

Applicant's name:



The  
University  
Of  
Sheffield.

Division of Human Communication Sciences

## REFERENCE FORM FOR ADVANCED CERTIFICATE IN LANGUAGE AND COMMUNICATION IMPAIRMENT IN CHILDREN

### CONFIDENTIAL

Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form, or alternatively to provide a signed reference letter which includes details of their position/role, work address, email and phone number (including an official letterhead would be useful if possible). The referee should then return the reference as an Email attachment (a scan or legible photograph of the completed form or, if a reference letter, a Word or pdf file). References should be sent directly to the Email address provided below. Please include in the Email title/subject the words 'Reference for LACIC Advanced Cert applicant'

**Please download this form and save it to your computer before completing. Once complete save all the changes and then return it to us.**

Return Email Address: [hcs-support@sheffield.ac.uk](mailto:hcs-support@sheffield.ac.uk)

### Section 1: To be completed by the applicant

#### Applicant's Details

Please complete the following details (in block capitals), and then copy the form to each referee for completion.

1 Surname / Family Name:		2 Title: Mrs/Ms/Miss/Mr	
3 Forename(s):		4 Date of Birth:	
5 Sex: Male / Female	6 Marital Status: Married / Single	7 Nationality:	

### Section 2: To be completed by the Referee

The above-named candidate is applying for graduate study at the University of Sheffield and has named you as a referee. We should be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake the proposed course of study, either by completing the form below, or by submitting a letter of reference. Should you choose to submit a letter, please include details of your position/role, work address, email and phone number (including an official letterhead would be useful if possible).

(If you require details of the course, please visit: <https://www.sheffield.ac.uk/health-sciences/undergraduate/hcs-courses/certificate>)

Please complete this form as soon as possible, and return it **directly to the Division of Human Communication Sciences at the email address above**. Thank you for your assistance, and please be assured that your reply will be treated in confidence.

When completing this form we request that you give your personal opinion of the candidate's ability to complete studies at Undergraduate level (Advanced Certificate). In particular we would seek comments relating to the candidate's commitment to training and development courses, as well as any distinct strengths and weaknesses (e.g. motivation, commitment, independence, ability to work under sustained pressure). Where the applicant's first language is not English, we would request your opinion on his/her standard of proficiency in written and oral English. This programme is a Distance Learning course; please comment on the applicant's ability to undertake this workload in addition to their normal occupation.

**Applicant's name:**

Signed

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Name: Telephone No:

Title: E-mail:

Affiliation: Length of time known:

**Please provide an official stamp of your School, College or Organization.**