

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:	