



# REFERENCE REPORT

## Application to Teacher Updating Program at UBC Vancouver

All fields are required (this form is fillable).

Reference reports must be submitted as PDF files via email to [references.teo@ubc.ca](mailto:references.teo@ubc.ca).

Mailed or faxed reports are not accepted.

### APPLICANT INFORMATION

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You must arrange for the submission of two **confidential** Reference Reports to be sent on your behalf. The Faculty will not accept more than two reports nor will we accept letters in lieu of these report forms. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession. Therefore, it is essential that you choose referees who have **observed your work with children or youth** and are **not a family member or a personal friend**.

Applicant last name

Applicant first name

UBC student number  
(if applicable)

Teaching Option

Elementary

Secondary

### REFEREE INFORMATION

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The above named individual has applied for admission to the Diploma of Education program. Qualified teachers who hold certification from other countries, or qualified domestic teachers who are required to update their certification, are eligible to apply to our Teacher Updater Program. This program offers the opportunity to update teaching credentials while becoming familiar with recent developments in British Columbia schools. It is important that applicants who have demonstrated suitable personal qualities be selected.

This reference report is confidential; the applicant **must not see your responses** prior to submission.

Referee last name

Referee first name

Position/title

Organization telephone

Organization name

Organization location

Organization affiliated email address

If you are unable to provide an email affiliated with an organization, please explain why.



REFeree SCORING AND COMMENTS ON APPLICANT

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1. What is your professional relationship to the applicant?
  
2. How long have you known the applicant in this capacity?
  
3. Have you observed the applicant engaged with children/youth in group settings?
  
4. Please rank the applicant below using one of the following key words:  
 Exceptional (E), Very Good (VG), Good (G), Fair (F), Poor (P), Unknown (UK)\*

\*If you respond Unknown to more than two categories, consider advising the applicant to choose another referee.

Personal Qualities	Rank (One of E, VG, G, F, P, UK)	Comments to support assessment of applicant's work with children and/or youth
Professionalism/Work Ethic, including dependability and reliability		
Leadership skills (ability to plan and lead)		
Problem-solving and ability to stay on task		



<b>Personal Qualities</b>	<b>Rank (One of E, VG, G, F, P, UK)</b>	<b>Comments to support assessment of applicant's work with children and/or youth</b>
Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations		
Interpersonal skills with children/youth, including the ability to set reasonable limits		
Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions		
English language competence, both oral and written		

5. When you observed the applicant working with children/youth, please describe the context, e.g. individual, group size(s), age(s) and other relevant details.



6. Based on your observations, comment on the applicant's strengths for working with children/youth.
  
  
  
  
  
  
  
  
  
  
7. Please comment or elaborate on any areas where you have **reservations** concerning the applicant's suitability for admission to a teacher education program.
  
  
  
  
  
  
  
  
  
  
8. Overall recommendation:

**STRONGLY RECOMMEND**

**RECOMMEND WITH RESERVATION**

**RECOMMEND**

**NOT RECOMMEND**

REFEREE DECLARATION OF CONFIDENTIALITY

**I declare that the applicant has not seen the completed reference report form.**

DATE

YYYY MM DD

The Teacher Education Office reserves the right to contact references. It is the policy of the university to treat reference reports as confidential. Freedom of Information legislation can require the university to disclose the content of any report or reference but only where this can be done without disclosing the identity of the writer. In rare cases, the university may be required in court to disclose the reference in its entirety to parties to litigation.