



University of Chester Writing Level 3 References: A Level and BTEC

Whether you are writing a short overview of a student's performance in your A Level subject or putting together an entire BTEC reference, there are certain key pieces of information that must be included.

Your institution may have a template for you to follow, but if you have any further queries, or are new to reference writing, we hope that you will find this brief overview, and the accompanying reference template useful.

Don't forget that you can access information at

<https://www.ucas.com/advisers/references/how-write-ucas-undergraduate-references>

For both A Level and BTEC students, their reference should include:

Academic Performance

- Their performance on your course and why you think they're ready to progress to higher education
- Why they're suited to their chosen subject and career path, any professional-awareness you feel they have, plus their attitude, motivation and commitment
- Current and past achievements you feel will help them with their chosen sector/career path
- Achievements, work experience, and extracurricular activities that relate to their chosen course(s)

Relevant Personal information (full details can be found at the UCAS address above)

- Any factors/personal circumstances that might affect their performance (consent must be gained first to mention health or disabilities)
- Any involvement the applicant has had in Widening Access, Gifted and Talented initiatives or Partnerships for Progression

Balancing their personal statement and your reference

You and your students will of course cover a great deal of the same information, but unless you wish to comment on something that they have already covered avoid repetition wherever possible.

If you teach the student, for A Level or BTEC, but do not have full responsibility for compiling the full UCAS reference, then you should provide the course leader with a few hundred words (150-200 is common, but your institution may have ask for a specific amount) in which you outline their skills and experience relating to your specific subject/unit. This could include specific academic or practical skills, work experience, a project or assignment and their attitude in the classroom. You do not need to address all of the criteria listed above.

For those on one-year courses, UCAS have specific guidelines *if the applicant is on an access course, foundation course or other one-year course, you might not have known them long enough to write a full reference. In this case, please explain that you're providing a temporary reference (including as much detail as you can) and confirm you will provide a complete reference next spring. All supplementary references should be sent directly to all the chosen course providers, and should quote the applicant's Personal I.D.*

