

**In-Service PGCE Reference Request**

## Reference Request for (name of applicant):

The above-named person has applied to join a course leading to either the In-Service Certificate in Education (Lifelong Learning), the In-Service Professional Graduate Certificate in Education (Lifelong Learning) or the In-Service Post Graduate Certificate in Education (Lifelong Learning) and has provided your name as a referee. This two-year part-time in-service course is designed for teachers, lecturers and trainers working in the Learning and Skills sector, which includes further, higher and adult education, community and youth services, health services, the uniformed services (particularly army, prison, police and fire services), private trainers and organisations with training departments.

A form is provided overleaf for your use in providing the reference and I would be grateful if you would complete it and return it to the applicant who will submit it to supplement their application. As this is an in-service course you are asked to confirm that it is intended that the applicant will be employed as a paid teacher or trainer, with direct responsibility for students (i.e. not as an assistant), for at least 50 hours during the following academic year. It is appreciated that you may be unable to guarantee this. Voluntary teaching hours are acceptable only if undertaken on behalf of a charity registered as a charity with the Charities Commission.

I also ask you to confirm (where you have knowledge) that Disclosure Barring Service (DBS) checks have been carried out with respect to the applicant.

Please authenticate your reference with an official stamp or attach a compliments slip or letterhead that identifies you and your role within your organisation.

I would like to thank you in advance for your assistance in helping us to select applicants for our courses.

Yours faithfully

*Carolyn Appleby*

Carolyn Appleby

Programme Leader Education

**University Centre Grimsby - School of Education**

**Part-time In-Service Certificate in Education (Lifelong Learning)**

**Part-time In-Service Professional Graduate Certificate in Education (Lifelong Learning)**

**Part-time In-Service Post Graduate Certificate in Education (Lifelong Learning)**

#### Reference for:

#### Provided by:

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| Can you confirm that the applicant will be working as a paid\* teacher or trainer, with direct responsibility for  Post-14 students, for a minimum of 50 hours during the forthcoming academic year? Please tick the  appropriate box**: Yes**  **No**  If yes, in what capacity will be applicant be working? If no, please comment further (to assist the application process):  In the course of their teaching/training, does the applicant have access to young people or vulnerable adults? **Yes**  **No**  Can you confirm that Disclosure Barring Service (DBS) checks have been carried out with respect to the applicant?  **Yes**   **No**  Are you satisfied that the applicant is a suitable person to be working in a teaching/training capacity?  **Yes**    **No**    **\*voluntary work is acceptable only when undertaken on behalf of a charity registered with the Charities Commission** |
| Applicant’s knowledge of their specialist area of teaching: |
| Applicant’s teaching or training ability and experience: |
| Relevance to teaching of applicant’s industrial, commercial, public service or voluntary sector experience: |
| Applicant’s commitment and motivation: |
| Any other comments that you may wish to make: |
| Signed: Position: Date:  **Please authenticate with an institutional stamp, compliments slip or letterhead.** |