

UNIVERSITY COLLEGE CORK, IRELAND
REFERENCE REQUEST FORM
[CKA50] Higher Diploma in Social Policy – Online (1 year full-time)
[CKA51] Higher Diploma in Social Policy – Online (2 year Part-time)

N.B. Instructions For Completion

TWO written references are required for your application to the Higher Diploma in Social Policy. Please download and print these Reference Request Forms and write your PAC Application Number, name, address and telephone number in the space provided. A copy should be sent to each of your Referees

TWO REFEREES' LETTERS ARE REQUIRED FOR YOUR APPLICATION

1. One reference **must** be a third level academic reference and
2. A second reference **must** be an employer (either paid or voluntary)

PAC Application Number: _ _ _ _ _

Name (in full): _____

Address: _____

Telephone Number: _____

Dear Referee,

The above candidate has applied for admission to the Higher Diploma in Social Policy (Online) commencing in September and has given your name as a referee. I trust that you have been consulted and I would welcome your comments regarding the applicant's suitability for social work training.

The Higher Diploma in Social Policy provides a foundation in the study of social policy, the welfare state and social services. The number of places on the course is limited and admission is restricted to graduates who do not hold a Bachelor of Social Science Degree. Applicants should have a good academic record. A lively interest in social affairs is also an asset. As holders of the Higher Diploma in Social Policy are qualified to apply for other professional programmes provided by the School of Applied Social Studies in Social Work and Social Policy, I would also appreciate your comments on the level of personal maturity of the applicants and their soundness of judgement, tolerance and sensitivity towards others.

Your replies will be held in strict confidence and should be **returned by email to Ms. Rebecca Jeffers via email: Rebecca.jeffers@ucc.ie** However, University College Cork is subject to the Freedom of Information Act (1997) under which the contents of your Reference Letter may be requested by and released to the subject of the reference.

Finally, I would like to thank you in advance for your kind assistance in this matter.

Yours sincerely,

Ms. Rebecca Jeffers
Deputy Director of the Higher Diploma in Social Policy (Online)