

**School of Education and Professional Development
CertEd/PGCE (Lifelong Learning) Pre-service**

Reference for.....

Dear referee

The person named above has applied for admission to a teacher training programme to work in the Lifelong Learning sector, and has given your name as a referee. The Department for Education urges upon all who provide a reference for teacher training applicants not to support them merely from a feeling of kindness, nor to recommend anyone who is unlikely to succeed as a lecturer. I would be most grateful if you could complete this on the applicant's behalf and return it to the address below as soon as possible. If you prefer, you can send a letter incorporating your answers.

These confidential reports are valuable to us. I would like to thank you for your help.

Yours faithfully,

Anita Crowe
Course Administration Manager
School of Education and Professional Development

Please return the form to the relevant place of study:
Course Applications – CertEd/PGCE (Lifelong Learning) pre-service
E-mail: a.crowe@hud.ac.uk

Reference for CertEd/PGCE (Lifelong Learning) Pre-service

STRICTLY CONFIDENTIAL

The person named above is applying to train as a lecturer of adults and young people over the age of 16 in the lifelong learning sector. Please complete the following questions.

1. How long have you known the applicant? years
2. How well do you consider that you know the applicant? Please indicate
Very Well Fairly Well Slightly
3. What is your estimate of the applicant's oral communication skills? (Can he/she explain things clearly and concisely? Is he/she interesting to listen to? Does he/she listen carefully?) Please indicate
Excellent Very Good Average Weak
4. What is your estimate of the applicant's written powers of expression? Please indicate which you feel best fits the candidate.
Writes clearly and can express abstract ideas.
Writes clearly but has difficulty or little experience in expressing abstract ideas.
Has a difficulty with written English.
5. Please give below a description of the applicant as known to you (intellect, character, personality, sense of responsibility etc.). Suggest any cultural, athletic or social interests (e.g. voluntary work with young people) and any experience as a teacher relevant to 16-plus education, and any strengths or weaknesses not identified above, relevant to this applicant. Please include any matters relating to illness or personal circumstance which, in fairness to the applicant and the University, should be included. Please continue on a separate sheet if necessary.
6. Please identify which best summarises the applicant's suitability for teaching adults and young people over 16:
Excellent Very Good Good Average Weak Unsuitable

Signed
Title
Date

Address
Organisation.....
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