

## How to evidence your work experience

Below you will find examples of what type of work experience references we will accept to support your application. This evidence must be submitted to us via the [portal](#) by 23:59 GMT on 30<sup>th</sup> October 2025. We will not accept submissions that state evidence will be supplied at a later date unless there are compelling personal circumstances. These must be detailed in the Additional Information field when you are submitting your references. We also will not accept uploaded confirmations of a place on an upcoming placement, we will only accept references after the placement has taken place.

If you do not have references from placements you have attended, or if your placement has not taken place yet, you can use our reference form at the end of this document. We will also accept proformas created by other universities.

### Types of animal-related work experience

We will accept any work experience shadowing a veterinary surgeon.

In addition we will accept work experience from lots of different kinds of placements in commercial animal industries with core species (cattle, sheep, horses, pigs, poultry, dogs, cats, rabbits). Core species **does not** include wildlife or zoo placements. Commercial industry includes charities, urban and other commercial farms, kennels, stables, rescue centres etc...

We will accept working with non-core species (e.g. zoo or wildlife placements) or in a customer-facing role (e.g. within retail, a care home or hospitality industries).

We will not accept work experience undertaken with private owners such as dog walkers or pet sitting. You can include paid placements and also one week maximum of working with family, such as on a farm if it is a commercial enterprise.

### Essential criteria

When providing your evidence, it **must** contain all of the below:

- Full name of the applicant
- Placement name
- Placement address in full, including the postcode or area code
- Start date **and** end date of your placement, including the year
- The total time attended in hours, days or weeks
- Full name, job title and email address of the referee at the placement
- Letters must be signed and dated by the referee

### Online work experience

If you have not managed to secure a placement with a veterinary surgeon then we will accept evidence of completion of a virtual veterinary placement. An example of this is the free [Virtual Work Experience and Exploring the Veterinary Profession MOOC](#). This in addition to the three weeks (15 days) of in-person work experience that you must evidence.

To evidence your online experience, you will either need a certificate of completion or screenshots of the final screen once you have completed it although we appreciate that your name may not be on the screenshot. Please be aware that you do not need to evidence your online work experience if you have evidenced a five-day placement with a veterinary surgeon, but we will accept your evidence if you have chosen to undertake this in addition.

## Submitting the correct amount of time spent at placements

If the reference does not specifically state that you have spent a set number of days or hours at a placement, then we will assume that for example, 1<sup>st</sup> – 5<sup>th</sup> March is 5 days and that you have spent a standard working week of approximately 35 – 45 hours (including breaks) at the placement.

If your reference only states how many hours you attended, we will count 7 hours as one day and divide the total number by 7 hours to work out how many days that is.

If you have worked extended shifts e.g. 12 hours a day for a number of days, then ask your referee to state this clearly. E.g. “Sam has worked 48 hours from 1<sup>st</sup> – 4<sup>th</sup> March....“

If you have gained short periods of part-time experience, such as two hours shadowing a vet on Wednesday evenings then clearly reference the number of hours you attended for, and we will accept 3.5 hrs experience as equivalent to half of a working day.

If you attended the placement more than once, you only need to create one placement record for them and count up the amount of days you attended there. You do not need to create more than one placement record for them as you can upload more than one reference against each placement record.

## File types

We can accept your references as a Word document or as a PDF, JPG or PNG file. Please upload the email file so that we can see from whom it has been sent rather than copy and paste the contents of an email onto a Word document. We cannot open file types Pages, HEIC or Sharepoint.

## Types of reference

We will accept references in different formats, they do not have to be in the form of a letter:

### Reference letters with a hand-written signature

If your reference letter has been hand signed by your referee, you will not need it to be on letterheaded paper or include a company stamp.

### Reference letters with a typed signature

If your reference letter has a typed signature, your reference **will** need to have one of the below:

- be on letterheaded paper
- include a company stamp

Alternatively, your referee can email the reference to you as an attachment, but this must come from a company email address, please see below for more guidance with regards to emails. Please ensure that all of the essential criteria has been included in your letter.

