



Inclusion and Professional Support Program (IPSP) Grant Application Process 2013-2016

REFEREE REPORT – PROFESSIONAL SUPPORT COORDINATOR

Name of the Applicant this referee report is for:

Name of the PSC Region for which the applicant is applying:

Closing Time: 2:00pm Canberra Time, Friday, 24 February 2012

REFEREE REPORT TEMPLATE

PROFESSIONAL SUPPORT COORDINATOR

All applications for a Professional Support Coordinator should include up to two written Referee Reports per Region. The Department of Education, Employment and Workplace Relations (DEEWR) may contact these Referees. Should an applicant submit more than two Referee Reports, DEEWR will decide which two referee reports will be considered.

You may submit the contact details of up to two Referees if there is a compelling explanation as to why a report cannot be submitted on time.

NOTE: DEEWR staff and people employed by the applicant cannot act as Referees.

Completing the Referee Report

The Referee should complete this form and sign it.

Referee comments are limited to a maximum of 350 words per selection criterion. All selection criteria have equal weight. There are four selection criteria for Referees to address.

Referees should refer to the *Request for Applications for Funding to deliver IPSP activities in 2013-2016* for further information about the Selection Process.

Referees who fill in the Referee Report are **required** to complete a declaration stating that the information provided is true and accurate, and that they agree to the use and release of their personal information for the purpose of the Selection Process.

How to submit this Referee Report

The referee report should be submitted with the Application by 2:00pm Canberra Time, Friday, 24 February 2012.

NOTE: If you require the Referee Report to be submitted as a separate document, contact DEEWR either by emailing IPSPApplications@deewr.gov.au or by calling (02) 6240 8867.

Information for Referees

Privacy Statement: The referee's personal information is required for the purposes of the Professional Support Coordinator Selection Process and will not be used for any other purpose or released to any other person or organisation without written consent obtained by DEEWR.

REFEREE REPORT

1.1 Referee Details

First name	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Phone number (incl area code)	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

1.2 Postal address

PO Box	<input type="text"/>		
Number and street name	<input type="text"/>		
Suburb/town/locality	<input type="text"/>		
City	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>

1.3 Applicant's details

Name of Applicant/Lead Member Entity	<input type="text"/>	
Number of years and/or months that you have known of the activities of the Applicant/Lead Member Entity	<input type="text"/>	<input type="text"/>
	Years	Months

1.4 Nature of your relationship

Outline the nature of you/your organisation's relationship with the Applicant.

If this reference is being provided in support of a Group application, please specify the organisation(s) on which you are providing comment.

1.5 Conflict of Interest

Identify any possible conflicts of interest between your organisation and the Applicant, or between your organisation and DEEWR.

1.6 Criteria for Referees to address

Referees must address the following four criteria. It is requested that comments are limited to a maximum of 350 words per criterion. DEEWR reserves the right not to read any content provided beyond the limit of 350 words per criterion.

NOTE: The criteria that the Referee should address are different to the criteria the Applicant must address.

Please provide your response in relation to your experience of the Applicant's:

1. Capacity and infrastructure to perform the PSC function in the specified Region.
2. Demonstrated knowledge of and experience in the child care and professional development industries in the Region.
3. Demonstrated understanding of the Council of Australian Governments (COAG) agreed National Quality Framework for Early Childhood Education and Care and social inclusion principles.
4. Ability to plan, deliver and report on the PSC's activities and outcomes in the nominated Region.

1.7 Referee Declaration

I,

Full name of person making the declaration

certify that this information is true and correct to the best of my knowledge, and agree to the use of and release of my personal information for the purposes of the Professional Support Coordinator Selection Process.

I am aware that under the Criminal Code, giving false or misleading information is a serious offence.

Signature of person making the declaration

Date