# Reflective Journal

|  |  |
| --- | --- |
| Candidate name |  |
| Title/designation |  |
| Date completed |  |

## **Part A. Implementing Improvements in Own Work Practice**

**INSTRUCTIONS TO THE CANDIDATE:** Implement improvements to your own work practices in two separate instances. Document these instances below and have your supervisor complete and sign the declaration sections below.

**Instance 1**

|  |
| --- |
| Date: |
| Improvement made to own work practice: |
| Outcome after implementing the improvement: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, implement the improvements to their work practices as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

**Instance 2**

|  |
| --- |
| Date: |
| Improvement made to own work practice: |
| Outcome after implementing the improvement: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, implement the improvements to their work practices as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part B. Implementing Improvements in Procedures**

**INSTRUCTIONS TO THE CANDIDATE:** Implement improvements to procedures in two separate instances. Document these instances below and have your supervisor complete and sign the declaration sections below.

**Instance 1**

|  |
| --- |
| Date: |
| Improvement made to work procedures: |
| Outcome after implementing the improvement: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, implement the improvements to work procedures as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

**Instance 2**

|  |
| --- |
| Date: |
| Improvement made to work procedures: |
| Outcome after implementing the improvement: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, implement the improvements to work procedures as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part C. Initiating Skills Development Opportunities**

**INSTRUCTIONS TO THE CANDIDATE:** Initiate on at least two development opportunities recommended by your supervisor in Task 6. Document these instances below and have your supervisor complete and sign the declaration sections below.

*This may involve requesting for additional coaching and mentoring, signing up for webinars/seminars or attending workplace training sessions.*

**Development Opportunity 1**

|  |
| --- |
| Date: |
| Development opportunity: |
| How you initiated this development opportunity: |
| Outcome after initiating this development opportunity: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, initiate the development opportunity as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |

|  |  |
| --- | --- |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

**Development Opportunity 2**

|  |
| --- |
| Date: |
| Development opportunity: |
| How you initiated this development opportunity: |
| Outcome after initiating this development opportunity: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, initiate the development opportunity as detailed above.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part D. Complying with Legal Responsibilities**

**INSTRUCTIONS TO THE CANDIDATE:** Demonstrate two instances you complied with your legal responsibilities. Document these instances below and have your supervisor complete and sign the declaration sections below.

**Instance 1**

|  |
| --- |
| Date: |
| Legal responsibility/ies: |
| Describe how you complied with these responsibility/ies: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, comply with their legal responsibilities.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

**Instance 2**

|  |
| --- |
| Date: |
| Legal responsibility/ies: |
| Describe how you complied with these responsibility/ies: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, comply with their legal responsibilities.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part E. Complying with Ethical Responsibilities**

**INSTRUCTIONS TO THE CANDIDATE:** Demonstrate two instances you complied with your ethical responsibilities. Document these instances below and have your supervisor complete and sign the declaration sections below.

**Instance 1**

|  |
| --- |
| Date: |
| Ethical responsibility/ies: |
| Describe how you complied with these responsibility/ies: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, comply with their ethical responsibilities.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

**Instance 2**

|  |
| --- |
| Date: |
| Ethical responsibility/ies: |
| Describe how you complied with these responsibility/ies: |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that I have sufficiently observed the candidate, whose name appears above, comply with their ethical responsibilities.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part F. Communicating Difficulties Encountered with Supervisor**

**INSTRUCTIONS TO THE CANDIDATE:** Document at least two difficulties you have encountered while complying with your legal and ethical responsibilities. Discuss these difficulties with your supervisor and record the outcomes of your discussion below:

|  |  |
| --- | --- |
| **Difficulties encountered** | **Outcomes of your discussion with your supervisor** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that the candidate whose name appears above discussed difficulties they have encountered while complying with their legal and ethical responsibilities.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

## **Part G. Referring an Unresolved Conflict to the Appropriate Person**

**INSTRUCTIONS TO THE CANDIDATE:** Document at least one unresolved conflict you encountered while working in the workplace.

Discuss this unresolved conflict with your supervisor and record the outcomes of your discussion below:

|  |  |
| --- | --- |
| **Unresolved Conflict Encountered** | **Outcomes of your discussion with your supervisor** |
| Date:  Who were involved:    Description of the unresolved conflict: |  |

|  |  |
| --- | --- |
| **Supervisor Declaration**  By signing here, I confirm that the candidate whose name appears above discussed with me the unresolved conflict they encountered in the workplace.  I confirm that the information recorded in this section of the Reflective Journal is true and accurately reflects the candidate’s submission for this workplace task. | |
| Supervisor’s signature |  |
| Supervisor’s name |  |
| Supervisor’s contact number (required) |  |
| Supervisor’s email (required) |  |
| Date signed |  |

End of Reflective Journal