

**Guide to References for PGCE (iQTS)**

For your PGCE (iQTS) the university requires two supportive references from valid referees.

All references for the PGCE iQTS programme are submitted through the Universal Admissions system and will remain a condition of offer until the reference has been assessed as acceptable.

* Your reference should be:
	+ Academic if you have completed any study in the past 5 years\*
	+ From your current line manager or supervisor if you completed your previous study more than 5 years ago
	+ Should comment on your academic ability and general suitability for the course
* We are unable to accept references:
	+ Sent via email from a personal account (such as hotmail/gmail)
	+ From friends or relatives

## **What should be included in the references?**

* Your referee should refer to you by your official name (used in your application and documents).
* References must be submitted in English
* If the reference is academic your referee should comment on your academic suitability for the proposed programme of study, and any other information they consider to be relevant to your application. If they have knowledge of your recent study, it would be helpful if they could indicate the standard attained.
* All referees should confirm that they know of no reason why you should not work with children.
* For professional references your referee should comment on your professionalism, and if possible, your capacity to train to teach and your suitability for the profession

\*An academic reference should be provided by a tutor who has taught you on your current or most recent degree within the past five years and who can provide an informed view of your academic ability and suitability for your chosen programme of study.