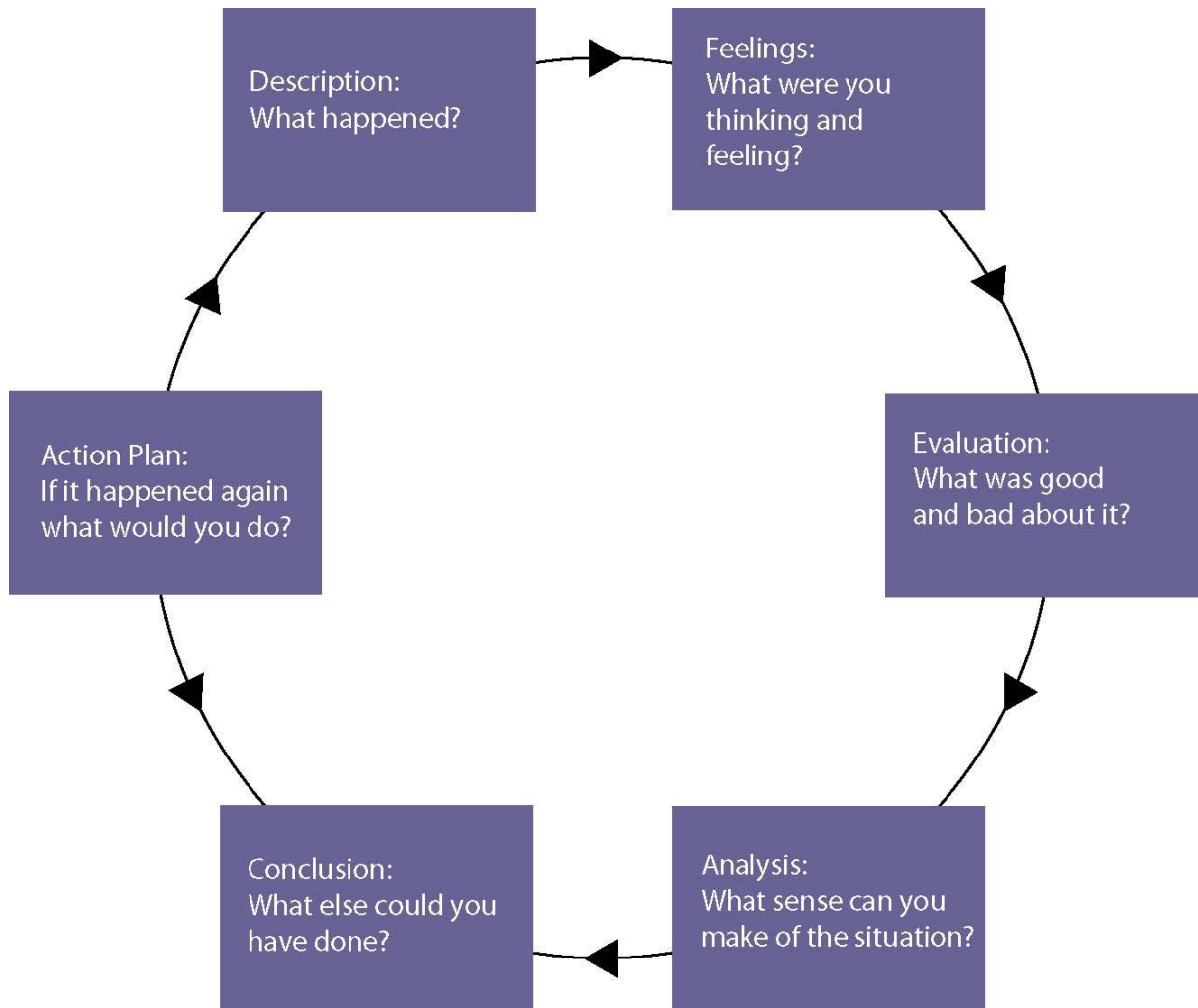


Reflective Exercise



Think of a particular experience which you think helped you learn something and ask yourself the questions in the cycle, starting with 'What happened?'. When you have done this, complete the Reflective Exercise, thinking of responses to each of the questions on the sheet.

Reflective Exercise

Experience: Describe the experience. What happened? What did you do in reaction to the experience?

Knowledge: What do you know now that you did not know before you had the experience?

Skills: What can you do now that you could not do before you had the experience, or can do better now because of the experience?

Reflections: What were your feelings and thoughts? What did you do well? What would you do differently? What values did you use?

Application: Think of a different situation in which you could apply what you have learned.

Identifying Learning

The following Template can be used to help identify what learning has been achieved and how you could use this in other situations.

Activity	What did you do?	What skills, talents and knowledge do you need?	What did you learn by doing this? Did you adapt things?	What have you learned that could be used in other situations?

Sample Template to match evidence

What do I want to use my prior learning for? Evidence for a new job or qualification?				
Examples of experience	Learning and skills gained from prior experience	Evidence of prior learning to new job or qualification	Potential match with selected elements	Action I need to take
Working in a pub (e.g managing a busy night behind the bar) Chairing a meeting	<p>Negotiating skills; verbal and non-verbal communication; planning; prioritising; budgeting resources; team working. Knowledge of: legal framework; own role within legal framework; effects of alcohol; factors that can affect communication; how to work with and manage conflict.</p> <p>Verbal communication; negotiating skills; managing conflicting viewpoints of meeting participants; organisational and planning skills; time management skills. Knowledge of: understanding of systems and policies; problem solving skills.</p>			