

# Referee form

To be completed by the APPLICANT

Applicant's name and ID# \_\_\_\_\_

Programme applying for: PGDIP Masters

Enrolling institution: \_\_\_\_\_

**Note to applicant:** The feedback in this recommendation is evaluative in nature, and cannot be accessed under the Privacy Act 1993. In other words, this recommendation is confidential between the recommender and the programme Board of Studies.

**I confirm that I did not write or draft any part of this recommendation.**

Signature of applicant

Date

\_\_\_\_\_

\_\_\_\_\_

To be completed by the REFEREE

Thank you for agreeing to provide a recommendation for the above applicant. We appreciate the time and effort you are putting into this recommendation and your honest assessment of the applicant's abilities.

- Please complete SECTIONS A, B and C
- Please sign the form
- Email the completed file to the address provided by the enrolling institution, with the student ID and name in the subject line.

## Section A: Contact information

Referees name:	
Date of recommendation:	
Position/Title:	
Employer name (organisation):	
Address:	
Telephone/Mobile:	
Email:	

## Section B: Referee's assessment

Please rate how the applicant compares to his/her peers against the criteria below:

Please indicate the reference group for this comparison: \_\_\_\_\_

Unable to judge- N/A	Below average	Average	Good	Outstanding	Truly exceptional
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Intellectual ability

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Quantitative ability

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Written expression (English)

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Oral expression (English)

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Creativity

---

Initiative

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Teamwork

---

Maturity

---

Demonstrated leadership

---

Potential for career advancement

---

Ethics & integrity

---

Sense of humour

---

Respect from managers

---

Respect from peers

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## Section C: Recommendation statement

### Guidelines

Please write an assessment of the applicant that reflects their qualities, achievements, and potential.

The following information would be helpful to include; with examples where possible.

- What is your relationship to the applicant?
- What skills and attributes will they bring to the programme?
- What are their strengths and weaknesses?
- How will the programme contribute to their success?
- How will you support the applicant through the programme?

\*The recommendation can be written on the following page or separate letterhead.

Applicant's name and ID# \_\_\_\_\_

Brief statement of recommendation

**Overall recommendation** (Please select one below)

Enthusiastic recommendation	Recommend	Recommend with reservations (Please provide detail in Section C)	Do not recommend (Please provide detail in Section C)

Signature of referee	Date
_____	_____