

Estonian Entrepreneurship University of Applied Sciences

Name of curriculum

Name of student

RPL SELF-ANALYSIS REPORT

Study centre year

TABLE OF CONTENTS

INTRODUCTION

In the introduction to your self-analysis report you should provide an overview of what you want to have taken into consideration in your completion of the curriculum, as well as why and on what basis you wish it to be taken into consideration, and of the structure of the report. It may help you to answer the following questions:

- *What is the objective of your self-analysis report?*
- *What courses do you want to be taken into consideration via RPL on the basis of your self-analysis report? (In the case of multiple courses, you may want to draw up a table in order to provide your overview.)*
- *Why do you feel your experiential learning should be taken into consideration? (Provide well-argued reasoning.)*
- *What parts is your self-analysis report made up of, and which parts cover which aspects?*
- *Is there anything else that is important to you and to which you would like to draw the attention of the assessment committee?*

CV

Draw up a CV for yourself in which you highlight all of your learning experience, such as school education, refresher training and everyday life (e.g. in the working environment).

For each experience, provide a summary of the most important thing you learned from it that you want to highlight and emphasise. Example:

<i>Education</i>			
<i>2014-2017</i>	<i>University of Tartu</i>	<i>BA in Economics</i>	<i>In addition to the knowledge of the subject I attained, I value the experience I gained in undertaking research: I now know how to gather, analyse and generalise the data I need to fulfil a research task and how to draw connections between theory and results. During this period I was also the senior student on my course, thanks to which I gained more experience of and skills in communication and organisation.</i>
<i>etc.</i>			

SELF-ANALYSIS

In order to provide evidence of fulfilling every learning outcome of each course you are applying to have taken into consideration, you will have to complete a self-analysis in which you describe and analyse how you achieved a specific learning outcome of a specific course. You may base your self-analysis on STARR or another method of self-analysis.

The text must be structured. It makes sense to provide subheadings for different parts of the text, e.g. by learning outcome. In any event, the self-analysis pertaining to each learning outcome must include two parts, with the emphasis being on the second, as follows:

- 1) Describing the experience – Outline the experience through which you fulfilled the learning outcome: what happened, what your duties, role, responsibilities and objectives were in the situation, what action you took in the given situation, whether you acted independently or with guidance, what result you achieved and the extent to which the result depended on the action you took.*
- 2) Reflecting on the experience – Analyse the experience and indicate how it is connected to a specific learning outcome: what the meaning/importance of the experience was to you, the team and the company, which aspects of it were particularly interesting and important to you, what alternative action you might have taken, why you chose the approach that you did, how you would act in a similar situation in the future, whether you would do anything different and what this would be and why, whether you have recently found yourself in a similar situation and whether the result was the same and why, how you rate your ability to cope – giving specific examples (e.g. client feedback or growth in visitor numbers, not simply that you think you coped well), what feedback other parties gave you on your actions and the results, whether the feedback is in line with your own assessment, what knowledge and skills you gained from the experience and how the experience is linked to the learning outcome of the course you are applying to have taken into consideration.*

You may like to follow the following process in compiling your texts:

- 1) Look up the learning outcomes of the course you are applying to have taken into consideration and write them down. Read through them several times and*

try to understand them: what skills and knowledge does completing the course require? Be honest and constructively critical in regard to yourself. For example, if it states in the learning outcome that the student must be familiar with the key theories in the field in question, you will need to make it clear to yourself which theories are being referred to and whether you truly are familiar with them – theories are not learned on the basis of experience alone, but rather you also need to e.g. read professional literature. (Have you read such literature, or taken a refresher training course dealing with the theories in question?)

- 2) Think about the kind of experience that could prove your fulfilment of a certain learning outcome.*
- 3) Organise your thoughts. (For example, draw up an ideas chart.)*
- 4) Write your first draft using the abovementioned questions or the STARR method to guide you.*
- 5) Look for or obtain the evidence you will need (job description, character reference from a colleague/manager, documents drawn up in the course of your work that prove you have a certain skill, etc.).*
- 6) Read through your self-analysis report again and evaluate the following:*
 - Are all of the learning outcomes covered?*
 - Is the text sufficiently clear, specific, explanatory, relevant and comprehensible?*
 - Is the text structured in an understandable way and easy to follow?*
 - Have you clearly highlighted what you learned from your experience?*
- 7) Make any necessary corrections. If needed, ask one of your lecturers or an RPL advisor for feedback.*

SOURCES USED

A self-assessment analysis is an academic text like any other: it requires correct referencing and a list of sources if it includes the views, ideas, data, etc. of other authors.

Annex 1.

Add as annexes the materials evidencing your fulfilment of the learning outcomes set out in the learning narratives in your analysis.

Divide them into two groups: direct and indirect evidence.

- 1) Direct evidence – Anything you compiled yourself or for the compiling of which you were chiefly responsible (e.g. projects, learning materials and guidelines)*
- 2) Indirect evidence – Documents compiled and issued by someone else (e.g. certificates, letters of reference and feedback)*

Make sure that the evidence your submit as annexes is true, sufficient, valid, authentic and relevant. This means that you should not just submit any documents as evidence, but only appropriate and carefully selected documents directly linked to the learning outcomes of the course you wish to be taken into consideration and to which you made reference in your learning narratives.