

POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

LETTER OF REFERENCE (Confidential)

The applicant should fill in his/her name and send the *Letters of Reference* to TWO referees for comments on his/her eligibility for this programme. One referee should be the applicant's Academic Advisor and the other his/her Job Supervisor.

Applicant's Full Name: _____

The above applicant is applying for the Postgraduate Diploma in Early Childhood Education Programme offered by the School of Continuing Education, Hong Kong Baptist University. It would be of great assistance in considering his/her application if you would kindly complete this *Letter of Reference* and return it to the School. Any information you give will be kept strictly confidential.

Name of Referee : _____

Position : _____

Organization : _____

Contact Number : _____

Address : _____

Email Address : _____

1. How long and in what capacity have you known the applicant?

2. Please comment on the suitability of the applicant for the profession of Early Childhood Education Practitioner. (Please attach additional sheet(s) if necessary.)

3. Additional Comments (Optional)

Signature of Referee: _____

Date: _____

Thank you for your assistance. Please return the completed *Letter of Reference* in a sealed envelope to:

Programme Administration Section
Postgraduate Diploma in Early Childhood Education
School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre, 320 Junction Road
Kowloon Tong, Kowloon
Hong Kong

Or by email to: sceeced@hkbu.edu.hk