

UNIVERSITY COLLEGE CORK, IRELAND
REFERENCE REQUEST FORM
[CKE75] M.Soc.Sc. in Voluntary and Community Sector Management (2 year
Part-time)

N.B. Instructions for Completion

TWO letters of reference, - **one from an academic source** outlining your academic qualifications/ability and **the other from a voluntary sector group** (or, if appropriate, from a public or private sector employer) outlining any voluntary sector experience or other relevant experience you have had in a paid or unpaid capacity - are required for your application to the M.Soc.Sc. in Voluntary and Community Sector Management.

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**).

PAC Application Number: _ _ _ _ _

Name (in full): _____

Address:

Telephone Number: _____

Academic Reference

Dear Referee,

The above candidate has applied for admission to the two-year part-time M.Soc.Sc. in Voluntary and Community Sector Management programme commencing in September and has given your name as an **Academic Referee**. I trust that you have been consulted and would welcome your comments regarding the applicant's suitability for the M.Soc.Sc. in Voluntary and Community Sector Management.

This Masters is being offered to those wishing to develop a career in management/coordination in the voluntary and community sector and who would like to improve their knowledge and skills base. It is aimed at those who already have some experience of work in the sector or in the public or private sector where the work relates to people-centred social/community service provision.

Applicants should have at least a second class honours in a primary degree and normally have **a minimum of two years recent and relevant work experience** (e.g. practitioners/managers in youth work, play work, community work, community education, the community and small voluntary sectors, community renewal and enterprise, community health workers, equality workers, and environment workers)

Applications will be considered from those without a primary degree provided they have a vocational/professional qualification in a relevant subject area and have held, for a minimum of two years, a position of responsibility of relevance to the course.

Your replies will be held in strict confidence and should be returned in letter format **via post or email to**

Ms. Phil O'Sullivan, School of Applied Social Studies, University College Cork, Cork, Ireland. Email: phil.osullivan@ucc.ie Tel: 00 353 21 4902228

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. Since candidates cannot be interviewed without Reference Letters, your early response would be most helpful.

Thanks in advance for your kind assistance in this matter.

Yours sincerely,

Dr. Féilim Ó hAdhmaill,
Programme Director,
M.Soc.Sc. in Voluntary and Community Sector Management,
School of Applied Social Studies, University College Cork.

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Address:

Telephone Number: _____

Voluntary Sector (or other relevant) Experience Reference

Dear Referee,

The above candidate has applied for admission to the two-year part-time M.Soc.Sc. in Voluntary and Community Sector Management programme commencing in September and has given your name as a Voluntary Sector (or other relevant) Experience Referee. I trust that you have been consulted and would welcome your comments regarding the applicant's suitability for the M.Soc.Sc. in Voluntary and Community Sector Management.

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