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## SAMPLE EXPERIENCE SUITABILITY STATEMENT

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The deadline for submitting Suitability Statements is **6 December 2023**. The Experience Suitability Statement can only be provided by one person.

You should not normally provide a Suitability Statement for your close relations, members of your immediate household or your business partner. In other words, **the applicant should not have personal connections with you**.

Please consider your duty of care to courses, and ultimately to the public, as well as to the applicant. You can help courses choose the best by providing an **accurate portrayal of the applicant: both their weaknesses and their strengths**.

Application to these courses is highly competitive and Suitability Statements can play an important part in selection. **Not providing a Suitability Statement, or being unable to answer some of the questions, could adversely affect the applicant**.

**All the questions are mandatory**. Most questions have a "not applicable" or similar option if strictly necessary.

When you Submit the Suitability Statement we will email to confirm receipt. You **cannot edit the Suitability Statement after you have submitted it**.

Whilst it is Clearing House policy to keep Suitability Statements confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy we will contact you for your authorisation to release it. However, please **assume that applicants may be able to see the Suitability Statement**. Please [see the Data Protection & Privacy section of our website](#) for further details.

Thank you for your help. If you have any queries please email us at [chpccp@leeds.ac.uk](mailto:chpccp@leeds.ac.uk)

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Applicant's Name:

Applicant's Occupation/Role (when they worked/studied with you):

Dates you worked with the applicant (month & year):

From            To

Your Name:

Your Occupation/Role:

Your Email Address:

Your Address:

How many Suitability Statements have you ever written for Clearing House applications?

- 0
- 1-3
- 4-6
- more than 6

Compared with other Clearing House applicants you have written Suitability Statements for, where would you place this applicant on a scale of 1-5?

- 1 – much worse than others
- 2
- 3
- 4
- 5 – the best
- Unable to rate

I have known the applicant as:

- an undergraduate vocational worker
- a postgraduate assistant/researcher
- a salaried member of staff
- a voluntary worker
- other (please specify):

I have known the applicant for:

- less than one year
- one to two years
- over two years

I know the applicant:

- casually
- fairly well
- very well

Would you employ the applicant in a similar capacity again?

- Yes
- No
- Unsure
- Can't comment

How would you rate their ability to form positive working alliances with clients and colleagues?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

How would you rate their ability to use supervision effectively?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent

Unable to rate

How would you rate their ability to communicate complex/sensitive information to clients and colleagues?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

How would you rate their ability to reflect on their own performance and on their strengths/weaknesses?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

How would you rate their ability to organise their workload under pressure?

- 1 - poor
- 2
- 3
- 4
- 5 - excellent
- Unable to rate

What is your overall judgement of their ability to successfully complete a clinical psychology training course?

- I have significant doubts about their ability to complete a course
- I think they would struggle to get through a course
- Although they have some strengths I think they would struggle in some areas
- I think they would manage most areas of the course well
- I think they would have no difficulty in any area of the course
- Can't comment

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If you are **rating 3 or lower** for any question above please give reasons in the text questions below.

For the text questions below, please demonstrate the **person's ability/competence/performance by giving brief specific examples**, bearing in mind that courses receive 100s of applications.

To assist anonymisation, in the text questions below please **use "the applicant" or "X" instead of their name**, use "they" or "s/he" instead of he or she etc.

Please limit your comments to the spaces given below.

**Please comment on the applicant's intellectual competence:**

- 1 Does the applicant show evidence that they can think creatively about their work?**
- 2 Are they able to apply their knowledge e.g. by showing ingenuity in problem-solving?**
- 3 Is the applicant suited to a further period of intensive academic work alongside demands of a more practical kind?**
- 4 Is the applicant's written work of an appropriate standard?**

**Continued on the next page**

SAMPLE - DO NOT FILL IN

**Please comment on the applicant's performance in the work situation: can the applicant meet the requirements of their post; do they appear motivated; are they capable of striking the right balance between autonomy and responsiveness to supervision?**

SAMPLE - DO NOT FILL IN

**Please comment on the applicant's interaction with colleagues and/or clients: does the applicant show a capacity to relate appropriately; to show sensitivity; to be resilient in the face of difficulties?**

SAMPLE - DO NOT FILL IN