

**REFERENCE TEMPLATE**

**Reference template: Section 1**

Should include contact information and the connection between the Intern and the referee:

Intern Name:	
Internship Title:	
Name of Referee:	
Job title of Referee:	
Host Organisation Name:	
Working relationship with the Intern (manager, supervisor, mentor):	
Internship Start and Finish Dates:	

**Reference Template: Section 2**

This section should include factual data from the internship - main duties and responsibilities with reference to the Developmental Work Experience Agreement above:

Use the table below as a guide to areas that you can include in this section:

<b>Skills learned / practiced during the internship</b>
<b>GENERIC SKILLS:</b> <ul style="list-style-type: none"> <li>• Basic fundamental skills (prose/document literacy, numeracy, computer literacy)</li> <li>• People related skills (communication, team work, customer service, presentation)</li> <li>• Conceptual skills (problem solving, creativity)</li> <li>• Other</li> </ul>
<b>TRANSFERABLE SKILLS</b> <ul style="list-style-type: none"> <li>• Management</li> <li>• Project management</li> <li>• ICT</li> <li>• Languages</li> <li>• Other</li> </ul>
<b>TECHNICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Specific Software Packages</li> <li>• Specific Equipment</li> <li>• Other</li> </ul>
<b>OTHER (Please Specify):</b>

***Reference Template: Section 3***

- Attendance record
- Time keeping record

***Reference Template: Section 4***

May include the following:

- Work performance – how well the Intern performed on a daily basis?
- Team work/ability to work with others – how well did the Intern interact with others?
- Flexibility – did the Intern demonstrate a willingness to take on new tasks and new knowledge?
- Attention to detail – did the Intern absorb all relevant job information and avoid making mistakes?
- Enthusiasm for work – did the Intern demonstrate good work behaviours/ethos?

***Reference Template: Section 5***

A key statement is whether you would be willing to hire the person. A prospective employer may be influenced greatly by this.

***Reference Template: Section 6***

State if you are willing to further discuss the performance of the Intern. Provide contact information.