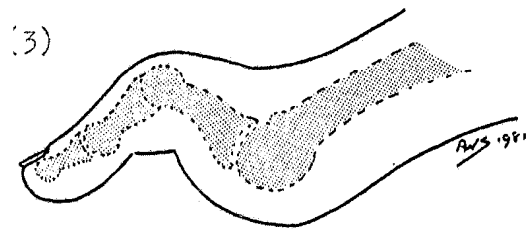
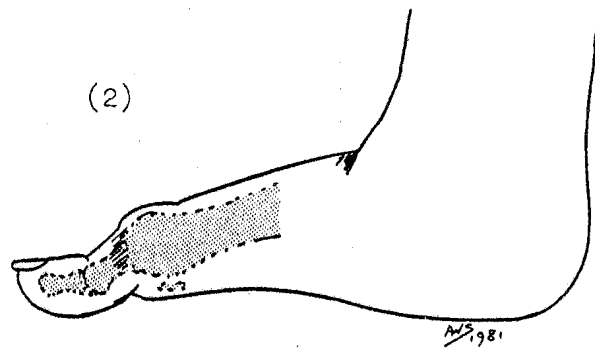
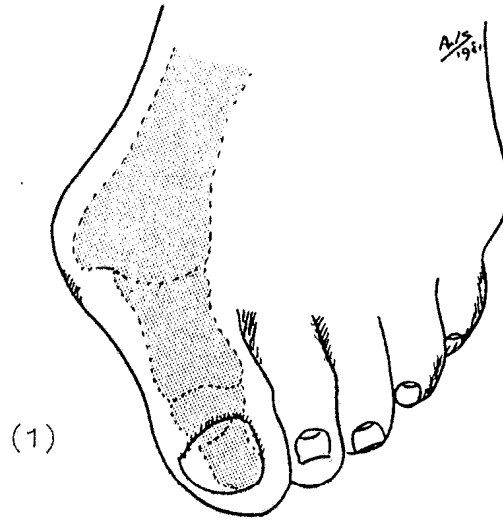
### How well do you know your foot anatomy?

Here is the basic skeleton of your foot. Please label the diagram.  
(It may help to colour code your work)



GROUPING OF THE BONES OF THE FOOT

Question 8a



## Question 8b

**A reminder of the question:** *In the photograph provided (8b), identify the problems you see, what you think were the causes, what footwear you might suggest and how you might serve this lady.*

