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SCHOOL OF APPLIED HUMAN SCIENCE

Confidential Referee's Report: Diploma in Psychological Counselling

Dear Applicant

Please make three copies of this form and fill in Section 1 on each of the forms. Give one to each of your referees together with a stamped, addressed envelope (see last page) and **request that the referee return this form directly to us before 19 Nov 2018.**

SECTION 1:

Applicant's Name: _____

Name of Referee: _____

Position/Profession: _____

Address: _____

_____ **Code:** _____

Telephone Number: (_____) _____ **Cell:** _____

E-mail Address: _____

Fax Number: (_____) _____

SECTION 2: CONFIDENTIAL

Dear Referee,

Would you kindly respond to the questions below, bearing in mind the applicant's suitability for the Diploma in Psychological Counselling?

- (1) For how long, and in what capacity, have you known the applicant?

- (2) In terms of the candidate's critical ability, judgment, and willingness to adapt (please tick the block that you consider to best describe the candidate):

- | | | |
|-----|--|-----|
| [a] | Dogmatic, obstinate and prejudiced | [] |
| [b] | Adamant of own opinions, difficult to convince | [] |
| [c] | Seeks factual evidence to support own ideas, but is nevertheless persuadable | [] |
| [d] | Easily considers and accepts new approaches | [] |
| [e] | Open to new ideas and critical of own approach | [] |
| [f] | Not in a position to judge | [] |

- (3) Please tick appropriate block regarding the candidate's enthusiasm and ability to initiate and/or execute new courses of action:

- | | | |
|-----|------------------------------------|-----|
| [a] | Follows others' directions | [] |
| [b] | Not eager to attempt something new | [] |
| [c] | Capable and tries to please | [] |
| [d] | Seeks and undertakes new tasks | [] |
| [e] | Very ingenious and progressive | [] |
| [f] | Not in a position to judge | [] |

- (4) How would you rate the candidate in the following areas? Please tick the appropriate column for both academic and personal characteristics.

ACADEMIC

| | Below average | Average | Above average | Outstanding | Insufficient knowledge of the candidate |
|---------------------------------|---------------|---------|---------------|-------------|---|
| Problem solving | | | | | |
| Questioning | | | | | |
| Expressive ability a) verbal | | | | | |
| b) written | | | | | |
| Research skills | | | | | |
| Innovation | | | | | |
| Critical ability | | | | | |
| Hard-working | | | | | |
| Ability to meet deadlines | | | | | |
| Logical reasoning | | | | | |
| Clarity of thought | | | | | |

PERSONAL

| | Below average | Average | Above average | Outstanding | Insufficient knowledge of the candidate |
|------------------------------|---------------|---------|---------------|-------------|---|
| Trustworthiness | | | | | |
| Integrity | | | | | |
| Reliability | | | | | |
| Emotional stability | | | | | |
| Sensitivity | | | | | |
| Assertiveness | | | | | |
| Self-reliance | | | | | |
| Maturity | | | | | |
| Altruism | | | | | |
| Time Management Skills | | | | | |
| Decisiveness | | | | | |
| Adaptability/Flexibility | | | | | |
| Ability to be non-judgmental | | | | | |

(5) How would you rate the candidate's overall suitability for the Diploma in Psychological Counselling?
(Please tick the block that you consider to best describe the candidate):

- [a] Excellent []
- [b] Good []
- [c] Average []
- [d] Below average []
- [e] Unsuitable []
- [f] Insufficient Knowledge []

Additional comments for/against selection of this candidate

Signature: _____

Date: _____

Please post to campus listed as the applicant's preferred site of study by 18 May 2018.

Mark envelope: Confidential
Referee's Report

And send to:

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