



How to evidence your work experience

Below you will find examples of what type of references we will accept to support your application. This evidence must be submitted by 30th October 2023. We will not accept work experience submissions that state evidence will be supplied at a later date unless there are compelling personal circumstances. If you don't already have references from placements you have attended, or if your placement hasn't taken place yet, you can use our reference form at the end of this document. We will also accept proformas created by other universities.

When providing your evidence, it **must** contain all of the below:

- Placement's name
- Placement's address in full, including the postcode
- Start date **and** end date of your placement, including the year **OR** the total time attended in hours, days or weeks
- Full name, job title and email address of the referee at the placement
- Letters must be signed and dated by the referee

Submitting the correct amount of time spent at placements

If the reference does not specifically state that you have spent a set number of days or hours at a placement, then we will assume that for example, 1st – 5th March is 5 days and that you have spent a standard working week of approximately 35 – 45 hours (including breaks) at the placement.

If you have worked extended shifts e.g. 12 hours a day for days then ask your referee to state this clearly. E.g. "Sam has worked 48 hours from 1st – 4th March...."

If you have gained short periods of part-time experience for example, two hours shadowing a vet on Wednesday evenings then clearly reference the number of hours and we will accept seven hours experience as equivalent to one working day.

Reference letters that have a physical signature

If your reference letter has been hand signed by your referee, you will not need it to be on letterheaded paper.

Reference letters that have a typed signature

If your reference letter has a typed signature, your reference **will** need to be on letterheaded paper. If your placement does not have letterheaded paper but does have a company stamp, we will accept this. Alternatively, your referee can email it to you as an attachment but this must come from a company email address, please see below for more guidance with regards to emails. Please ensure that all of the above criteria has been included in your letter.

References via email

If the placement does not have letterheaded paper or a company stamp, we would accept an email from them, but it **must** be sent from their company email address, it cannot be from a personal email address such as Yahoo or Hotmail. Again, please ensure that all of the above criteria has been included in their email to you.

Types of work experience

We will accept animal-related work experience from lots of different kinds of placements including farms, veterinary practices, commercial businesses and animal sanctuaries. We will not accept work experience undertaken with private owners such as dog walkers. You can include paid placements and also one week maximum of working with family, such as on a farm if it is a commercial enterprise.

Online work experience

You do not need to evidence your online work experience if you have evidenced a five day placement with a veterinary surgeon. If you have not managed to secure a placement with a veterinary surgeon then we will accept evidence of completion of the [Virtual Work Experience and Exploring the Veterinary Profession MOOC](#), although this in addition to the three weeks (15 days) of animal related work experience that you must also evidence. To evidence this MOOC you will either need a certificate of completion or screenshots that include your name as you near completion of this course.

We can accept your references as a Word document, email file (.msg) or as a PDF, JPG or PNG file.

Please find some examples below of what formats we will and will not accept.

Below is an example of a reference on plain paper, which has been signed and dated.

The Barn
Sycamore Avenue
Leeds
LS56 7SW

25th February 2022

Dear Sir or Madam,

Cynthia Barnes attended our horse sanctuary during the summer from Monday 12th to Friday 16th July 2021. During the week that she was here she took part in a variety of activities, including grooming, feeding and mucking out. Our vet attended on one of the days and Cynthia got to observe the visit.

Please do not hesitate to contact me if you need any further information.

Kind regards,



Martina Hayworth

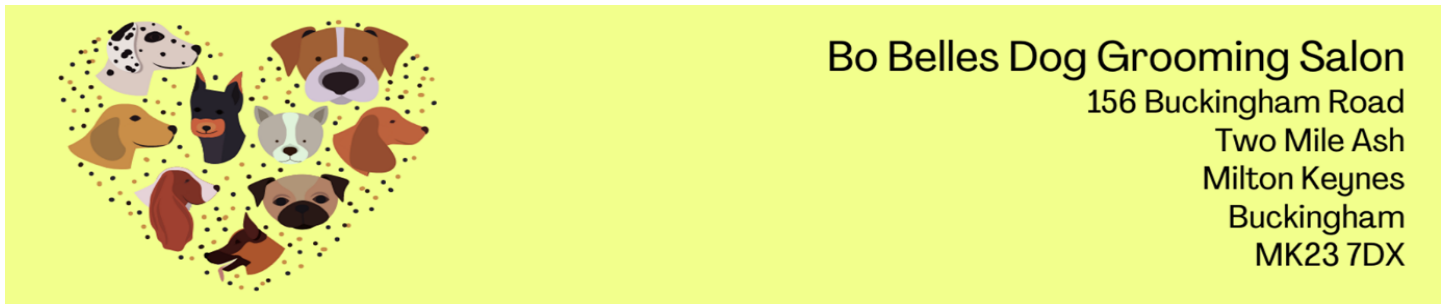
Manager

Tel: 07890 123456

hello@greenpasturesleeds.com

<https://www.greenpasturesleeds.com>

Below is an example of a typed reference on letterheaded paper.



To whom it may concern,

Ref: Mr Jonathan Blakey

I can confirm that Jonathan spent two weeks with us from Monday 9th to Friday 20th August 2021.

We wish him luck with his application to university.

Yours sincerely,
Zoe Manning
Owner/Manager
Bo Belles Dog Grooming Salon
07986 543210

Below is an example email from a company email address

From: info@bobellessalon.co.uk
Sent: 25 February 2022 15:40
To: jonathan.blakey@email.co.uk
Subject: Reference

To whom it may concern,

Ref: Mr Jonathan Blakey

I can confirm that Jonathan spent two weeks with us from Monday 9th to Friday 20th August 2021.

We wish him luck with his application to university.

Yours sincerely,
Zoe Manning
Owner/Manager
Bo Belles Dog Grooming Salon
07986 543210

Below is an example email from a personal email address – which we will not accept

From: bobgolden567@xmail.com
Sent: 25 February 2022 15:40
To: amelia_lou@outlookmail.co.uk
Subject: Work experience

Hi,

Amelia Gartside was at our cattery from 30th July to 5th August 2021 in the role of cattery assistant. Her role included cleaning, feeding, checking on the welfare of the cats, giving them medicine and liaising with the clients.

Robert Golden
Manager
Hillside Cattery Ltd

Below is an example letter with no letterhead, date or signature – which we will not accept

Northside Farm
Lettings Lane
Doncaster
South Yorkshire
DN19 7FF

To whom it may concern

Re: Samuel Gibson

I can confirm that Samuel has been coming to the farm to help with lambing for the past 5 years, for around 200 hours. He also liaises with the vet when he is here and has helped with many different procedures.

Roy Smythe
Northside Farm



Work Experience Reference Request Form

Name of student:

Placement name:

Placement address:

Description of evidence:
Please detail what activities were carried out while on placement

Start date of placement:

End date of placement:

Total time attended:

REFEREE DETAILS

Name:

Job title:

Email address:

Signature*:

(this must be a physical signature and cannot be typed)

Date signed:

** By signing this form, you are confirming that the named applicant attended your placement for the dates detailed above and took part in the experience detailed.*