Logo, company name

Description automatically generated with medium confidence

Dear

**Re: Professional Reference Request - CPCAB Level 4 Diploma in Therapeutic Counselling**

| **Candidate Name:** |  |
| --- | --- |

The above applicant has applied to join the Level 4 Diploma in Therapeutic Counselling at the Aloe Centre for Counselling Training. We kindly ask that you complete the questions below to support their application.

| Your name and position: |  |
| --- | --- |
| In what capacity do you know the applicant? |  |
| Name and address of the company where the applicant worked: |  |
| How long have you known the applicant? |  |
| Can you describe the applicant’s character? |  |
| Please comment on the applicant’s: | |
| * + Reliability: |  |
| * + Ability to keep confidence: |  |
| * + Ability to follow instructions: |  |
| * + Timekeeping: |  |
| * + Communication skills: |  |
| * + General conduct: |  |
| * + Level of performance: |  |
| Any additional comments you would like to add: |  |

Please email your reference to[**info@aloecounsellingtraining.co.uk**](mailto:info@aloecounsellingtraining.co.uk), clearly stating the applicant’s name and course level.

May we assure you that all information provided will be treated with the strictest confidence. Thank you in advance for your time and support.

Yours sincerely

S. Marais

Shirley Marais

Centre Manager

Aloe Counselling Training

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Mobile: 07488351411