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**Pre-Service Certificate In Education (Lifelong Learning)**

**Pre-Service Professional Graduate Certificate in Education (Lifelong Learning)**

## Reference Request for:

The above-named person has applied to join a course leading to either the Pre-Service Certificate in Education (Lifelong Learning) or the Pre-Service Professional Graduate Certificate in Education (Lifelong Learning) and has provided your name as a referee. This one year full time course is designed for teachers, lecturers and trainers who aim to work 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 (below) for your use in providing the reference and I would be grateful if you would complete it and return it either via email to:

[stoness@grimsby.ac.uk](mailto:stoness@grimsby.ac.uk) or by post to

Sandra Stones

University Centre

Grimsby Institute

Nuns Corner

Grimsby

N E Lincolnshire

DN34 5BQ

If posting, please authenticate your reference with an official stamp or attach a compliments slip or letterhead that identifies you and your role within your organisation. If sending electronically, please send from your business email address at authentication.

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

Yours faithfully

### Sandra Stones

Programme Leader, Education

**University Centre Grimsby**

**School of Education**

**Full time Pre-Service Certificate In Education (Lifelong Learning), and**

**Full time Pre-Service Professional Graduate Certificate in Education (Lifelong Learning)**

#### Reference for:

#### Provided by:

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| **Strictly confidential** |
| The person named above is applying to train as a teacher of adults and young people over  the age of 14 in the lifelong learning sector.  Please complete the following questions.   1. How long, and in what capacity have you known the applicant? |
| 1. Please consider the following skills with regards to how the applicant performed in their work and/ or studies and indicate your view of their ability:   Written and verbal communication :  Organisation:  Commitment: |
| 1. Please give your views on the applicant’s overall suitability for a teaching role |
| 1. Please give below a description of any experience you are aware of, that the applicant has relevant to a teaching role, for example, mentoring colleagues, supporting peers, delivering presentations, planning etc. |
| Signed: Position: Date:  **Please authenticate with an institutional stamp, compliments slip or letterhead.** |