### Emailed references

If the placement does not have letterheaded paper or a company stamp, we would accept an email from them, but it **must** be sent from their company email address, it cannot be from a personal email address. We will accept screenshots of the email, however the sender’s email address must be visible in the screenshot. You do not need to worry about the date on emailed references as the date the referee sent their email will be available. **We will not** accept emails that have been copied and pasted into a Word document.

### References sent to you via email

If your reference letter has been emailed to you as an attachment, it will not matter if it came from a personal email address as long as your reference letter contains all of the information required, as we appreciate that some placements are small and do not have a company email address.








**Our work experience reference request form**

If you choose to use our work experience reference request form (which you can find further down in this document), then no other documentation will be required as the form captures all of the information we require. You can also find this document as a link on our “How to apply” [webpage](#) under the “Work Experience” section.

**Scroll down to see examples of references that we will and will not accept, and our reference request form.**

## Examples of references

Please find some examples below of what formats we will and will not accept. You can find larger versions below.

Typed, hand signed letter	Hand-written letter
<p style="text-align: right;">The Barn Sycamore Avenue Leeds LS56 7SW</p> <p style="text-align: right;">25<sup>th</sup> February 2022</p> <p>Dear Sir or Madam,</p> <p>Cynthia Barnes attended our horse sanctuary during the summer for 5 days from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> July 2021. During the week that she was here she took part in a variety of activities, including grooming, feeding and mucking out. Our vet attended on one of the days and Cynthia got to observe the visit.</p> <p>Please do not hesitate to contact me if you need any further information.</p> <p>Kind regards,</p> <p><i>Martina Hayworth</i></p> <p><b>Martina Hayworth</b> Manager Green Pastures Leeds Tel: 07890 123456 <a href="mailto:hello@greenpasturesleeds.com">hello@greenpasturesleeds.com</a> <a href="https://www.greenpasturesleeds.com">https://www.greenpasturesleeds.com</a></p> 	<p style="text-align: right;"><i>Hilltop Farm Meadows Road Shrewsbury Shropshire SY4 8DT</i></p> <p style="text-align: right;"><i>Saturday 15<sup>th</sup> April 2023</i></p> <p><i>Re: Maisie Woodruff</i></p> <p><i>I confirm that Maisie Woodruff attended our farm for 10 days from Monday 3<sup>rd</sup> to Friday 14<sup>th</sup> April 2023 to help out during lambing. She undertook a variety of tasks including feeding, sorting ewes and lambs, injecting sheep with medication, mucking out and changing water buckets, and even got to work closely with the EMS students we already had on the farm.</i></p> <p><i>We would welcome her back and look forward to seeing her for her EMS placements if she is successful in getting on to the Veterinary Science course. We think that she will be a great asset to your institution and to the veterinary world.</i></p> <p><i>Yours sincerely,</i></p> <p><i>Valerie Dobbs Farm Manager</i></p> 
Letterheaded reference with typed signature	Typed letter with no letterhead or signature
 <p style="text-align: right;"><b>Bo Belles Dog Grooming Salon</b> 156 Buckingham Road Two Mile Ash Milton Keynes Buckingham MK23 7DX</p> <p>3<sup>rd</sup> September 2021</p> <p>To whom it may concern,</p> <p><b>Ref: Mr Jonathan Blakey</b></p> <p>I can confirm that Jonathan spent two weeks with us from Monday 9<sup>th</sup> to Friday 20<sup>th</sup> August 2021.</p> <p>We wish him luck with his application to university.</p> <p>Yours sincerely, Zoe Manning Owner/Manager Bo Belles Dog Grooming Salon <a href="mailto:zoe@bobelles.co.uk">zoe@bobelles.co.uk</a> 07986 543210</p> 	<p style="text-align: right;">Northside Farm Lettings Lane Doncaster South Yorkshire DN19 7FF</p> <p>To whom it may concern</p> <p><b>Re: Samuel Gibson</b></p> <p>I can confirm that Samuel has been coming to the farm to help with lambing for the past 5 years, for around 200 hours. He also liaises with the vet when he is here and has helped with many different procedures.</p> <p>Roy Smythe Northside Farm</p> 
Emailed reference from a company email address	Emailed reference from a personal email address
<p><b>From:</b> <a href="mailto:reception@yvettespets.co.uk">reception@yvettespets.co.uk</a> <b>Sent:</b> 16 January 2024 13:45 <b>To:</b> <a href="mailto:amy.williams@email.co.uk">amy.williams@email.co.uk</a> <b>Subject:</b> Reference</p> <p>I can confirm that Amy Williams spent two weeks in our veterinary practice from Monday 14<sup>th</sup> to 25<sup>th</sup> August 2023 and again on Friday 22<sup>nd</sup> December 2023. During that time she took part in restraining animals, observed surgeries, spent time with various vets and especially enjoyed watching ultrasounds take place. Amy was a pleasure to have at the surgery and always attended on time. She was courteous and respectful with the clients and will make a wonderful vet.</p> <p>Kind regards, Gemma Forsythe RVN Practice Manager Yvette's Pets</p> <p>Address: 54-56 North Birch Road Swansea SA1 1HL</p> 	<p><b>From:</b> bobgolden567@gmail.com <b>Sent:</b> 25 February 2022 15:40 <b>To:</b> <a href="mailto:amelia_lou@outlookmail.co.uk">amelia_lou@outlookmail.co.uk</a> <b>Subject:</b> Work experience</p> <p>Hi,</p> <p>Amelia Gartside was at our cattery from 30<sup>th</sup> July to 5<sup>th</sup> August 2021 in the role of cattery assistant. Her role included cleaning, feeding, checking on the welfare of the cats, giving them medicine and liaising with the clients.</p> <p>Robert Golden Manager Hillside Cattery Ltd</p> 



