

# Highfield Level 5 End-Point Assessment for Healthcare Assistant Practitioner

EPA-Kit

## Reflective Journal Templates

- Reflective journal – evidence referencing grids
- Reflective journal – reflection template
- Reflective journal – declaration of authentication

## Reflective journal – evidence referencing grids

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The following pages contain documentation that may be used by apprentices to reference and organise their journal. The location column should document the location of the evidence within the journal e.g. page number.

Skills:

Case Management		
Ref	Assessment Criteria	Location
S2	Reflect on how you manage your <b>daily workload</b>	
	Implement the <b>care package</b> supporting an <b>individual</b> in your care that you work with on a regular basis	
	Ensure the <b>care package</b> is supported by current evidence-based practice	
	Review and revise how the <b>care</b> being provided impacts on the <b>individual's</b> health and care needs	
	Evaluate how you manage your <b>daily workload</b>	

Supervision and Teaching		
Ref	Assessment Criteria	Location
S3.	Demonstrate how you allocate work to others	
	Provide <b>guidance</b> to others in order for work to be undertaken effectively	
	Explain how you ensure your knowledge is up to date	
	Explain the terms: supervision, mentoring, teaching and assessing in relation to the management of staff	
	Explain how <b>models of learning</b> could help your understanding and develop your practice as a supervisor, teacher or mentor	
	Assess how you may support the development of other staff through:  A) Supervision  B) Mentoring  C) Teaching  D) Assessment	

Values	
	Location
Care: Caring consistently and enough about individuals to make a positive difference to their lives	

Honesty: Being trustworthy in all aspects of their role and responsibilities for those who need care and those who they work with	
Commitment: Commitment to improving the experience of people who need care and support ensuring it is person-centred	
Conscientious: Being vigilant, efficient and completing tasks with the aim of high achievement and high standards	
Compassionate: Delivering care and support with kindness, consideration, dignity and respect	

Behaviours	
	Location
Dignity: Treating people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences	
Respect: Showing respect and adopting an empathetic approach	
Courage: Having the courage to challenge areas of concern and work to best practice	
Adaptability: Being adaptable, reliable and consistent	
Discretion: Showing discretion towards others	

## Reflective journal – reflection template

Reflection is essential for personal and professional development. It is the process of thinking about oneself and one’s experiences in an evaluative, critical and self-aware manner. Reflection involves exploring what happened during a particular activity, event or day. Considering what went well and what did not go so well. Identifying what you might do differently next time and how you intend to put change into practice or how this will inform future practice. The reflection template could be used to demonstrate the apprentices learning and application of knowledge in practice, their values and behaviours within their reflective journal.

Date		Standard Covered:		Outcomes Covered:
<b>Introduction:</b> Brief overview of what the apprentice intends to reflect on				
<b>Main body: Explanation and analysis including relating concepts and theories to current and future practice</b> <ul style="list-style-type: none"> <li>• Describe what happened</li> <li>• Evaluate the activity: What went well? What didn’t go so well? Any concepts/theories that support this?</li> <li>• What could you do to improve? How is this informed by concepts/theories/evidence?</li> <li>• How would you put these improvements into practice next time? How does it inform future practice?</li> </ul>				
<b>Conclusion:</b> Summary of your main points				

## Reflective journal – declaration of authentication

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I confirm that the reflections provided within the journal have been produced and authenticated in accordance with the Assistant Practitioner (Health) Apprenticeship Standard, Assessment Plan and EPA Kit and that production of the reflective journal was carried out under the specific conditions for assessment gateway and end-point assessment for this standard.

**Apprentice  
Signature**

**Date:**

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**Employer  
Signature**

**Date:**

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**Training  
provider  
Signature**

**Date:**

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