

THE UNIVERSITY OF THE WEST INDIES

School of Education

## REFEREE’S (Principal’s) REPORT – ADMISSION

### INSTRUCTIONS TO APPLICANTS

*This Referee Report must be submitted to the Office of Graduate Studies & Research*, *UWI, St. Augustine as per instructions on the application portal not later than 29 March, 2024. The application cannot be considered without this report.*

### SECTION A – To be completed by Applicant

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(BLOCK LETTERS)*

PRESENT SUBSTANTIVE POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(You* ***MUST*** *attach your* ***assessment letter AND appointment letter*** *from the Ministry of Education as a teacher and proof of any other position you have held or currently hold)*

PRESENT SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAMME (for which applying): **POSTGRADUATE DIPLOMA IN EDUCATION**

SELECT THE SPECIALISATION (and subject where necessary) FOR WHICH YOU ARE APPLYING (**Choose ONE only**):

* **Educational Administration for Secondary Schools**
* **English** **Language Arts** (includes Communication Studies)
* **Foreign Languages** (Spanish, French) [***underline which applies to you***]
* **Information Technology**
* **Mathematics**
* **Sciences** (Chemistry, Biology, Physics, Integrated Science, Environmental Studies, Physical Education) [***underline which applies to you***]
* **Social Sciences** (Business Studies, Geography, History, Social Studies) [***underline which applies to you***]
* **Visual and Performing Arts** (Theatre Arts, Music, Visual Arts, Dance) [***underline which applies to you***]
* **CBET/TVET** (Building Construction; Electrical; Home Economics; Clothing & Textiles; Mechanical; Technical Drawing; Agricultural Science) [***underline which applies to you***]

NUMBER OF TIMES APPLIED TO THIS PROGRAMME BEFORE: \_\_\_\_\_\_\_\_

NUMBER OF YEARS AT SECONDARY SCHOOL AS A: Graduate Teacher: \_\_\_\_\_\_\_ Non-Graduate Teacher: \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

### SECTION B – To be completed by Principal as Referee

**INSTRUCTIONS TO REFEREES**

1. ***You may make additional comments on a separate sheet of paper which should be attached to and***

***submitted along with this form.***

1. ***Please submit your report under confidential cover****.* ***Your failure to submit a report or a late***

***submission of your report may prevent consideration of the candidate’s application.***

NAME OF PRINCIPAL/REFEREE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(BLOCK LETTERS)*

SCHOOL & ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal or Acting Principal)

1. Please indicate the approximate number of **teaching** **hours** per **5 day week** that have been assigned to the applicant for the academic year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **No. of hours** | **Subject** | **No. of hours** |
| English |  | Social Studies |  |
| Communication Studies |  | History |  |
| Caribbean Studies |  | Geography |  |
| French |  | Sociology |  |
| Spanish |  | Religious Education |  |
| Information Technology |  | Principles of Business |  |
| Mathematics |  | Principles of Accounts |  |
| Integrated Science |  | Economics |  |
| Chemistry |  | Agricultural Science |  |
| Biology (incl. Human + Social) |  | Food + Nutrition |  |
| Physics |  | Technical Drawing |  |
| Environmental Science |  | CBET/TVET |  |
| Physical Education + Sport |  | Music |  |
| Other - |  | Theatre Arts/Drama |  |
| Other - |  | Visual Arts |  |

1. Please indicate **this applicant’s length of service** in the following positions, if applicable:

Ag. Dean \_\_\_\_\_ Dean \_\_\_\_\_ Ag. HOD \_\_\_\_\_ HOD \_\_\_\_\_

Ag. VP \_\_\_\_\_ VP \_\_\_\_\_ Ag. Principal \_\_\_\_\_ Principal\_\_\_\_\_

1. Please complete: I would recommend the applicant’s admission to a graduate programme at The UWI

* Without reservation
* I am unable to recommend the applicant’s admission to a graduate programme at The UWI

because (*state reason here*)

You are invited to add in the space below, any further comments which you think may be relevant, and which could assist us in our evaluation of the applicant’s potential for graduate studies and research.

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**Signature of Principal Date**

**School’s Email Address:**

School stamp

**School stamp must be used.**

**This document must be sealed and signed on the sealed flap by the Referee.**

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**NOTE TO PRINCIPALS**:

1. Participation in the Postgraduate Diploma in Education programme requires teachers to (a) attend classes three evenings per week, from 5:00 – 8:00 pm, Monday to Friday, (b) attend 10 Practicum field days on Fridays at schools around Trinidad and Tobago, (c) host fellow teachers and School of Education academic staff on Practicum days, (d) engage in supervised teaching practice and (e) conduct an Action Research study at school.
2. **It is the principal’s responsibility to communicate to an applicant whether the applicant is being recommended.**