**1. Purpose**

This journal meant to assess **critical thinking**, **personal development** and **application of the contents of this course**. A learner Reflective Journal is your self-reported and self-reflective record in which you will describe specific learning experiences, activities, responses, and skills you have acquired.

Format:

The assignment should be completed using the format outlined below. Use the prompts or questions provided in the template(e.g. “What challenged you today?”). This uses Gibbs’ Reflective Cycle to guide the structure.

Sections:

There are headings for each section covered in the course.

Submission date: All assignments must be submitted by 11:59pm of the final day. (There is a 10% per week penalty for missing the deadline)

Number of words: Word count should be between 1000 and 1,500. (Not including the 750words covering the brief/template) If word count is not met there will be a 20% penalty and the assignment must be resubmitted within 7 days with the required minimum word count.

Assessment weighting: This assignment accounts for 20% of the award. (Pass mark is 10)

**Assessment Criteria**

**Depth of Reflection:** Goes beyond description; includes analysis, insight. Link to experiences to theory, course content, or professional practice. **Provide a personal insight. This s**hows growth, self-awareness, and attitude shifts. **Ensure structure & clarity. Ensure a** coherent flow and appropriate language**.**

**Privacy and Trust**

The Reflective Journal will be read by trainers and Internal Verifier.

**Steps to Complete Your Reflective Journal**

1. **Get Your Materials Ready:**
	* Find a quiet place to work.
	* Have a notebook or a computer ready to write your journal.
	* Use the template provided.
2. **Understand the Assignment:**
	* You will write about your learning experiences.
	* Use specific questions to help guide your writing.
3. **Break Down the Journal into Sections:**
	* **Introduction:** Write a few sentences about why you are writing this journal.
	* **What Did You Learn?** Think about different activities and experiences.
		+ *Prompt:* What challenged you today?
	* **Reflection:** Write about how these experiences made you feel.
		+ *Prompt:* How did you solve a problem during the course?
	* **Conclusion:** Summarize your thoughts and feelings about your learning journey.
4. **Use Gibbs’ Reflective Cycle:**
	* This cycle helps you reflect on your experiences. It includes:
		+ Description
		+ Feelings
		+ Evaluation
		+ Analysis
		+ Conclusion
		+ Action Plan
5. **Write Clearly:**
	* Make sure your writing is easy to read.
	* Use complete sentences.
	* Check for spelling and grammar.
6. **Check Your Word Count:**.
	* Don’t forget: the words in the template do not count towards this total.
7. **Submission Information:**
	* Write your journal by the deadline: 11:59 PM on the final day.
	* If you submit late, there will be a 10% penalty for each week it is late.
8. **Attach the Declaration of Plagiarism:**
	* Make sure you include this declaration with your journal when you submit it.

**Important Notes:**

* Your journal will be read by your trainers and Internal Verifier. Please be honest and thoughtful in your reflections.
* Make sure to think deeply about your experiences. This will help you show growth and understanding.

**References:**

* Use any guides or texts that helped you during the course to support your writing.

Take your time with each step, and remember that reflecting on your experiences is a valuable part of learning!