

Certificate in Human Services (with specialisation in Social Services only) Referee Report/Letter of Recommendation

Please return to:

FREEPOST 161
CPIT Faculty of Health, Humanities & Science
PO Box 540
Christchurch Mail Centre
Christchurch 8140

For enquiries, please contact 03-940 8074 or 03-940 8401.

Notes for Referee report:

Personal friends, family members or the applicant's counsellor/social worker are not appropriate referees. The best referee is a colleague, employer, supervisor, voluntary coordinator, leader (of community group, etc) who has knowledge of the applicant and the way in which they work with/relate to others. This report is to help assess the applicant's suitability and readiness for study in the CPIT Certificate of Human Services (Social Services).

Applicant's name _____

1 Role(s) in which applicant has been known to you:

Student Colleague Employee Volunteer

Other (please specify) _____

2 How long have you known the applicant? _____

3 Is the information in this Referee Report/Letter of Recommendation to be kept confidential from the applicant?

YES NO

4 Comparing the applicant with persons of similar background and experience, how would you rank him/her in the following areas?

Respect for difference
Readiness for study
Commitment to learning
Openness to give and receive feedback
Ability to work in a group setting
Dependability in performance and completion of tasks or assignments
Emotional stability
Academic ability
Empathy and ability to relate to people
Keeps clear personal boundaries
Reliability and ability to attend and meet course commitments
Ability to ask for help if needed

Unable to comment	Below Average	Average	Above Average

