



Teaching
Agency

Funded Postgraduate Entry Training in Educational Psychology

**Referee guidance notes – 2013
cohort application process**

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Introduction

The Teaching Agency (TA) is responsible for hosting an on-line application process for funded Educational Psychology training places in England.

Applications for funded Educational Psychology entry training must include two references:

An academic reference: This should be completed by a person who is familiar with the applicant's academic record. If the applicant completed their degree some years ago and the university is unable to provide an academic reference, they may invite, for example, someone from their teacher training course or alternatively, their current employer to provide a reference giving details of professional development or other learning undertaken. Only one academic reference will be accepted.

A relevant experience reference: This must be completed by the applicant's employer or equivalent.

Referee eligibility criteria

The two references must be written by two different individuals.

A single reference can incorporate the views of more than one person, although this is not encouraged. The nominated referee should make clear where he/she is reporting the views of someone else.

Referees should not be in a position to only provide a character reference (e.g. family friends, local GP or clergy etc.) as this will not provide appropriate support for the application.

Third references: Where an applicant has been working in their current role for less than three months, they may wish to submit one additional relevant experience reference.

There is no circumstance in which a second academic reference will be appropriate.

Please note: Applicants cannot submit their application without completed references. Please make sure that your reference is submitted before the application deadline of 7 January 2013, otherwise the overall application will not be accepted for shortlisting.

Timetable

The timetable for the application process is as follows:

Online application system live and handbook released	6 November 2012 (12pm)
Reference deadline	7 January 2013 (5pm)
Application deadline	11 January 2013 (5pm)

Providing the reference on-line

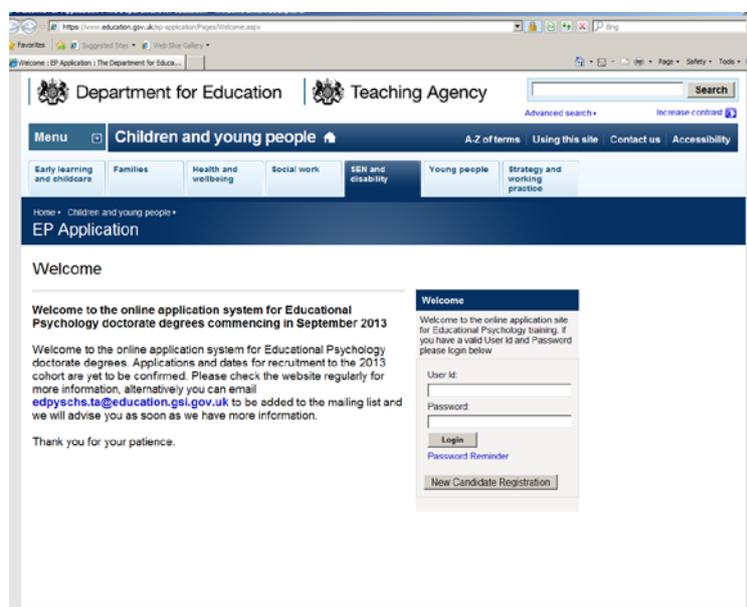
Applicants are required to enter the contact details of their referees at the earliest opportunity. Once an applicant enters the contact details of their referees into the online system and requests the references, an e-mail will be sent to the referee containing instructions about how to log on and how to complete a reference for the named applicant.

Logging on

The application website can be accessed at this address:

<https://www.education.gov.uk/ep-application/Pages/Welcome.aspx>

The online application system requires referees to log into the system in order to write and submit the reference. The logging in page looks like this.



Please note: The application form will time out after a period of inactivity (not clicking save) after ten minutes. We, therefore, recommend that you save any progress at regular intervals or complete the reference in an editing package such as Microsoft Word and paste it into the space provided.

