



association of educational psychologists

Educational Psychology Funded Training (EPFT) Scheme

Reference Submission Guide

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1. Logging onto the EPFT online application system

The EPFT application website can be accessed at this address: www.aep.org.uk

The online application system requires referees to log on to the system in order to write and submit their reference. The login page looks like this:

aep association of educational psychologists

Educational Psychology Funded Training

Sign in. [Forgotten your password?](#)

Username Password **Sign in**

Welcome

Welcome to the online application system for the Educational Psychology Funded Training (EPFT) Scheme, for the **September 2019 intake**. Please read our [help page](#) before creating an application. You can also download the [application process guide](#) which will assist you in creating your application.

Candidate Registration

IMPORTANT DATES:

- **Application Start Date:** Monday 26 September 2018 (12pm)
- **References Deadline:** Wednesday 28 November 2018 (12pm)
- **Application Deadline:** Wednesday 5 December 2018 (5pm) (*WE WILL NOT ACCEPT LATE APPLICATIONS*)
- **Interviewing and Shortlisting Deadline:** Wednesday 20 March 2019 (12pm)
- **Offer Release Date:** Wednesday 27 March 2019 (12pm)
- **Offer Accept Deadline:** Wednesday 3 April 2019 (12pm)

BEFORE YOU REGISTER OR LOG IN:
Please note that a non-refundable **fee of £25** is payable by all applicants wishing to create an application for the 2018 intake. If you have not yet paid, you can do so via this [link](#).

ALL CANDIDATES:
All candidates are required to register as a new candidate for the 2019 intake, even if you have registered in previous years. Please click on "Candidate Registration" above.
If you have already registered and received a username and temporary password, use these to log in above. If your temporary password has expired use the Forgotten Password link above to get a new one.

If you registered but have not received your login credentials please contact the AEP office for assistance (**DO NOT ATTEMPT TO REPEAT THE REGISTRATION PROCESS**).

NOTES:

- Recruitment to the EPFT scheme is operated by the Association of Educational Psychologists as a service for applicants for DfE funded places on approved training programmes in educational psychology (in England only) and for the training providers.
- Enquiries regarding the application system should be sent to EPFT@aep.org.uk. Enquiries about funding should be directed to the DfE at edpsychs.nct@education.gov.uk.

Association of Educational Psychologists

You will be sent login details via e-mail (or by letter if the applicant has not provided an email address for you). Please enter the Username and temporary password provided into the appropriate boxes near the top of the Welcome page in order to access the reference form.

If you have difficulty logging in this may be because your username or password is not being entered correctly. If you entered these details using copy and paste, try typing them in directly instead, as problems can arise with copy and paste due to spurious characters (such as extra spaces) being entered inadvertently.

Once you have successfully logged on to the system you will be prompted to enter your temporary password again, and then to create a new, 'permanent' password, on the Change Password page (see below):

aep association of educational psychologists

Educational psychology training

Signed in as **C27889** [Sign out](#)

[Back to Home](#) [Change Password](#)

Change Password

Update Contact Details
Please enter your new password below:

Please ensure your new password contains the following:

- at least one lower case letter
- at least one upper case letter
- at least one number
- at least one of the following characters: !@~#\$%^&*+ -=(){}/

Please enter your temporary password

Please enter a new password

Confirm new password

Your new password should include the following characters:

- At least one lower case letter
- At least one upper case letter
- At least one number
- At least one of the following characters :!@~#\$%^&*+ -=(){}/

Should you later wish to change your password, you can do so on the Referee Home page (see Section 6 below). However, you cannot change your User ID.

Forgotten your login credentials?

