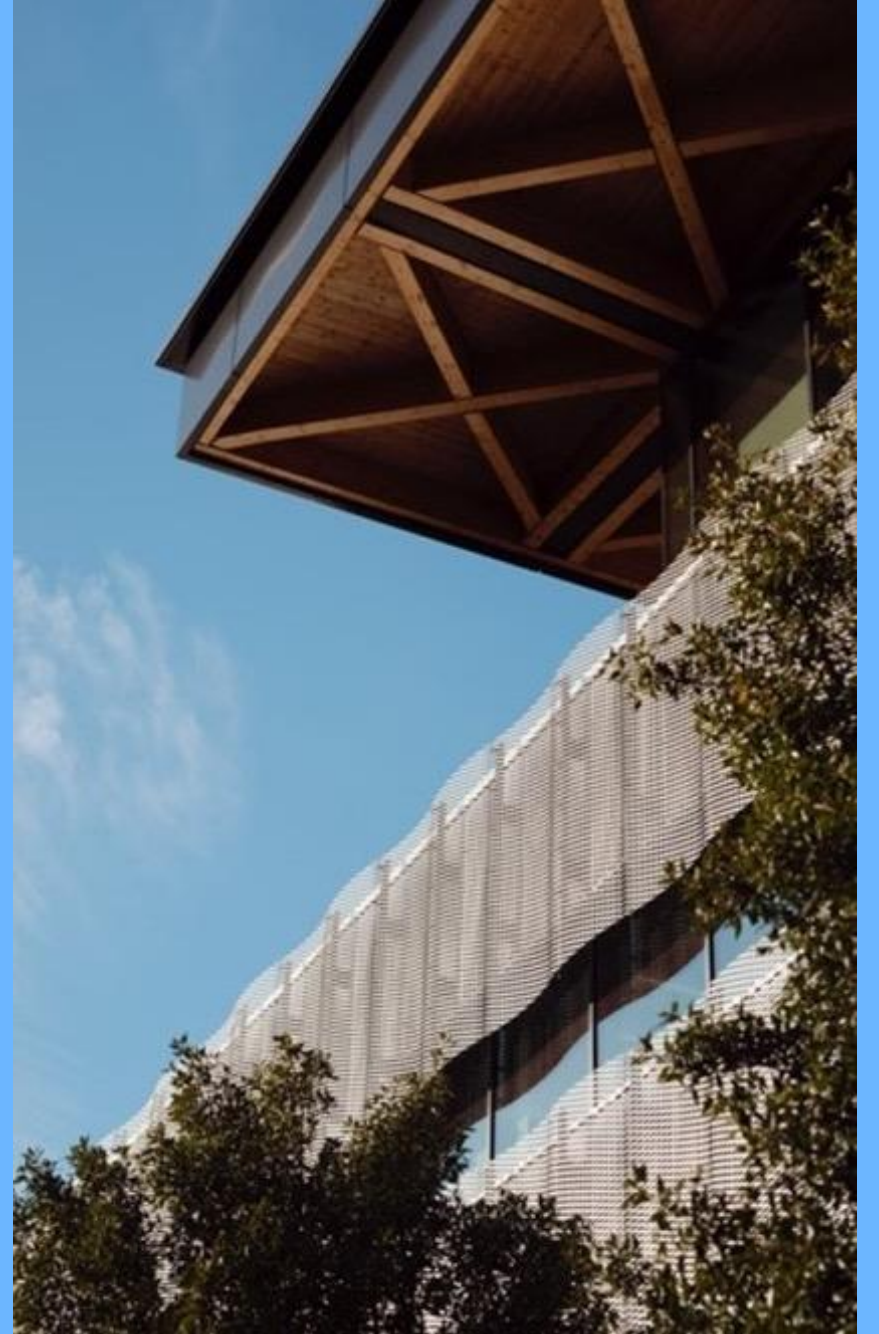




PGCE Guide to References

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About the reference process

When you apply for teacher training, you'll need to provide your referee details. Your referees will not be contacted until after you've accepted an offer for a place on the course.

Once you have accepted your place on a course, you can change your reference details, or even change your reference altogether based on any feedback you will have received from the team or during your interview.

Make sure you prepare your references when you accept a place on a course. If you apply late in the year, there can be a quick turnaround between your place being accepted and your references being contacted, so it's good to make sure they're ready.

All references will be reviewed by a trained staff member. The reference condition on your offer will not be cleared until this review has taken place and references are considered suitable.

You may be contacted about your references should additional reference be required



Type of References

There are 4 types of references you can provide on the DfE Apply system:

- Academic (for example, from your university tutor) – You need to provide an academic reference if you are currently completing study, or if you have studied within the last 5 years
- Professional (for example, from your manager)
- School experience (for example, from the headteacher of the school you've been working in)
- Character (for example, from a mentor or someone you know from volunteering) – These references should not be from a friend, family member or partner

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What we are looking for?

References must

- Be from an official professional email address (which is credible and traceable)
- Be from a named individual
- Confirm how they know you and if they know any reason why you should not work with children

References must NOT

- Be from an unverifiable email address (ordinarily Gmail/Hotmail etc)
- Be from a family member, partner or friend.

Referees should give a detailed response of (up to 500 words) about how they know you.

