

College of Education

Confidential referee report

Applicant details (to be completed by applicant before giving to referee)

Applicant's full name

Name by which previously known (if applicable)

University of Otago Student ID

Programme(s) applied for:

Early Childhood Education

- Bachelor of Teaching (Early Childhood Education) (3 Year)
- Master of Teaching and Learning (Early Childhood Education) (1 year)

Primary Education

- Bachelor of Teaching (Primary Education) (3 Year)
- Bachelor of Teaching Te Pōkai Mātauranga o te Ao Rua (Primary Bicultural Education) (3 Year)
- Master of Teaching and Learning (Primary Education) (1 year)

Secondary Education

- Master of Teaching and Learning (Secondary Education) (1 year)

Guidelines for referees completing this form

The purpose of this report is to get comments on the suitability of the applicant to undertake the programme(s) of their choice as indicated above. Programmes involve academic study at a tertiary level and practical work with people in professional settings.

- This report is confidential to University of Otago admission personnel, and will not be released to the applicant.
- This report is carefully considered at all stages of the admissions process.
- Please be honest and direct in providing as much information as possible.
- Referees cannot be family members, partners, or people living at the same address as the applicant. Some examples of suitable referees are:
 - Employers
 - Managers
 - Teachers
 - Tutors
 - Coaches
 - Mentors
 - Church leaders
 - Kaumatua
- An application cannot be processed without this form.
- Please return the completed form within 14 days.

Return the completed form to confidential.se@otago.ac.nz

Referee contact details

Referee's name

Phone

Email address

How long have you known the applicant?

In what capacity have you known the applicant? (e.g., teacher, employer, church leader, etc.)

I consider I know the applicant well enough to complete this form.

Yes

No

Personal qualities

Please comment on the applicant's particular personal qualities by ticking the appropriate box.

	Outstanding	Above average	Average	Below average	Causing concern
Leadership					
Co-operation					
Maturity					
Social Skills					
Adaptability					
Perseverance					
Initiative					
Reliability					
Integrity					
Flexibility					
Resilience					

In your opinion, has the applicant the determination and stamina needed to cope with the programme(s) of study they have applied for?

Yes

No

Unable to comment

Comments

Do you consider that the applicant has an understanding of, and sensitivity towards, equity issues? (e.g., sexism, racism, disabilities)

Yes

No

Unable to comment

Comments

Communication skills/ability to relate

Does the applicant have the ability to communicate clearly? Yes No Unable to comment

Comments

Have you had the opportunity to observe the applicant's ability to relate to people, particularly:

Pre-school School age Adolescents Own age Older people

If so, what were your impressions?

Community/sporting/cultural involvement

Comment on the applicant's involvement/interests under these headings.

Community

Sporting

Cultural

Other

Academic

In your opinion, is the applicant capable of coping with this programme of tertiary study?

Yes No Unable to comment

Comments

General

Is there anything you think the admission panel should discuss with the applicant?

Would you be happy to have the applicant teach or care for members of your family? Why or why not?

Are there any special personal circumstances which the admission panel should know when considering this applicant? Please identify positive and negative aspects.

Working with children

Would you trust the applicant in roles of responsibility over children?

To your knowledge, has the applicant ever been subject to formal disciplinary action or complaints regarding their behaviour towards children?

Is there any reason, in your view, why this applicant should not work with children?

Overall recommendation

- I recommend the applicant as an excellent prospect.
- I recommend the applicant as a good prospect.
- I have some reservations but would recommend the applicant as a suitable prospect (Indicate reservations in the space provided below).
- I have some reservations and would prefer to be contacted.
- I think the applicant is unsuitable (Indicate concerns in the space provided below).

Please add any further comments you would like to make, in support of your overall recommendation, e.g., personal qualities, additional skills/training, general suitability, personality traits, interpersonal and/or communication skills, experience that has not been covered in the body of this report.

Signed

Date

Thank you for your assistance. Please return the completed form within 14 days to confidential.se@otago.ac.nz
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