



# Factsheet for Referees

Clearing House for Postgraduate Courses in Clinical Psychology

Thank you for providing a reference for someone applying for clinical psychology training. When writing the reference, please bear in mind that **application to these courses is highly competitive** and references play an important part in the selection process. Please also bear in mind the responsibility to **provide an accurate portrayal** of the person applying.

These references are used in a variety of ways by different clinical psychology programmes within their selection processes, so **both the text questions and the ratings questions are important**.

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## Rating Questions

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All references include questions using a rating scheme of 1 to 5. Please remember that:

**1 is a LOW rating and 5 is a HIGH rating**

If you are **rating someone 3 or lower** for any question, can you **please give details** of the reasons in the text questions at the end of the reference.

## Text Questions

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For the text questions, please give enough detail for it to be meaningful but bear in mind that clinical psychology programmes receive hundreds of applications/references each year. In order for programmes to be able to see evidence of knowledge or competence, please **give brief specific examples to demonstrate the person's ability/competence/performance.**

## Who should be a referee

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Each reference should be written by only one person.

**If you are unable to comment on the areas covered** by the type of reference you are being asked to write, you may wish to discuss this with the person applying. **If you are only able to provide a standardised document which does not address the questions** in the reference, or you are unable to answer several of the questions asked in the reference, please let the person know as this could adversely affect their application. You can find sample copies of both types of reference on the following page of our website, for information:

<https://www.leeds.ac.uk/chpccp/referenceschoose.html>

**Academic references** should, where possible, be from an academic institution where the person applying has studied and, as an academic referee, **you should have direct experience of their academic performance** (ie competence in academic performance, academic study/scholarship, and research experience/performance).

As an **experience referee you should have direct experience of**, and be able to comment on, **the applicant's performance in a relevant clinical and professional context** ie you should have worked with the candidate in a therapy setting (and/or research context if appropriate). The experience reference should be the applicant's current employer, where possible. However, applicants may request a reference from a previous employer if there is a good reason eg they are not currently working in a relevant role, or they have only worked in their current role for a few months, or their current employer can only provide a standard HR reference. They will be asked in their application to explain why they are not using the current employer as their experience referee.

Please note that you should not normally act as a referee for your close relations, members of your immediate household or your business partner. In other words, **the applicant should not have personal connections with you.**

## What is the person applying for?

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The applicant is applying for clinical psychology training programmes. The qualification is a three-year full-time doctoral level degree programme which integrates research, academic and clinical practice throughout all aspects of the training in order to prepare students for practice as professional Clinical Psychologists, eligible to apply for registration with the Health & Care Professions Council and for Chartered Clinical status with the British Psychological Society (BPS).

Once qualified, Clinical Psychologists provide face-to-face therapy for individuals, families and groups. They also supervise and teach other professions to provide psychological treatments. Clinical Psychologists apply the science of Psychology to a range of clinical healthcare services. Clinical Psychologists use this knowledge to design, implement and evaluate healthcare services that enhance wellbeing and minimise ill-health and impairment. They are trained to apply their knowledge in systematic methods and practice which are scientifically evaluated, and to test clinical practice for its effectiveness. Clinical Psychologists are committed to research, both drawing on the evidence base and contributing to it. Clinical Psychologists offer leadership in organisational development, audit, service redesign and development.

## Data Protection

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Whilst it is Clearing House policy to keep references confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy of a reference we will contact you for your authorisation to release it. However, please assume that applicants may be able to see the reference. For information on data protection and privacy, please see our website:

<https://www.leeds.ac.uk/chpccp/dataprotection.html>