Reference Template: PGCert HE (September 2025)

Please provide a reference from your Line Manager or Head of School. You must ensure your referee emails the reference from their professional Greenwich email address (we do not accept references from a personal email account e.g. Gmail, Outlook, Yahoo, etc). This is your responsibility to obtain as part of the application process and the university will not be requesting this on your behalf.

Please note, the reference must be sent by your referee to [aoc@greenwich.ac.uk](mailto:aoc@greenwich.ac.uk) and [LND@greenwich.ac.uk](mailto:LND@greenwich.ac.uk)

**Email subject:** reference letter for [Staff Name and banner ID] - P11567

**Email body:**

PG Cert in Higher Education - P11567  (School of Education)

I can confirm that [Staff Name and banner ID] is a University of Greenwich employee, working 0.4 FTE (or above), and that they do not have a formal teaching qualification.

I can also confirm that [Staff Name] will not be enrolled in the GOLD scheme during their studies to obtain an Advance HE Fellowship. Additionally, they are not currently engaging with the GOLD scheme or actively working on a GOLD application.

I confirm that they will be teaching for at least 60 hours at Level 4 or above during the academic year 2025-2026 and they are likely to engage in assessment and feedback, designing learning materials, student support, and quality enhancement and assurance in accordance with the Descriptor 2 ofthe[UK Professional Standards Framework](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf).

I will ensure they are given the time and support to do this, including a workplace supporter in their discipline who can complete at least one observation of their teaching.

Yours sincerely,

Line manager name

Line manager contact details