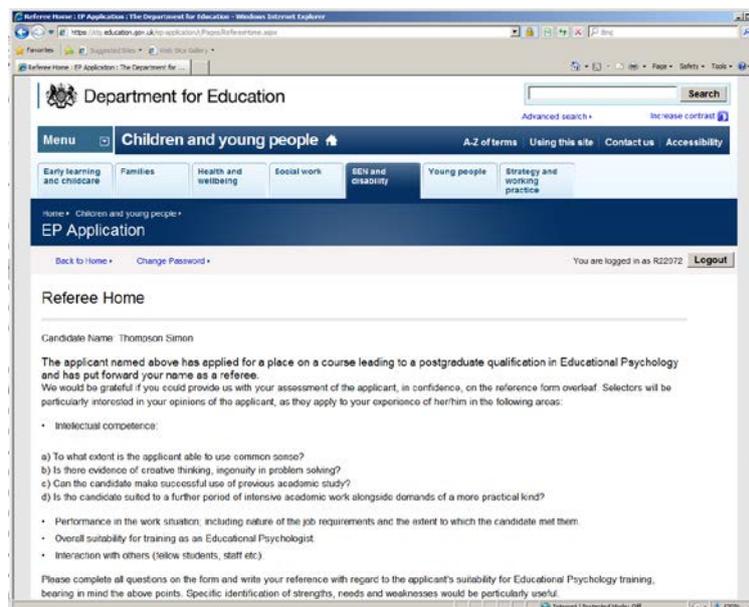
Error Message!

Should you receive an error message stating that the page can only be accessed via a secure connection, please refer to the URL stated within this guide and carefully check it against the one entered in the address bar of your browser. It should read <https://...> rather than [http://](http://...)

You will have been provided with log in details via e-mail (or by letter where the applicant has not provided an email address for you). Please enter these into the appropriate boxes in order to access the reference form. If you are having difficulty logging in, please try copying and pasting your login details from your email as the login details are case sensitive. There should be no spaces before or after the login/password or the login will be unsuccessful.

Referee Home

Once logged on you will be directed to this page: The home page contains details about how to complete the reference form and who it is for. To click through to the reference form click:

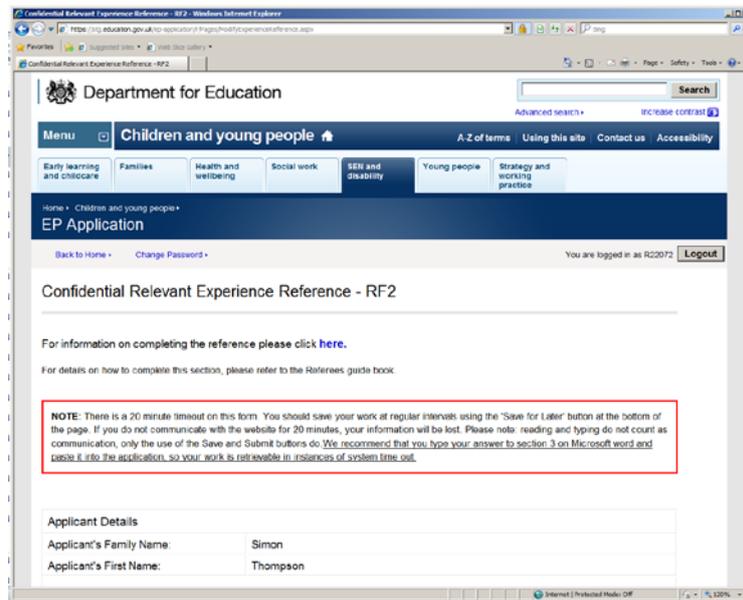


Should you wish to change your password to a more memorable one than that provided, then you can do so by selecting '**Change Password**' at the top of the screen.

The Reference Form

All fields marked with a * are mandatory and must be completed in order for the reference to be submitted. Once submitted you will no longer be able to log on to edit or view the reference.

If you are providing references for multiple applicants, separate log in credentials will be generated for each one.



Submitting the reference

Once you have completed the reference you can press submit and a notification will be sent to you by e-mail if the submission was successful. You will still be able to log in to view your reference but once it has been submitted no further changes can be made.

Opting out of supplying a reference

Should you choose not to complete a reference for the named person, please notify the applicant as soon as possible to give them time to find a suitable alternative. Your reason for opting out does not need to be specified. If you are unable to contact the applicant directly, please contact the Teaching Agency at: edpsychs.ta@education.gsi.gov.uk

Signatures

The unique log-in details that are sent to you are designed to ensure that there is a certain level of security. It is, therefore, not necessary to sign the reference before submitting it. By submitting the form electronically you are giving consent for the reference to be used.

Withdrawal

If you wish to withdraw your reference at any time you must do so before the application has been submitted to the training providers.



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