**APPRENTICESHIP SCHEME EDUCATION PROVIDER SUPPLIER’S REFERENCE FORM**

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| --- | --- |
| TENDERER’S COMPANY NAME: |  |
| REFEREE COMPANY NAME: |  |
| NAME OF PERSON COMPLETING THIS REFERENCE: |  |
| POSITION WITHIN COMPANY/ORGANISATION: |  |
| VALUE OF CONTRACT: |  |
| DATE: |  |

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| **Referees must provide a score out of 4 for every area of service listed below** | | | | | |
| **Area of Service** | **Excellent**  **(score = 4)** | **Good**  **(score = 3)** | **Average**  **(score = 2)** | **Poor**  **(score = 1)** | **Very Poor/NA**  **(score = 0)** |
| Quality of teaching and academic standards. |  |  |  |  |  |
| Level of satisfaction with the allocation of student’s time whilst at college i.e. teaching contact, self-study and practicals. |  |  |  |  |  |
| Quality and timeliness of monitoring and assessment of students’ work. |  |  |  |  |  |
| Quality of learning support provided to students, e.g. study plans, creating portfolios etc. |  |  |  |  |  |
| Ability to provide comprehensive welfare services and support to students. |  |  |  |  |  |
| Ability to communicate effectively with the employer and any other stakeholders in the apprenticeship. |  |  |  |  |  |
| Ability to efficiently manage any administration and financial processes related to the provision of education. |  |  |  |  |  |
| Overall level of satisfaction with the Education Provider. |  |  |  |  |  |