**Cert Ed-PGCE Reference Request**

## Reference Request for (name of applicant):

The above-named person has applied to join a teacher education course (Cert Ed/PGCE) and has provided your name as a referee. This course is designed for teachers, lecturers and trainers working in the Education, Training and Skills sector. The ETS sector includes further, higher and adult education; community and youth services; health services and the uniformed services (particularly army, prison, police and fire services); and 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 or email it directly to [admissions@scarboroughtec.ac.uk](mailto:admissions@scarboroughtec.ac.uk). 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 also acceptable in some circumstances.

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 letterhead, compliments slip or send via an appropriate email address that identifies you and your role within the organisation.

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

Yours faithfully

*Roy Halpin*

Roy Halpin

Programme Leader Education

halpinr@scarboroughtec.ac.uk

**ScarboroughTEC**

**Part-time In-Service Certificate in Education, Professional Graduate Certificate in Education, Postgraduate Certificate in Education**

#### 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 - paid**  **Yes – volunteer  No**  If yes, in what capacity will be applicant be working? If no, please comment further (to assist the application process):  During 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 or training capacity?  **Yes**  **No**  **\*voluntary work is acceptable in certain circumstances. Please enquire for details.** |
| 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.** |