

VCA Form D

REFEREES REPORT

The named student has listed you as a referee and given AUT his or her written consent to obtain personal information from you. The purpose of this report is to ask for your comments on the suitability of the applicant to undertake a teacher education programme, in preparation for teaching in their chosen area. Please be frank and honest.

You should have known the applicant for 12 months or more, be at least 16 years old and not be the spouse, extended family member or friend of the applicant, nor live at the same address.

(Referee to complete)

NAME OF APPLICANT: _____ **STUDENT ID NUMBER:** _____

REFEREE'S NAME: _____

1. How long have you known the applicant? (e. g. months, years)

2. In what capacity have you known the applicant? (e.g. friend, employer)

3. How well do you consider you know the applicant? (e.g. very well, to some extent or not well at all)

4. Are you a friend or relative of the named student (including being part of their extended family)?

5. Have you observed the applicant's relationship with people, particularly those of:

Younger than school age: OBSERVED / NOT OBSERVED (Delete as appropriate)

Primary school age: OBSERVED / NOT OBSERVED

Secondary school age: OBSERVED / NOT OBSERVED

Own age: OBSERVED / NOT OBSERVED

An older age: OBSERVED / NOT OBSERVED

Comments:

6. What are the applicant's special skills and interests?

7. Does the applicant have the determination and stamina to cope with the demands of teaching?

YES / NO / Uncertain (Please add further comments if you wish)

8. Please score the applicant's personal qualities from 1 to 5:

(1=Outstanding, 2=Above Average, 3=Average, 4=Below Average, 5=Cause for Concern)

Leadership, Social Skills, Health, Temperament,
 Co-operation, Adaptability, Initiative, Emotional stability,
 Reliability, Perseverance, Maturity, Integrity

(Please add further comments if you wish)

9. Do you consider that the applicant has the academic ability to succeed in this programme of tertiary study?

YES / NO / Uncertain (Please add further comments if you wish)

10. Are there any special circumstances which the selection committee should know about when considering this applicant?

11. Do you consider the applicant has an understanding of, and is sensitive to equity issues? (e.g. gender, ethnicity)

12. Please make any additional comments you wish:

Overall Recommendation: (please tick the appropriate statement)

I recommend the applicant as suitable for teaching.

I have some reservations and can be contacted to discuss this.

I think the applicant is unsuitable.

The information provided by you in the following questions will be used by AUT in assessing whether the named student poses any risk to the safety of children.

Question:	Answer:
Have you ever had reason to suspect the named student's honesty?	
Do you trust the named student in roles of responsibility around children? If not, why not?	
Has the named student ever misled you about a matter relating to a child? If yes, please give details.	
Has the named student ever been disciplined for misleading or fraudulent conduct, including conduct relating to a child? If yes, please give details.	
How would you describe the way the named student acts around children?	
Has the named student ever been subject to formal disciplinary actions or complaints regarding their behaviour towards children? If yes, please give details.	
Do you think the named student can be trusted to be unsupervised around children?	

Question:	Answer:
Has the named student ever been subject to formal disciplinary action or complaints regarding disciplinary techniques? If yes, please give details.	
How well do you think the named student understands children?	
Do you have any other information about the named student that you believe is relevant to assessing the named student for safety around children?	

I, _____ (your full name),
of _____ (address)

answer the questions above believing the information supplied to be true and correct to the best of my knowledge:

Signature: _____ Date: _____

Contact phone number: _____

Contact email address: _____

Please return completed forms to:

School of Education
Faculty of Culture and Society
Auckland University of Technology
Private Bag 92006
Auckland 1142

OR by email to the sender of the covering email.