

## Evidence portfolio – 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 evidence portfolio.

Date		Standard Covered:		Outcomes Covered:
<b>Introduction:</b> Brief overview of what the apprentice intends to reflect on				
<b>Main body: Concepts and theories to current and future practice</b> Describe what happened				

Evaluate the activity: What went well? What didn't go so well? Any concepts/theories that support this?	
What could you do to improve? How is this informed by concepts/theories/evidence?	

How would you put these improvements into practice next time? How does it inform future practice?	
<b>Conclusion: Summary of your main points</b>	