

College of Education

Confidential Referee Report

Your family, partner or close friends are not suitable referees.

TO BE COMPLETED BY APPLICANT BEFORE GIVING TO REFEREE.

Applicant's full name

Name by which previously known (if applicable)

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) (1 year)

Secondary Education

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

GUIDELINES FOR REFEREES

The purpose of this report is to get comments on the suitability of the applicant to undertake a 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 College of Education 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 should not be relatives of the applicant
- Please return this form as soon as possible, as applicants are disadvantaged if their referee reports are not returned promptly
- Please return the completed form

Either mail to: **Freepost 108584**
Admissions Office
University of Otago College of
Education PO Box 56
Dunedin 9054
New Zealand

or email a scanned copy to:
uoce.selections@otago.ac.nz

Thank you for your assistance.

REFEREE CONTACT DETAILS

Referee's name

Phone

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 To some extent

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					
Health					
Temperament					
Maturity					
Social Skills					
Adaptability					
Perseverance					
Initiative					
Reliability					
Integrity					

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.

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)

Is there any reason why the University should have concerns about the applicant's suitability for working with children?

Yes No

Please add any further comments you would like to make, in support of your overall recommendation, e.g., medical/health, 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 as soon as possible. Either mail to the Freepost address (see page 1), or email a scanned copy to: uoce.selections@otago.ac.nz.

An application cannot be processed without this form.