**CHC52015 Diploma of Community Services**

**Reference**

Please complete this form and email to sue.wilson@ac.edu.au.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name:**  |       | **Date:** |       |
|  |
| **Referee’s Details** |
| **Name:** |       |
| **Organisation:** |       |
| **Position:** |       |
| **Phone:** |       | **Email:** |       |
|  |
| **Relationship to the applicant:** |       |
|  |
| **Years known the applicant:** |       |
| **Have they served at least 100 hours in providing community engagement?** |
| [ ]  Yes | [ ]  No |
|  |  |
| **If no, how many hours (approximately)?** |       |
|  |
| **Outline her or his main community role (the role you are most familiar with, it could be several):** |
|       |
|  |
| **Did they display appropriate personal attributes for this position?** |
| [ ]  Yes | [ ]  No |
|  |
| **How well did they work with a team?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How often did they report to senior leadership on the implementation of community engagement?** |
| [ ]  Regularly | [ ]  Good | [ ]  Not at all |
|  |
| **How well did they implement the ministry tasks?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |

|  |
| --- |
| **Describe the effectiveness of her or his leadership. What are some leadership strengths?** |
|       |
|  |
| **How well did they delegate responsibility, supervise, and appraise performance?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they train and equip others?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they receive feedback from others?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they develop programs for community engagement?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they implement and monitor programs for community engagement?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they communicate with others (including following communication protocols)?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **How well did they work with diverse people and groups?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **Did they work with a variety of people and groups (at least 5 different groups)?** |
| [ ]  Yes | [ ]  No |
|  |
| **How often did they work with organisations outside your organisation?** |
| [ ]  Regularly | [ ]  Good | [ ]  Not at all |
|  |
| **Did they work according to the organisations policies and procedures?** |
| [ ]  Yes | [ ]  No |
|  |
| **Did they make referrals when necessary?** |
| [ ]  Yes | [ ]  No |
|  |
| **Did they follow child protection policy and procedures?** |
| [ ]  Yes | [ ]  No |
|  |
| **How well did they care for and improve themselves?** |
| [ ]  Excellent | [ ]  Very Good | [ ]  Good | [ ]  Satisfactory | [ ]  Not at all |
|  |
| **Any other comments on their community engagement and leadership effectiveness** |
|       |