**Table 7.1** Effective Reflective Practice cycle

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| **Effective Reflective Practice cycle** | [insert the focus of reflective practice] |
| **Practitioner** | [insert your name and student number (if appropriate) here] |
| **Date** | [insert date of completing this review] |
| **Part 1: Brief background and context [20% of word count]** | |
| **Intention**  This section should answer the question: What was behind your decision to work on enhancing an aspect of your professional practice?  To include:   * Motivations * Values and principles * Professional aspirations. | |
| **Outcome**  This section should be very brief and explicit. To include:   * An explicit measurable outcome * An explanation of how you will know that the outcome has been achieved * Indicators of a successful outcome. | |
| **Plan**  Provide a very brief outline of what you intended using the format presented below. The plan should be followed by a short paragraph relating to ethics and equalities:   * Explain that you undertook an ethical review of your plan and provide an example of an ethical question relevant to this reflective practice cycle. * Explain that you did an Equality Impact Assessment and provide an example of something that required adaptation following the assessment.   End this section with your hypothesis or hypotheses:   * Present these clearly in bullet point format. | |
| **Experimentation**  Share the results of the experiments:   * Highlight what worked well in the experiment * Highlight what did not work in the experiment * End this section by concluding whether your hypotheses were proven or disproven * Present these as bullet points by repeating the hypothesis or hypotheses followed by whether they were proven or disproven. | |
| **Part 2: Reflections and learning [80% of word count]** | |
| Provide a brief appraisal of the reflective practice cycle. [Write out in a paragraph]   1. Was the desired outcome achieved for the client? 2. Did you achieve your initial intention? 3. What did you learn about yourself and your practice? | |

**Table 7.1** (Continued)

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| 4 If you achieved the outcomes, to what extent do they align with your original intention?  Based on your review, identify the insights and learning that emerged for you. |
| **Your motivation**  [Write out in a paragraph]   * How motivational was your original positive intention? * What did you learn about yourself in setting your intention? (e.g. how closely aligned was your intention with your purpose and values?) * How did your strengths and learning preferences support your motivation? |
| **Your outcome**  [Write out in a paragraph]   * What are your reflections on the outcomes you chose? |
| **Your plan**  [Write out in a paragraph]   * What worked well? * What did you learn about your strengths? * Were there any parts of the plan that turned out to be less useful? * How good were you at sticking to your plan? * What ethical issues emerged and how did you deal with them? * What changes did you implement following the Equality Impact Assessment? |
| **Your experiments**  [Write out in a paragraph]   * What was the most important learning you took away from the experimentation phase? * What did you learn about yourself, your clients and the wider context as you   experimented?   * What aspects of your experiment worked particularly well? * What elements could have benefitted from further revision? * To what extent did stepping outside your comfort zones (e.g. in terms of learning preferences and strengths) help? |
| **Your conclusion**  [Write out in a paragraph]   * What did you learn about your impact on clients and others? * In what specific ways will you make improvements to your practice? * How will you test that these improvements are benefitting clients? * Overall, what did you learn about yourself as a professional that might have applications more broadly in your life? |
| **References**  [Where you draw on other people’s work, such as books, articles and research papers, it  is courteous and proper to include a reference to that work. This should detail their name, the full title of the work, the publisher and the date of publication. If your reflective piece is part  of a qualification programme or credentialing, references are essential to demonstrate your engagement with existing practices and relevant theories.]   * Include 3–6 references using APA (American Psychological Association) style. |