



REFeree REPORT

Name of Referee:.....

Date:.....

Address:.....

.....

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Dear Sir / Madam

I have applied to the **Registration Council for Architects, Engineers, Surveyors and Allied Professionals** for registration as aand hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached form below.

In making this request to you I acknowledge that the information which will be supplied by you to AESA is of a confidential nature and that I have no right thereto.

Your co-operation and early dispatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....
Signature of Applicant

Name of Applicant:.....

ID/Passport No:.....

Telephone No:.....

Cell No:.....



REFeree REPORT

Please complete this form using type or print in **black ink**.

The Registration Council for Architects, Engineers, Surveyors and Allied Professionals agrees that it owes a duty of confidence to all referees.

1. Name of Applicant:

Address:

2. General Information:

(a) My **personal** knowledge of the applicant's town planning training extends from _____
to _____ (month and year to the best of my memory).

(b) My association with the applicant was that of: (Please tick ☒ appropriate block)

Mentor	Colleague	Supervisor	Employer	Other (Describe)

(c) Are you related to the applicant by birth or marriage? Yes _____ No _____

If yes, please state relationship: _____



3. Applicant's Town Planning Experience: *(Referee's evaluation)*

In my opinion, the applicant's involvement in the town planning work described in his training report was as follows:

TASK or PROJECT (Please refer to period no. in applicant's training report and indicate core description of work)	Level of responsibility - (please check ✓)	Full involvement in		Only exposure to	
		full task	part of task	full task	part of task
Period No: _____ From: _____ To: _____	Full:				
	Part:				
	No:				
Period No: _____ From: _____ To: _____	Full:				
	Part:				
	No:				
Period No: _____ From: _____ To: _____	Full:				
	Part:				
	No:				
Period No: _____ From: _____ To: _____	Full:				
	Part:				
	No:				



4. Evaluation of Competence and Development:

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of town planning	Adequate, but occasionally requiring amendments	Frequently requiring amendments	Do Not Know
Problem solving ability					
Application of town planning principles					
Town planning judgment					
Management:					
Time					
Finance and control					
Communication: Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

5. Specific comments on Applicant's ability to assume responsibility as a member of the Council, his/her competence, development and limitations:

6. Referee's Recommendation:

I regard the applicant competent to be registered as applied:

Yes	No	No comment	Do not know



7. **Declaration by Referee:** I hereby confirm that I am conversant with the Council's requirements for registration as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to AESA on the understanding that it will be treated as confidential.

Name of Referee: _____ **Title of Position held:** _____

Qualifications: _____

AESA Registration: _____ **Registration No:** _____

Employer: _____ **Tel/Cell. No:** _____

Signature of Referee: _____ **Date:** _____

Please post to:

**The CEO
Registration Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP)
PO Box 3654
Mbabane
Swaziland**