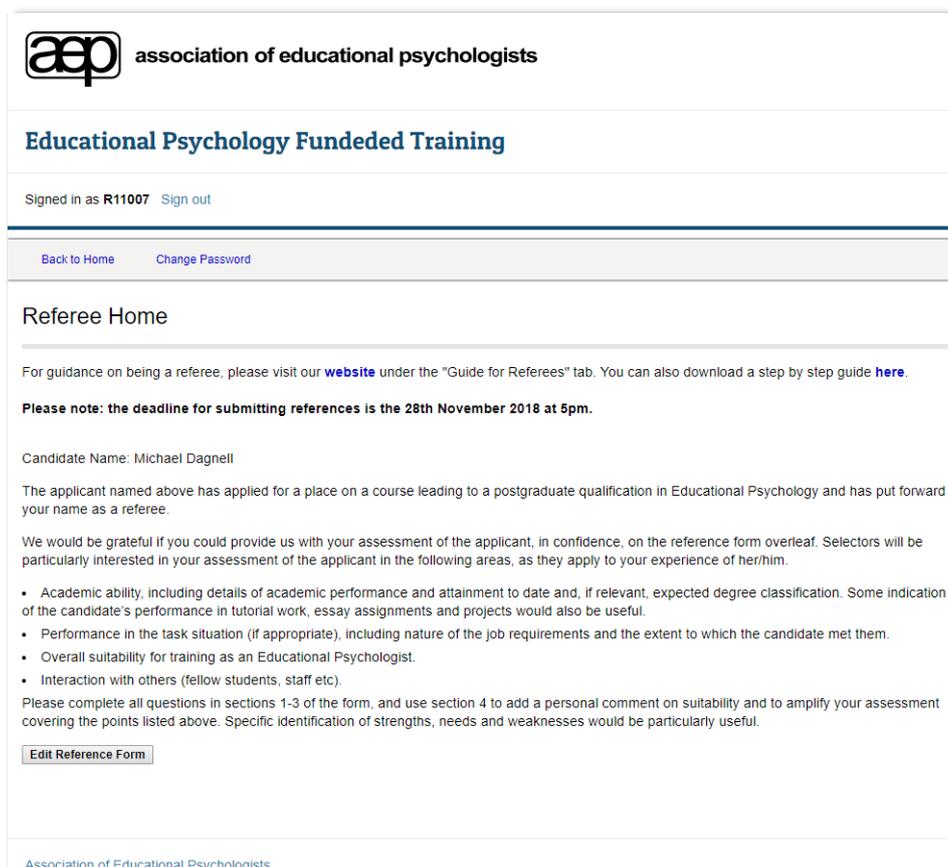
If you can't recall a username or password, please write to EPFT@aep.org.uk giving you full name and the email address you used to register on the system. If you are providing references for more than one applicant, please also supply the name and User ID (if known) of the applicant concerned.

Please note: referees cannot use the "Forgotten your password" link on the Welcome page to obtain a new password.

Support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.

2. Referee Home

Once logged on you will be directed to this page:



The screenshot shows the 'Referee Home' page. At the top left is the 'aep' logo and the text 'association of educational psychologists'. Below this is the title 'Educational Psychology Funded Training'. A navigation bar shows 'Signed in as R11007' and a 'Sign out' link. Below the navigation bar are two links: 'Back to Home' and 'Change Password'. The main heading is 'Referee Home'. The page contains the following text: 'For guidance on being a referee, please visit our [website](#) under the "Guide for Referees" tab. You can also download a step by step guide [here](#). **Please note: the deadline for submitting references is the 28th November 2018 at 5pm.** Candidate Name: Michael Dagnell. The applicant named above has applied for a place on a course leading to a postgraduate qualification in Educational Psychology and has put forward your name as a referee. We would be grateful if you could provide us with your assessment of the applicant, in confidence, on the reference form overleaf. Selectors will be particularly interested in your assessment of the applicant in the following areas, as they apply to your experience of her/him.

- Academic ability, including details of academic performance and attainment to date and, if relevant, expected degree classification. Some indication of the candidate's performance in tutorial work, essay assignments and projects would also be useful.
- Performance in the task situation (if appropriate), including nature of the job requirements and the extent to which the candidate met them.
- Overall suitability for training as an Educational Psychologist.
- Interaction with others (fellow students, staff etc).

 Please complete all questions in sections 1-3 of the form, and use section 4 to add a personal comment on suitability and to amplify your assessment covering the points listed above. Specific identification of strengths, needs and weaknesses would be particularly useful. At the bottom of the main content area is a button labeled 'Edit Reference Form'. The footer of the page reads 'Association of Educational Psychologists'.

The home page contains the name of the applicant to whom it refers and details on how to complete the reference form. To access the reference form click on **'Edit Reference Form'**.

Should you wish to change your password then you can do so here by selecting 'Change Password' near the top of the page.

3. The Reference Form

All fields marked with a * are mandatory and must be completed in order for the reference to be submitted. Once you have submitted a reference you will not be able to amend it, but you can log in again to view the reference. Please see Appendix for copies of the reference forms.

The screenshot shows the AEP website interface for submitting a reference. At the top, the AEP logo and 'association of educational psychologists' are displayed. Below this, the page title is 'Educational psychology training'. A user is signed in as 'R27895' with a 'Sign out' link. Navigation links for 'Back to Home' and 'Change Password' are present. The main heading is 'Confidential Academic Reference - RF1'. A note states: 'NOTE: This reference has not yet been submitted.' Below this, a red-bordered box contains a warning: 'NOTE: There is a 20 minute timeout on this form. You should save your work at regular intervals using the 'Save for Later' button at the bottom of the page. If you do not communicate with the website for 20 minutes, your information will be lost. Please note: reading and typing do not count as communication, only the use of the Save and Submit buttons do. We recommend that you type your answer to section 3 on Microsoft word and paste it into the application, so your work is retrievable in instances of system time out.' The form itself has two sections: 'Applicant Details' with fields for 'Applicant's Family Name' (John) and 'Applicant's First Name' (Black); and 'Referee Details (please amend if necessary)' with a field for 'Referee's Name (100 characters)' containing 'Jim Smith'.

