

How to evidence your work experience

Below you will find examples of what type of work experience references we will accept to support your application. This evidence must be submitted to us via the [portal](#) by 23:59 GMT on 30th October 2024. We will not accept submissions that state evidence will be supplied at a later date unless there are compelling personal circumstances. These must be detailed in the Additional Information field when you are submitting your references. We also will not accept uploaded confirmations of a place on an upcoming placement, we will only accept references after the placement has taken place.

If you do not have references from placements you have attended, or if your placement has not taken place yet, you can use our reference form at the end of this document. We will also accept proformas created by other universities.

Types of animal-related work experience

We will accept any work experience shadowing a veterinary surgeon. In addition we will accept work experience from lots of different kinds of placements in commercial animal industries with core species (cattle, sheep, horses, pigs, poultry, dogs, cats, rabbits). Core species does not include wildlife or zoo placements. Commercial industry includes charities, urban and other commercial farms, kennels, stables, rescue centres etc...

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.

Essential criteria

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

- Full name of the applicant
- Placement name
- Placement address in full, including the postcode or area code
- Start date **and** end date of your placement, including the year
- 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

Online work experience

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 work experience that you must also evidence. To evidence this MOOC, you will either need a certificate of completion or screenshots as you near completion of this course. You do not need to evidence your online work experience if you have evidenced a five-day placement with a veterinary surgeon.

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 – 45hours (including breaks) at the placement.

If you have worked extended shifts e.g. 12 hours a day for a number of 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, such as two hours shadowing a vet on Wednesday evenings then clearly reference the number of hours you attended for, and we will accept 3.5 hrs experience as equivalent to 0.5 of a working day.

File types

We can accept your references as a Word document, email file (.msg) or as a PDF, JPG or PNG file. Please upload the email file so that we can see from whom it has been sent rather than copy and paste the contents of an email onto a Word document. We cannot open file types Pages, HEIC or Sharepoint.

Types of reference

Reference letters with a hand-written signature

If your reference letter has been hand signed by your referee, you will not need it to be on letterheaded paper or include a logo or company stamp.

Reference letters with a typed signature

If your reference letter has a typed signature, your reference **will** need to have one of the below:

- be on letterheaded paper
- include the business' logo
- include a company stamp








Alternatively, your referee can email the reference 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 essential criteria has been included in your letter.

References via email

If the placement does not have letterheaded paper, a logo 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. Again, please upload the email file (e.g. .msg) to ensure that all of the essential criteria has been included in their email to you. You do not need to worry about the date on emailed references as the date the referee sent their email will be available.

Examples of references

Please find some examples below of what formats we will and will not accept. You can find larger versions below.

Typed, hand signed letter	Hand-written letter
<p style="text-align: right;">The Barn Sycamore Avenue Leeds LS56 7SW</p> <p style="text-align: right;">25th February 2022</p> <p>Dear Sir or Madam,</p> <p>Cynthia Barnes attended our horse sanctuary during the summer for 5 days 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.</p> <p>Please do not hesitate to contact me if you need any further information.</p> <p>Kind regards,</p> <p><i>Martina Hayworth</i></p> <p>Martina Hayworth Manager Green Pastures Leeds Tel: 07890 123456 hello@greenpasturesleeds.com https://www.greenpasturesleeds.com</p> 	<p style="text-align: right;"><i>Hilltop Farm Meadows Road Shrewsbury Shropshire SY4 8DT</i></p> <p style="text-align: right;"><i>Saturday 15th April 2023</i></p> <p><i>Re: Maisie Woodruff</i></p> <p><i>I confirm that Maisie Woodruff attended our farm for 10 days from Monday 3rd to Friday 14th April 2023 to help out during lambing. She undertook a variety of tasks including feeding, sorting ewes and lambs, injecting sheep with medication, mucking out and changing water buckets, and even got to work closely with the EMS students we already had on the farm.</i></p> <p><i>We would welcome her back and look forward to seeing her for her EMS placements if she is successful in getting on to the Veterinary Science course. We think that she will be a great asset to your institution and to the veterinary world.</i></p> <p><i>Yours sincerely,</i></p> <p><i>Valerie Dobbs Farm Manager</i></p> 
Letterheaded reference with typed signature	Typed letter with no letterhead or signature
 <p style="text-align: right;">Bo Belles Dog Grooming Salon 156 Buckingham Road Two Mile Ash Milton Keynes Buckingham MK23 7DX</p> <p>3rd September 2021</p> <p>To whom it may concern,</p> <p>Ref: Mr Jonathan Blakey</p> <p>I can confirm that Jonathan spent two weeks with us from Monday 9th to Friday 20th August 2021.</p> <p>We wish him luck with his application to university.</p> <p>Yours sincerely, Zoe Manning Owner/Manager Bo Belles Dog Grooming Salon zoe@bobelles.co.uk 07986 543210</p> 	<p style="text-align: right;">Northside Farm Lettings Lane Doncaster South Yorkshire DN19 7FF</p> <p>To whom it may concern</p> <p>Re: Samuel Gibson</p> <p>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.</p> <p>Roy Smythe Northside Farm</p> 
Emailed reference from a company email address	Emailed reference from a personal email address
<p>From: reception@yvettespets.co.uk Sent: 16 January 2024 13:45 To: amy.williams@email.co.uk Subject: Reference</p> <p>I can confirm that Amy Williams spent two weeks in our veterinary practice from Monday 14th to 25th August 2023 and again on Friday 22nd December 2023. During that time she took part in restraining animals, observed surgeries, spent time with various vets and especially enjoyed watching ultrasounds take place. Amy was a pleasure to have at the surgery and always attended on time. She was courteous and respectful with the clients and will make a wonderful vet.</p> <p>Kind regards, Gemma Forsythe RVN Practice Manager Yvette's Pets</p> <p>Address: 54-56 North Birch Road Swansea SA1 1HL</p> 	<p>From: bobgolden567@gmail.com Sent: 25 February 2022 15:40 To: amelia_lou@outlookmail.co.uk Subject: Work experience</p> <p>Hi,</p> <p>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.</p> <p>Robert Golden Manager Hillside Cattery Ltd</p> 



