**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** | | | | | | | |
|  | | | | | | | |