

Draft V2  
28 January 2016

## Professional Reference

### Instructions for completion.

#### *To the applicant:*

Please complete the Section 1 below entitled 'Applicant Details'. Please then give a copy of this Professional Reference Form to each of your referees, ensuring that each activity referred to on your *Osteopathic Practice Standards* Mapping Document at Appendix 2, is supported by a professional reference. Your referee should send the form/s back to the GOsC directly. We will contact you if we have not received a reference for a particular claimed activity, and/or also when we have received your completed application form and all references, to let you know that it has been sent off for assessment for registration.

#### *To the referee:*

*Background:* You have been asked to complete a reference by the person who has given you this form because they want to be registered with the General Osteopathic Council in the UK. The applicant has 'EU rights' and so they are demonstrating to us that their education, professional experience and lifelong learning or CPD meets our requirements (and that there is no substantial difference between our core standards for registration: the *Osteopathic Practice Standards* and their education, professional experience and lifelong learning or CPD). Each of the activities that they use to demonstrate our requirements must be verified by a person – either a professional colleague or employer or other professional body. The applicant has asked you to complete this reference form because they believe that you can verify one or more of their claimed activities.

*Completion of the reference:* You can complete this reference only if you have personal knowledge and can verify the requested activity which the applicant has outlined below – whether education, work experience or lifelong learning or CPD. Please provide as much detail as possible and continue on extra sheets of paper if you need to.

*How the reference will be used:* The professional reference may be used by the General Osteopathic Council to verify whether the applicant is a safe and effective osteopath and legally able to practise in the UK. The General Osteopathic Council may make further enquiries in order to verify or clarify any part of the reference.

*Returning the reference to the GOsC:* When you have completed the reference, please return it by scanning and emailing the form to the Registration Team at [registration@osteopathy.org.uk](mailto:registration@osteopathy.org.uk) or by post to: The Registration Team, General Osteopathic Council, Osteopathy House, 176 Tower Bridge Road, London, SE1 3LU, UK. You can contact the Registration Team by telephone at +(44) 20 7357 6655 x235.

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**Professional Reference Form 1**

*SECTION 1 - Applicant Details* – to be filled out by the applicant.

Title

First Name

Surname / Family Name

Previous names

Job Title / Role held

Work details

Name of Referee

Job Title / Position

Work address

Telephone Number

Mobile Number

Email address

Nature of activity for reference – to be filled out by the applicant. (Please provide sufficient information to enable the referee to identify each relevant activity that you have outlined below. This information should include dates, venues, event leader, learning outcomes, methods, results and any other supporting information to help the referee to complete the remainder of the form.)

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*SECTION 2- Professional Reference:* - The following section should be completed by the referee.

*About the referee*

Name of Referee:

Job title / Position

Qualifications:

Work address

Telephone number

Mobile number

Email address

*About the applicant* - Please use the following section to tell us about the applicant

Name of the applicant:

Qualifications of the applicant:

In what capacity is the applicant known to you?

How long have you known the applicant?

Please describe the education, work experience or lifelong learning or CPD that you have personal knowledge of the applicant undertaking?

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The General Osteopathic Council may make further enquiries in respect of the applicant and you, as referee, to verify or clarify information about the applicant and your reference. Should any of the information you have supplied in the reference not be accurate or if you have made any false claims, you may be committing a crime.

The General Osteopathic Council processes your personal data as disclosed in this reference for the purpose of administering the application to which it is attached. The General Osteopathic Council may contact you to ensure that your reference is accurate and may also disclose your personal data to third parties to check its accuracy. Should any inaccuracies be established, your personal data may be transferred to a third party for further investigation. Should a registrant transfer to another country, your reference may be passed to regulators in that third country.

By signing this reference, you confirm that the information you have provided is accurate and that your personal data may be processed for the purposes specified above.

Date

Signed

Print Name

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