**Melbourne Graduate School of Education: LH Martin Institute for Tertiary Education Leadership and Management**

As an employer of an applicant for a tertiary education management course at the Univeristy of Melbourne, could you kindly complete this document or use it as a guide to writing your own statement with the following information.

Please note that a maximum of 300 words is required for the question below.

1. **Name of Applicant:**
2. **Name of Employer/Manager (filling out this form):**
3. **Position of Employer/Manager (filling out this form):**
4. **Please indicate the course for which they applied:**

[ ]  Master of Tertiary Education (Management)

[ ]  Graduate Certificate in Tertiary Education (Governance)

[ ]  Graduate Certificate in Tertiary Education (Management)

[ ]  Graduate Certificate in Tertiary Education (Quality Assurance)

[ ]  Unsure

***3. How do you propose to support this applicant with their studies? (i.e. acknowledgement of professional development, study leave, part or full reimbursement/payment of fees)***

1. **Contact details of Employer/Manager (filling out this form):**

Email: Phone:

This form should be submitted as part of the applicant’s online application. It should accompany all academic transcripts (scanned), and a copy of their curriculum vitae.