

# Pre-Service PGCE Reference Request

## Reference Request for (name of applicant):

The above-named person has applied to join a course leading to either the Pre- Service Certificate in Education (Lifelong Learning), the Pre-Service Professional Graduate Certificate in Education (Lifelong Learning) or the Pre-Service Post 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 overleaf for your use in providing the reference and I would be grateful if you would complete it and return it to:

Carolyn Appleby School of Education Grimsby Institute Nuns Corner Grimsby

N E Lincolnshire DN34 5BQ

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

**Pre-Service PGCE Reference Request**

**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? |
| **2.** 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: |
| **3.** Please give your views on the applicant’s overall suitability for a teaching role: |
| **4.** 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.** |