

**Professional Referee Report – Confidential
Master in Counselling**

PERSONAL DETAILS – To be completed by the applicant before forwarding to the referee. This form must be submitted by the referee.

Title	Surname	Given Names
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Please tick one of the boxes below to indicate to the referee the date by which the report must be returned:

- 4 December (For Round 1: Application closing date of 27 November 2009)
- 5 February (For Round 2: Application closing date of 29 January 2010)
- 19 February (For Round 3: Application closing date of 19 February 2010)
- 25 June (For Mid Year Entry: Application closing date of 18 June 2010)

REFEREE REPORT – TO BE COMPLETED BY THE REFEREE.

This form must be forwarded to the referee and returned by them directly, to:

The Admissions Office, Faculty of Education, Building 6, Clayton Campus, Monash University, VIC 3800

Name	Contact Number
Position	Employer

- How long have you known the applicant? _____
- In what capacity have you known the applicant? (including your role, applicant's role and work context)

Referee role and work context:

Applicant's role and work context:

3. Please rate applicant's characteristics and competencies using a 5-point scale

(1 = not very well; 5 = excellent)

Is the applicant

Well known to you?	1	2	3	4	5
Self-motivating?	1	2	3	4	5
Able to meet deadlines?	1	2	3	4	5
An empathic listener?	1	2	3	4	5
Able to work as a team member?	1	2	3	4	5
Able to get on with staff?	1	2	3	4	5
Able to express themselves verbally?	1	2	3	4	5
Able to write professionally?	1	2	3	4	5

4. What are the applicant's strongest competencies that will impact on the areas of counselling?

5. What are the competency areas the applicant needs most to develop in order to become an effective counsellor?

6. Overall, my support for this applicant for the course is:

Unreserved Strong Fairly strong Moderate None at all

7. Comments (optional)

REFEREE'S SIGNATURE

Under the Information Privacy Act an individual may seek access to personal information that Monash University holds about them. If the individual whom this referee report is about seeks access to the report:

- I consent to the entire report (including my name) being released to the individual; or
- I do not consent to my name being released to the individual and I confirm that this information is provided in confidence

Signature: Date / /

The information on this form is collected for the primary purpose of providing a referee report on the suitability of an applicant. Other purposes of collection include attending to administrative matters. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess the application for admission. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.