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.*

Below is an example of a reference on plain paper with a handwritten signature.

The Barn
Sycamore Avenue
Leeds
LS56 7SW

25th February 2022

Dear Sir or Madam,

Cynthia Barnes attended our horse sanctuary during the summer for 5 days 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

Green Pastures Leeds

Tel: 07890 123456

hello@greenpasturesleeds.com

<https://www.greenpasturesleeds.com>

Below is an example of a hand-written letter

Hilltop Farm
Meadows Road
Shrewsbury
Shropshire
SY4 8DT

Saturday 15th April 2023

Re: Maisie Woodruff

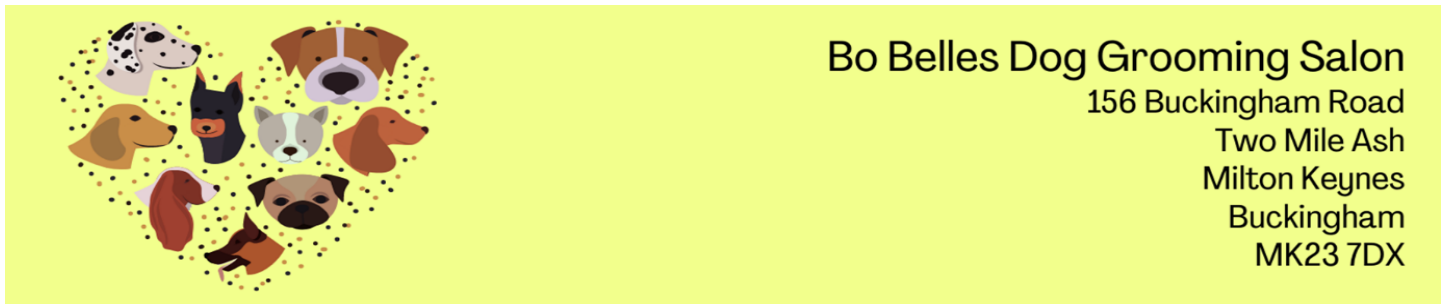
I confirm that Maisie Woodruff attended our farm for 10 days from Monday 3rd to Friday 14th April 2023 to help out during lambing. She undertook a variety of tasks including feeding, sorting ewes and lambs, injecting sheep with medication, mucking out and changing water buckets, and even got to work closely with the EMS students we already had on the farm.

We would welcome her back and look forward to seeing her for her EMS placements if she is successful in getting on to the Veterinary Science course. We think that she will be a great asset to your institution and to the veterinary world.

Yours sincerely,

*Valerie Dobbs
Farm Manager*

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



3rd September 2021

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
zoe@bobelles.co.uk
07986 543210

Below is an example letter with no letterhead, logo or company stamp, 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

Below is an example email from a company email address

From: reception@yvettespets.co.uk

Sent: 16 January 2024 13:45

To: amy.williams@email.co.uk

Subject: Reference

I can confirm that Amy Williams spent two weeks in our veterinary practice from Monday 14th to 25th August 2023 and again on Friday 22nd December 2023. During that time she took part in restraining animals, observed surgeries, spent time with various vets and especially enjoyed watching ultrasounds take place. Amy was a pleasure to have at the surgery and always attended on time. She was courteous and respectful with the clients and will make a wonderful vet.

Kind regards,
Gemma Forsythe RVN
Practice Manager
Yvette's Pets

Address:
54-56 North Birch Road
Swansea
SA1 1HL

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