**CONFIDENTIAL LETTER OF REFERENCE**

The Selection Committee would appreciate your opinion on the applicant’s suitability to apply for this course. Please provide specific comments on the applicant’s qualities as they relate to their selection for physiotherapy practice. If you do not have knowledge of the applicant relating to a specific question, please say so. This will not necessarily be detrimental to the applicant, because they have been asked to provide two referees, who, between them, will be able to cover all areas.

References will not be accepted from family members or friends.

Your reference is confidential to the Selection Committee and will not be shown to or discussed with the applicant. We may contact you to discuss the applicant in more detail.

For further information on the Master in Physiotherapy Practice programme see the webpage: [*https://www.auckland.ac.nz/en/study/study-options/new-*](https://www.auckland.ac.nz/en/study/study-options/new-programmes/master-of-physiotherapy-practice-mphysioprac.html)[*programmes/master-of-physiotherapy-practice-mphysioprac.html*](https://www.auckland.ac.nz/en/study/study-options/new-programmes/master-of-physiotherapy-practice-mphysioprac.html)

**Please place student name, ID number and programme in the subject line and return this reference to** [**admission@auckland.ac.nz**](mailto:admission@auckland.ac.nz) **before the 1st of October**. For example,



Please note that using an incorrect subject line or delaying the reference submission can make the applicant ineligible for selection.

Thank you for taking the time to complete this reference.

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|  |  |
| --- | --- |
| ***\****Referee’s name: |  |
| \*Contact phone number: |  |
| \*Email address: |  |
| \*In what capacity do you know the applicant? |  |
| \*How long have you known the applicant? |  |
| Vulnerable Children Act (2014) requires that employers complete a risk assessment of workers engaged with children. Students who complete a clinical placement with children must also comply with the Act. For this reason, the department of Exercise Sciences must complete a risk assessment before the student’s place in the programme is confirmed. An essential part of this risk assessment is that a reference check is completed with the student’s referees. The student’s place in the programme cannot be confirmed until this information is provided. | |
| \*Do you have any concerns about the applicant’s suitability to work with children? |  |
| \*Are there matters you would like to discuss by phone? |  |

WHERE POSSIBLE PLEASE GIVE ACTUAL EXAMPLES TO SUPPORT YOUR RESPONSE

**Academic:** Please comment on the applicant’s academic ability. In your opinion, do you think the applicant has the academic ability to succeed in an intensive two-year postgraduate physiotherapy programme?

**Communication skills:** Please comment on the applicant’s ability to communicate with a wide range of people in a non-judgemental, accepting, and genuine manner. This includes listening skills as well as being able to express themselves clearly.

**Ability to contribute:** Please comment on the applicant’s ability to contribute to a group (staff team, student class), including willingness to offer ideas, skills and knowledge, assertiveness, ability to cooperate and be supportive of others.

**Professionalism:** Please comment on the applicant’s professional behaviour including time management, self-management, and response to stressful situations.

**Self-awareness:** Please comment on the applicant’s awareness of his/her own values, motivations, and issues/limitations.

**Cultural sensitivity:** Please comment on the applicant’s experience and sensitivity towards people from different cultural backgrounds to him/herself.

**Compassion:** Please comment on the applicant’s ability to be warm, supportive, and patient. Please also comment on whether this is sufficiently overt for it to be perceived by others (e.g., clients, colleagues, and peers).

**Limitations:** Please comment on any issues that you are aware of that could have a negative impact on this applicant’s ability to succeed in the MPhysioPrac degree programme.

\*Would you be happy to have the applicant provide care for members of your family? **YES/NO**

Why?

**\*Personal qualities:** Please score the applicant’s personal qualities from one to five (where 5 = Outstanding, 4 = Above Average, 3 = Average, 2 = Below Average, 1 = Cause for Concern, NC = Unable to Comment):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Leadership |  | Maturity |  | Perseverance |  | Enthusiasm |  |
| Cooperation |  | Adaptability |  | Initiative |  | Reliability |  |
| Responsibility |  | Problem solving |  | Sense of humour |  | Concern for others |  |

**Other:** Are there any other comments you would like to make?

**Thank You for completing this reference**