If you are providing references for multiple applicants, separate login credentials will be generated for each applicant. You will need to 'sign out' from one applicant's account and log in to another applicant's account using your login credential for that account.

Please note: The application form will time out after a period of inactivity (i.e. not clicking save) of ten minutes. We therefore recommend that you save any progress at regular intervals, or complete the reference in Microsoft Word and paste it into the space provided. This will only paste the text and not the formatting e.g. text will not appear as bold or italic etc. You should also note that there is a limit of 5000 characters for Question 3. Any text entered over this character limit will be truncated and excess characters will not be saved. Microsoft Word does not count characters in the same way as the application system (e.g. it does not count spaces). Please go by the character count on the application system.

Alternative reference submission

If you prefer to complete your reference form offline, please download the Microsoft Word template located at <https://www.aep.org.uk/training/> under the “Download Documents” section. Once completed, it will need to be emailed to: EPFT@aep.org.uk

Please note: we would still require this document to be completed electronically so that it can be uploaded onto the reference system.

4. Submitting the reference

Once you have completed the reference you can press Submit. If the reference form has been saved successfully, this will be confirmed on the screen and you will be prompted to log out of the system. You will still be able to log in to view your reference, but once it has been submitted, no further changes can be made.

If you experience problems completing and/or submitting the reference, please email EPFT@aep.org.uk. **Support is available Monday to Friday, 9am to 5pm.** We will try to respond to your email within two working days.

5. Appendix: Reference form

Confidential Relevant Experience Reference - RF2

For information on completing the reference please click [here](#).

NOTE: This reference has not yet been submitted.

For details on how to complete this section, please refer to the Referees handbook.

NOTE: There is a 20 minute timeout on this form. You should save your work at regular intervals using the 'Save for Later' button at the bottom of the page. If you do not communicate with the website for 20 minutes, your information will be lost. Please note: reading and typing do not count as communication, only the use of the Save and Submit buttons do. We recommend that you type your answer to section 3 on Microsoft word and paste it into the application, so your work is retrievable in instances of system time out.

Applicant Details	
Applicant's Family Name:	Greenleaf
Applicant's First Name:	Yen

Referee Details (please amend if necessary)	
Referee's Name (100 characters):	<input type="text" value="John Smith"/>
Job title (100 characters):	<input type="text" value="Lecturer"/>
Address (50 characters): *	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode (15 characters): *	<input type="text"/>

For details on how to complete this section, please refer to the Referees handbook

1:

I have known the applicant for: *	<input type="radio"/> Less than 1 year <input type="radio"/> 1 to 2 years <input type="radio"/> Over 2 years
I know the applicant: *	<input type="radio"/> Casually <input type="radio"/> Fairly well <input type="radio"/> Very well
from his/her time as a: *	<input type="radio"/> Undergraduate Student <input type="radio"/> Postgraduate <input type="radio"/> Dept Staff

2:

I rate the applicant's work performance in comparison with other psychology graduates who have worked with me as (if you are unable to compare with other psychology graduates, please consider the individual's work performance in comparison with other graduates): *

Upper 5% Upper 10% Upper 25% Mid 50% Lower 25%

I estimate that the applicant would:

Get on well with clients *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Is capable of effective team work *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be energetic and efficient *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be capable of independent work *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be able to express him/her self in writing *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Shows strong interpersonal skills *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment

3:

General opinion of suitability for course and comments: *

NOTE: We recommend you draft your response off-line (e.g. in Microsoft Word) and then paste it into this form.

Characters remaining: 5000

I agree that the information provided by me for the purpose of this reference is accurate to the best of my knowledge at the time of submission. I understand that the applicant will not have access to this reference without my express consent which will be sought by the Association of Educational Psychologists as and when the need arises.

NOTE: You will not be able to submit your reference until you have completed all of the compulsory questions (marked with a *). Please also note that if you have not saved your work at regular intervals, the system may time out (this happens after 20 minutes if work has not been saved or submitted). If this happens, you may still be able to click on 'submit reference' but your answers will not be saved. If your reference has been successfully submitted, you will be taken to a screen which will confirm this. If you do not see this screen after you have submitted, please log back in to the system and complete any fields that are missing, saving your work regularly to avoid any further system time outs.



association of educational psychologists

Any enquiries regarding this publication should be sent to: EPFT@aep.org.uk

This document is also available from the AEP website.

www.aep.org.uk