## Work Experience Reference Request Form

Name of student:

Placement name:

Placement address:

Description of evidence:  
*Please detail what activities were carried out while on placement*

Start date of placement:

End date of placement:

Total time attended:

### REFEREE DETAILS

Name:

Job title:

Email address:

Signature\*: \_\_\_\_\_  
*(this must be a physical signature and cannot be typed)*

Date signed:

*\* By signing this form, you are confirming that the named applicant attended your placement for the dates detailed above and took part in the experience detailed.*

Below is an example of a reference on plain paper with a handwritten signature.

The Barn  
Sycamore Avenue  
Leeds  
LS56 7SW

25<sup>th</sup> February 2022

Dear Sir or Madam,

Cynthia Barnes attended our horse sanctuary during the summer for 5 days from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> July 2021. During the week that she was here she took part in a variety of activities, including grooming, feeding and mucking out. Our vet attended on one of the days and Cynthia got to observe the visit.

Please do not hesitate to contact me if you need any further information.

Kind regards,



**Martina Hayworth**

Manager

Green Pastures Leeds

Tel: 07890 123456

[hello@greenpasturesleeds.com](mailto:hello@greenpasturesleeds.com)

<https://www.greenpasturesleeds.com>

Below is an example of a hand-written letter

Hilltop Farm  
Meadows Road  
Shrewsbury  
Shropshire  
SY4 8DT

Saturday 15<sup>th</sup> April 2023

*Re: Maisie Woodruff*

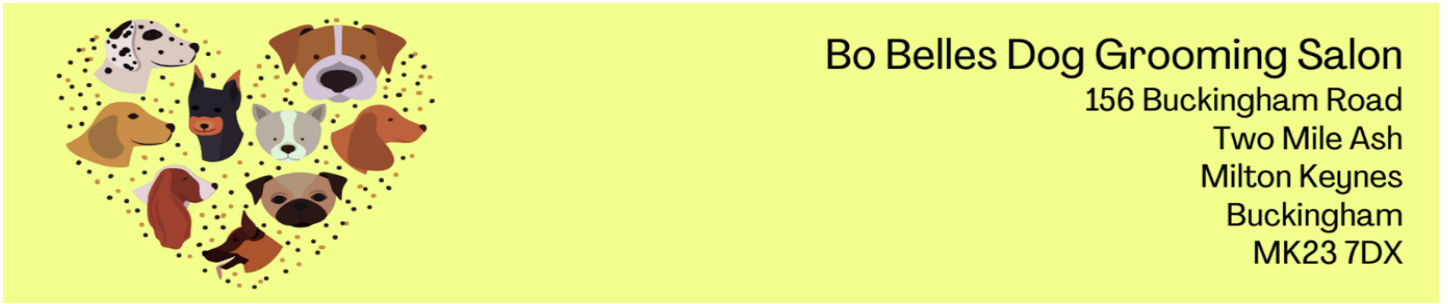
*I confirm that Maisie Woodruff attended our farm for 10 days from Monday 3<sup>rd</sup> to Friday 14<sup>th</sup> April 2023 to help out during lambing. She undertook a variety of tasks including feeding, sorting ewes and lambs, injecting sheep with medication, mucking out and changing water buckets, and even got to work closely with the EMS students we already had on the farm.*

*We would welcome her back and look forward to seeing her for her EMS placements if she is successful in getting on to the Veterinary Science course. We think that she will be a great asset to your institution and to the veterinary world.*

*Yours sincerely,*

*Valerie Dobbs  
Farm Manager*

Below is an example of a reference on letterheaded paper with a typed signature.



