Date as Postmark

**Request for a reference for entry to the**

**Post-Compulsory Education Programme (part–time, in-service route) 2021-22**

***To the Applicant***

As part of the selection process, you are required to provide recent professional references to vouch for your suitability for teaching in Post-Compulsory Education. If you are already employed at the college to which you are applying for a place on the course, ONE reference is required, otherwise, TWO are necessary. Please clearly insert your title, full name and address and then pass the form to a referee, one of whom should normally be your line manager or staff development officer.

Report on …………………………………………...……………………………………..

Home address …………………………………………………...……………………………..

 …………………………………………………………...……………………..

 ………………………………………………………………………………….

*To the Referee*

Dear Sir/Madam

The above person is applying for a place on the University’s part–time, in-service Post Compulsory Education course at BMet and has put forward your name as a referee. We would be most grateful if you could complete the questionnaire overleaf as frankly and carefully as possible.

The Department for Education and Skills hopes that references for teacher training candidates are provided from an objective, professional viewpoint and not merely from a feeling of kindness or friendship. Please do not recommend anyone who is a relative, or who you feel is unlikely to succeed as a teacher in post-compulsory education.

Please return this form to:

Higher Education Admissions Team

Sutton Coldfield College, part of BMet

Lichfield Road

Sutton Coldfield

B74 2NW

headmissions@bmet.ac.uk

Thank you for your assistance.

Yours faithfully

School of Education, University of Wolverhampton

**STRICTLY CONFIDENTIAL**

When completed

**Reference for Post-Compulsory Education Course (part-time, in-service route)**

Report on …………………………………………...……………………………………..

 *(****Referee*** *please insert candidates full name)*

The above person has applied to train as a teacher in Post Compulsory Education. Please complete these questions as openly and honestly as possible. If you have no direct knowledge of any aspect below, please strike through the section. Feel free to continue your responses on a separate sheet of paper if necessary. *Please do not act as a referee if you are a relative of the candidate.*

1. **How long have you known the Candidate** and in what ***professional***capacity?

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (yrs) \_\_\_\_\_\_\_\_\_\_\_\_\_(months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(capacity)***

1. **What subjects does the candidate teach?**
2. **Please give a brief description of the Candidate as known to you. Comment on any matters relating to any personal circumstances which in fairness to both the candidate and the University may be relevant. (please continue on separate sheet if necessary)**
3. **Are you aware of the Candidate’s teaching commitment during the academic year 2021-22?** If so, approximately how many hours do they teach per week.

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hours) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(capacity)***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you prepared to be contacted by telephone about this candidate? **YES/NO**