After completing an assessment task add a new journal. The first part of your journal entry must clearly state the name of the task and the corresponding week it was due.

Week # Practical #:” Weekly topic”

|  |  |
| --- | --- |
| **Stage of cycle** | **Prompt questions** |
| **Description of the event**  Set the scene, describe what happened in the situation / experience. | •What happened?  •When and where did this happen?  •Who was involved?  •What did I and others do?  •What was the context?  •What was the result of this situation? |
| **Feelings**  Discuss your feelings and thoughts about the experience before, during and after. | •How did I feel and think at the time?  •What impact did my emotions, beliefs and values have?  •What do I think other people were feeling?  •What did I feel and think about the incident afterwards? |
| **Evaluation**  How did things go? Focus on the positive and negative even if it was primarily one or the other and look objectively at what approaches worked, and which didn't. | •What went well? What didn't go so well in the situation?  •What did I and other people do to contribute to the situation (either positively or negatively)?  •Were there things that were difficult? Interesting? Surprising? Upsetting?  •If I am writing about a difficult incident, did I feel that the situation was resolved afterwards?  •Provide some judgement about the event and its possible consequences |
| **Analysis**  This is where you make sense of what happened, using the theory and wider context to develop understanding. | •Why did things go well? Badly?  •How do my past experiences compare to this?  •How does theory or evidence fit with this?  •Could I have responded in a different way?  •What might have helped or improved things? |
| **Conclusion**  Think about the situation again, using the information that you've collected so far. | •What else could I have done?  •What insights, thoughts, or conclusions, about my role within this event that I can now take away?  •What have I learnt for the future?  •What skills might I need to develop, so that I can handle this type of situation better? |
| **Action plan**  Sum up anything you need to know and do to improve for next time. | •What would I do if a similar situation arose again?  •What are some indicators that would help me recognise a similar event?  •What are some changes I would make?  •How /where can I use my new knowledge and experience?  •How will I adapt my actions or improve my skills? |