3<sup>rd</sup> September 2021

To whom it may concern,

**Ref: Mr Jonathan Blakey**

I can confirm that Jonathan spent two weeks with us from Monday 9<sup>th</sup> to Friday 20<sup>th</sup> August 2021.

We wish him luck with his application to university.

Yours sincerely,  
Zoe Manning  
Owner/Manager  
Bo Belles Dog Grooming Salon  
[zoe@bobelles.co.uk](mailto:zoe@bobelles.co.uk)  
07986 543210



Below is an example letter with no letterhead or company stamp, date or signature – **which we will not accept**

Northside Farm  
Lettings Lane  
Doncaster  
South Yorkshire  
DN19 7FF

To whom it may concern

**Re: Samuel Gibson**

I can confirm that Samuel has been coming to the farm to help with lambing for the past 5 years, for around 200 hours. He also liaises with the vet when he is here and has helped with many different procedures.

Roy Smythe  
Northside Farm

Below is an example email from a company email address

**From:** [reception@yvettespets.co.uk](mailto:reception@yvettespets.co.uk)

**Sent:** 16 January 2024 13:45

**To:** [amy.williams@email.co.uk](mailto:amy.williams@email.co.uk)

**Subject:** Reference

I can confirm that Amy Williams spent two weeks in our veterinary practice from Monday 14<sup>th</sup> to 25<sup>th</sup> August 2023 and again on Friday 22<sup>nd</sup> December 2023. During that time she took part in restraining animals, observed surgeries, spent time with various vets and especially enjoyed watching ultrasounds take place. Amy was a pleasure to have at the surgery and always attended on time. She was courteous and respectful with the clients and will make a wonderful vet.

Kind regards,  
Gemma Forsythe RVN  
Practice Manager  
Yvette's Pets

Address:  
54-56 North Birch Road  
Swansea  
SA1 1HL

Below is an example email from a personal email address – **which we will not accept**

**From:** bobgolden567@xmail.com  
**Sent:** 25 February 2022 15:40  
**To:** amelia\_lou@outlookmail.co.uk  
**Subject:** Work experience

Hi,

Amelia Gartside was at our cattery from 30<sup>th</sup> July to 5<sup>th</sup> August 2021 in the role of cattery assistant. Her role included cleaning, feeding, checking on the welfare of the cats, giving them medicine and liaising with the clients.

Robert Golden  
Manager  
Hillside Cattery Ltd