** Employer English Language Referee Report Form**

**SECTION 1: TO BE COMPLETED BY THE APPLICANT**

**APPLICANT DETAILS:**

Student number (see offer letter): ..............................................................

Surname/Family Name: .................................................................... Title: ..............................

First/Given Names: ........................................................................... Date of Birth: .................

**PROPOSED STUDY:**

Name of Taught course (e.g MSc Management): .............................................................................

............................................................................................................................................................

Name of Research programme (e.g. PhD Geography) and proposed topic: .....................................

............................................................................................................................................................

***Please note that your referee should be responsible for your line management or in a position of authority within the organisation. We are unable to accept references from friends or family members. References will be assessed on a case-by-case basis.***

**SECTION 2: TO BE COMPLETED BY YOUR EMPLOYER**

On completion, this form should be emailed to:[**postgraduate.admissions@swansea.ac.uk**](mailto:postgraduate.admissions@swansea.ac.uk)**. Please include your organisation stamp and send from an official company email account where possible.**

The above-named has applied to study at Swansea University and has requested exemption from undertaking a formal English Language test. We would be grateful if you would use this form to provide examples of daily tasks undertaken illustrating how the candidate uses the four components of English Language (Writing, Listening, Speaking and Reading) in your place of employment on a day-to-day basis. We thank you in advance for your assistance. *This reference is no longer confidential and may be seen by the applicant during the application process.*

**Please complete all sections of this form.**

1. How long and in what capacity have you known the applicant? ......................................

............................................................................................................................................

1. What is applicant’s role within the Company?

.............................................................................................................................................

1. How long has the applicant worked in the Company? Please include start date and end date if no longer working for you.

…………………………………………………………………………………………………………………………………………

Please return the completed form to:[**postgraduate.admissions@swansea.ac.uk**](mailto:postgraduate.admissions@swansea.ac.uk)**. Please include your organisation stamp and submit from an official company email address if possible.**

4. Please comment on his/her level of English Language proficiency by placing a tick in the relevant boxes below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor |
| Writing |  |  |  |  |
| Listening |  |  |  |  |
| Speaking |  |  |  |  |
| Reading |  |  |  |  |

5. Please provide **specific examples** of daily tasks that the applicant undertakes and uses English in Writing, Listening, Speaking and Reading *in their day-to-day work* by completing the boxes below:

|  |  |
| --- | --- |
|  | Examples of daily tasks |
| Writing |  |
| Listening |  |
| Speaking |  |
| Reading |  |

**Name of referee** (in capitals): ...................................................................................................................

**Signature**: .................................................................................................................................................

**Position held**: ............................................................................. **Date**: .................................................

**Organisation/Institution Name and Address**: .........................................................................................

...................................................................................................................................................................

................................................................... **Email address**: .............................................................