QAC Self Reflection Form

# Introduction

The ability to perform self-analysis, to look at your flaws and considering how they can be improved, as well as looking at your successes and attempting to replicate them, is a vital skill for anyone, in any walk of life.

As consultants for QAC you need to demonstrate that you understand and champion the core values of QAC. Below is your opportunity to analyse how your performance over the last week has shown you capability in certain areas.

# Rated Questions

**Technical**

How well have you been able to retain technical theory?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well would you be able to explain technical theory to a client or colleague?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well have you been able to implement the theories in technical practice?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Soft Skills**

How well have you been able to communicate what you are doing with your team members/trainer?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well have you been able to work as part of a team?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well would you be able to present the topics?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Attitude**

How well have you been able to apply your own initiative and plan and abide by your personal development?

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well have you been able to use management your time?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

How well have you been able to contribution to lectures?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

# SWOT analysis

Make your targets:

* **S**pecific
* **M**easurable
* **A**ttainable
* **R**ealistic
* **T**ime-Bound

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| Strengths |
| *What went well last week*  Being able to keep up in the first half of the day, being able to give my full attention to tasks and the trainer. Completing exercises been given and attempting as much as possible as oppose to leaving them, if an error has occurred and I am struggling to fix it. |
| Weaknesses |
| *What did not go well last week.*  My attention span in the second half of the day drops significantly and I do find it difficult to retain the theory that is involved. I understand sections but I am not confident in the material that has been covered this week. |
| Opportunities |
| *What could you do in the future to improve your strengths.*  Ask for one to one sessions during free time as well as during class. Ask questions as soon as possible instead of leaving them and then forgetting the questions. |
| Threats |
| *The issues you need to avoid in the future to minimise your weaknesses.*  Avoid leaving revision/ extra work to late night and do it earlier on. Pay attention to Chris whilst taking down notes. Don’t look at the computer screen/ get distracted whilst Chris/ Ian is speaking. Avoid getting distracted/ sleepy during the second half of the day to pay full attention. |

# Trainer Comments

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| *To be completed by the Trainer* |

# Learning Pathway

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| *To be completed by the Trainer* |