

REFERENCE FOR STUDENT APPLYING FOR 14+ VOCATIONAL COURSE

APPLICANT NAME: _____

COURSE: _____

DATE COMMENCED CURRENT SCHOOL:

Please complete all the questions in Sections 1, 2 and 3. This information is treated in strictest confidence and will not be disclosed to the person who is the subject of the reference or to anyone else without the referee's prior permission.

SECTION 1 - PERSONAL SKILLS

<p>1. Timekeeping</p> <p>1) Poor, often late ----</p> <p>2) Fair, sometimes late ----</p> <p>3) Good ----</p> <p>4) Excellent, never late ----</p>	<p>5. Reliability</p> <p>1) Poor ----</p> <p>2) Satisfactory ----</p> <p>3) Good ----</p> <p>4) Very Good ----</p>
<p>2. Motivation and Attitude</p> <p>1) Poor, easily distracted ----</p> <p>2) Fair, needs encouragement ----</p> <p>3) Good, consistently reliable- needs little encouragement ----</p> <p>4) Excellent, needs no encouragement ----</p>	<p>6. Attention to Detail</p> <p>1) Poor ----</p> <p>2) Satisfactory ----</p> <p>3) Good ----</p> <p>4) Very good ----</p>
<p>3. Use of Initiative</p> <p>1) None ----</p> <p>2) Limited ----</p> <p>3) Good use ----</p> <p>4) Excellent use ----</p>	<p>7. Ability to Communicate</p> <p>1) Poor ----</p> <p>2) Satisfactory ----</p> <p>3) Good ----</p> <p>4) Very good ----</p>
<p>4. Learning Ability</p> <p>1) Poor, needs repeated instruction ----</p> <p>2) Learns slowly ----</p> <p>3) Fairly quick to learn ----</p> <p>4) Learns quickly ----</p>	<p>8. Need for Supervision</p> <p>1) Constant ----</p> <p>2) Intermittent ----</p> <p>3) Little ----</p> <p>4) None ----</p>

SECTION 2 - GROUP or TEAM SKILLS

1. Attitude to fellow pupils.	2. Standard of behaviour at school.
<p>1) Poor * ----</p> <p>2) Fair * ----</p> <p>3) Good ----</p> <p>4) Excellent ----</p>	<p>1) Poor * ----</p> <p>2) Fair * ----</p> <p>3) Good ----</p> <p>4) Excellent ----</p>

* Further details required if Section 2 marked Poor or Fair

SECTION 3 – EDUCATIONAL

Please provide the following information.

Teacher Assessment for Key Stage 3	
English	
Maths	
Science	

Does the student have:

Statement of Special Educational Needs? **No** **Yes**

EHCP **No** **Yes**

Psychological report **No** **Yes**

CAMHS report **No** **Yes**

If yes please attach to application form

Does the student have exam access arrangements? **No** **Yes**

If yes please give details

Has the student any disciplinary issues at school in the last year? **No** **Yes**

If yes please give details

Signed: Name: Date:

Position:..... School:.....