

THE CHARTERED SOCIETY OF PHYSIOTHERAPY

Checklist for referees – Preparing a reference in relation to an individual's application for CSP student membership [2007/8]

The CSP requires applicants for student membership who are required to make a confidential disclosure* to provide a reference from someone who meets the following criteria:

- Has professional or community standing, or who has employed (or continues to employ) the individual concerned
- Is not a relative or friend
- Has known the applicant for at least two years.

*Disclosures are required if an applicant has, in the UK or elsewhere,

- Any criminal convictions or police cautions
- Has had fitness to practise proceedings taken against them by a professional or regulatory body and/or been suspended from that body's register
- Has been declared bankrupt.

Needing to make a confidential disclosure does not necessarily debar an individual from CSP membership. The Society commits to consider all disclosures fully and fairly.

The Society values the information you are able to provide as a referee. It will inform the decision made about an applicant's eligibility for student membership.

Guidance	Explanation	√
Please address your reference to the CSP Professional Regulation Officer	This is a basic CSP requirement of references.	

<p>Please prepare your reference in a style that is appropriate to its purpose</p>	<p>In preparing your reference, please be aware it serves a serious purpose. The CSP expects high standards of conduct of individuals it admits to all stages of membership. It is concerned to enact robust and fair processes in considering applications. Preparing a reference in a style appropriate to this process will assist the individual on whose behalf you are acting.</p>	
<p>Please explain how long have you known the applicant</p>	<p>Please indicate the approximate date from which you have known the applicant (this should be at least two years ago).</p>	
<p>Please supply as much information as you can about what you know about the applicant and the focus of his/her confidential disclosure, including</p> <ul style="list-style-type: none"> - Related circumstances - Relevant details about the applicant's subsequent personal development and rehabilitation 	<p>Please provide full, accurate and up-to-date information on the applicant, with a particular focus on issues relating to the focus of his/her disclosure and your view on his/her suitability for student membership of a professional body.</p> <p>In considering what to include in your reference, please bear in mind that the CSP is concerned to ensure it makes a fair and robust decision about an individual's eligibility for student membership (taking account of the fact that preparation for professional activity demands the qualities of honesty and probity and involves working with children and vulnerable adults).</p> <p>It is particularly helpful for you to explain your knowledge and understanding of</p> <ul style="list-style-type: none"> - The circumstances surrounding the focus of the applicant's confidential disclosure - How s/he has developed personally and (where appropriate) undertaken any rehabilitation since the issue(s) around which the disclosure is/are focused. 	