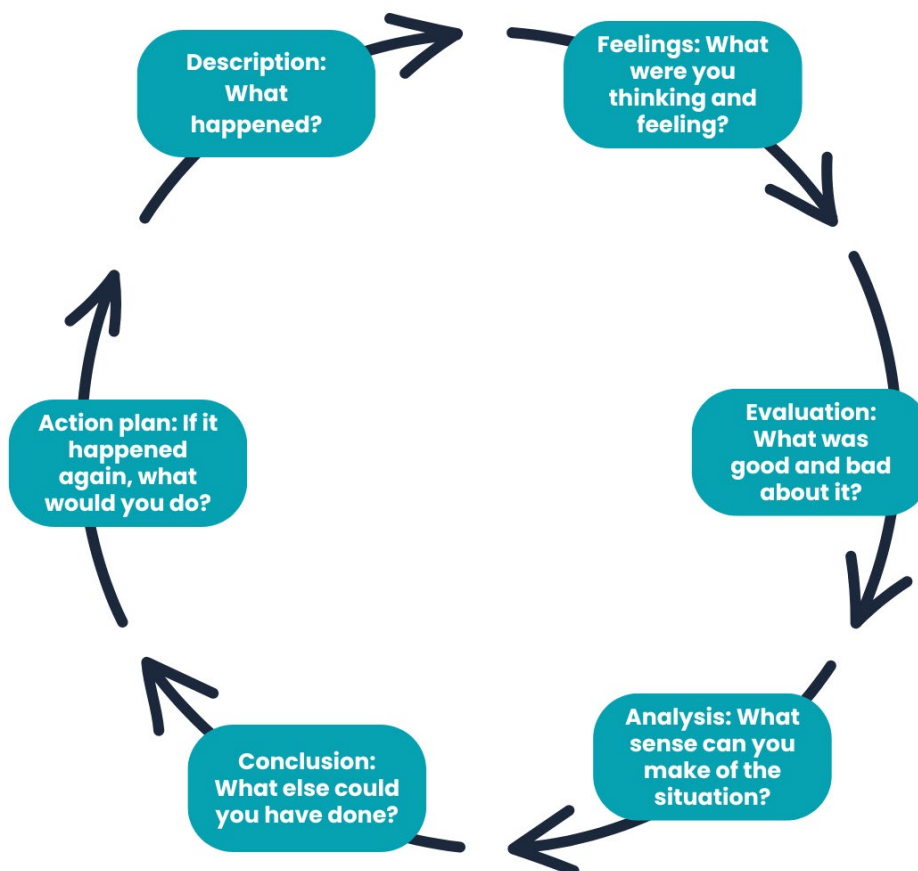


## Recognition of Prior Learning – Reflective exercise

This exercise is designed to help you think about past experiences in work, volunteering, or life that have helped you learn valuable skills and knowledge. Reflecting on these can support your claim for recognition of prior learning (RPL).

Think of a particular experience that you think helped you learn something. 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.



## Reflective exercise

Reflective area	Prompt	Your response
Experience	What happened? What did you do?	
Knowledge	What do you know now that you did not know before?	
Skills	What can you do now that you couldn't before, or do better?	
Reflections	What were your feelings and thoughts? What did you do well? What would you do differently?	
Values	What values guided your actions?	
Application	Think of a different situation in which you could apply what you have learned.	

## Identifying learning

Use this section to reflect on specific tasks or roles and the learning that came from them. See page 4 for a sample template.

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

Sample template

Activity	What did you do?	What skills, talents and knowledge did you need?	What did you learn? Did you adapt things?	What have you learned that could be used in other situations?
Working in a pub (e.g managing a busy night behind the bar)	Served customers; checked identification; kept bar area tidy; restocked bar; processed payments; cleared tables; identified any hazards; liaised with colleagues	Negotiating skills; verbal & non-verbal communication; planning; prioritising; budgeting resources; teamworking; legal knowledge (alcohol laws); conflict management	Learned to stay calm under pressure; developed strategies to manage long queues; adapted my communication style depending on customer mood	Gained confidence in handling fast-paced environments, improved multitasking and emotional intelligence, developed clearer communication under stress
Chairing a meeting	Scheduled meeting; invited attendees; booked conference room; created agenda; chaired meeting	Verbal communication; negotiating; conflict resolution; organisational & planning skills; time management; knowledge of systems and policies	Learned how to control the flow of discussion; adapted tone to keep meetings productive; managed time to stay on track	Improved confidence in leadership roles, clearer understanding of team dynamics, better ability to listen actively and mediate differing opinions
Volunteering with a community group	Organised events; supported fundraising; promoted activities; liaised with external partners	Event planning; interpersonal skills; marketing; budgeting; working with diverse groups; risk assessment	Became more confident speaking publicly; adapted plans quickly when events didn't go as expected	Strengthened project planning skills, enhanced problem-solving abilities, increased cultural awareness and adaptability in group settings