# Written reference in support the ‘experience’ requirements to be a Heritage Advisor

This form has been designed to assist practitioners who wish to prepare a written reference in support of an applicant making an Application to meet the Minister’s Guidelines. The [Minister’s Guidelines for Heritage Advisor Qualifications and Experience](https://www.firstpeoplesrelations.vic.gov.au/ministers-guidelines-heritage-advisor-qualifications-and-experience) are made in accordance with section 189 of the *Aboriginal Heritage Act 2006* (Vic).

The purpose of a written reference is to confirm the applicant’s claims regarding practical experience in an Aboriginal cultural heritage management setting in south-eastern Australia.

It is not compulsory to use this form to prepare a written reference. Whether you choose to use this template or not, before you prepare a written reference, please ensure you have read and understood the [Guide to referees for Heritage Advisors](https://www.firstpeoplesrelations.vic.gov.au/guide-referees-heritage-advisors).

Collection notice

When making an Application to Meet the Minister’s Guidelines (the Minister’s Guidelines) to the First Peoples - State Relations group (FPSR) in the Department of Premier and Cabinet, the applicant is required to provide two written references. Written references will only be used for the purposes of determining the application to be a Heritage Advisor against the Minister’s Guidelines. The referee is required to provide their contact details so that FPSR has the option to make contact with the referee for the purposes of clarifying any information in the written reference, to assess the application against the Minister’s Guidelines. All personal information provided in a written reference is collected, held, used, managed, shared, disclosed, and stored in accordance with the principles of the *Privacy and Data Protection Act 2014*. Written references will be stored on a secure database that is only accessible to designated staff within FPSR.

## Referee details (the person completing this form)

**Referees name:** Click or tap here to enter text.

**Contact details (mobile phone and/or email address):**

Click or tap here to enter text.

**Are you a RAP employee or a Heritage Advisor?**

RAP employee:  Heritage Advisor:

**If you are a RAP employee, please state your position title and the name of the RAP that employs you:**

Click or tap here to enter text.

**If you are a Heritage Advisor, please state your job title and employer (or, if relevant, that you are a self-employed consultant):**

Click or tap here to enter text.

## Name of person applying to meet the Minister’s Guidelines

**Applicant’s name:** Click or tap here to enter text.

## Applicant’s practical experience, to the knowledge of the referee

**How long has the applicant been working in a cultural heritage setting in south-eastern Australia, to your knowledge?**

Click or tap here to enter text.

**Please provide brief information about the setting of the applicant’s experience (for example, their employer and the geographic or cultural region of their work).**

Click or tap here to enter text.

**Please comment on the type of experience of the applicant, to your knowledge. See the ‘Guide to referees for Heritage Advisors’ for further information about the types of relevant experience required.**

Click or tap here to enter text.

## Declaration

**I declare the following:**

To the best of my knowledge and belief, the information supplied in this reference is truthful and correct.

I consent that FPSR may contact me via the contact details I have provided, to discuss this written reference for the purposes of assessing the applicant’s Application to meet the Minister’s Guidelines, and for that purpose only.



Please insert your signature

Click or tap to enter a date.

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