

**Dear Applicant, please pass this onto your referee.**

|  |  |
| --- | --- |
| **Reference for:** |  |

Course Applied for: **BA(Hons) Education (Early Years) (Top-Up) PT**

The above-named person has applied to join a course leading to the University’s Degree (BA) and has given your name as a referee. This two year Work Based Learning course is designed for those working in an Early Years role in any setting.

I would be grateful if you would complete this reference (adding more information on separate sheets if you wish) and return it to the email address indicated below. As this is a Work-Based Learning course you are asked to confirm that the applicant is and will be employed/undertaking voluntary work in an Early Years role and the hours they are working.

Each student also needs a named contact person in their workplace – this could be a colleague/mentor/line manager within the institution.

We do not normally acknowledge receipt of references, and so I would like to thank you in advance for helping us to select our candidates for training and development.

Yours faithfully

Course Administrator

BA(Hons) Education (Early Years) (Top-Up) PT

Please return this form by email to:

Subject Line: Course applications – Early Years

Email Address: ugteam@hud.ac.uk

**UNIVERSITY OF HUDDERSFIELD**

**School of Education and Professional Development**

BA(Hons) Education (Early Years) (Top-Up) PT

|  |  |
| --- | --- |
| Reference for: |  |

|  |  |
| --- | --- |
| Provided by: |  |

|  |  |  |
| --- | --- | --- |
| Can you confirm that the applicant has two years (minimum of 250 hours per year) experience in an Early Years role? | | |
| Can you confirm that the applicant will be working in an Early Years role for a minimum of 120 hours per year during the forthcoming academic year?  If so, in what capacity? | | |
| Can you confirm that the candidate has DBS clearance? | | |
| Applicant’s knowledge of and experience of Early Years: | | |
| Quality of applicant’s personal literacy and numeracy skills: | | |
| Applicant’s commitment and motivation: | | |
| Name of student’s contact at institution: | | |
| Other general comments: | | |
| Signed: |  |  |
| Position: |  |
| Date: |  |