

**Guidance on Reflective
Practice in PMST
“Learning from Doing”**



Introduction

We all learn through experience – but having an experience and describing it does not mean we automatically understand its meaning. Reflection helps us to move on from description of experiences to make sense of events and learn from them.

You can learn from almost any professional experience. Generating a written Reflective Commentary should be a valuable learning experience. The commentary itself helps to authenticate (personalise) the evidence of your experience, and can form a useful piece of evidence for your portfolio.

You can use a Reflective Commentary to think about & learn from many activities, for example to:

- demonstrate your involvement with a project & what you learned from it;
- summarise what you learned from a meeting or training course you attended;
- examine & learn from a critical incident you were involved with;
- document the learning derived from an assessment carried out with your supervisor;
- summarise your whole work, evidence & learning for a curricular Competency (module Item e.g. CLD 2, DSS 5).

A Reflective Commentary should be written in the first person. It should consist of a brief description and detailed analysis. You may find the template below will help you to structure your thoughts. The template is based on the four steps of the learning cycle – the idea that to derive learning from an **activity** we need to **review** what we have done, **evaluate** it and then **plan** the next steps. The questions posed are just suggestions – you do not need to answer them all.

Version control

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1. WHAT did you do?

Describe a recent Learning Experience in your work / professional life:

- What happened?
- When did it occur?
- Who was involved?
- Where were you?
- What did you do? What did others do?
- What, if anything, was unusual?

2. WHY did it happen like that?

Review, analyse & interpret the events. List / describe the evidence you have provided:

- Why is this an appropriate event to reflect on?
- What went well? What went less well?
- Why do you think things happened as they did?
- How might others have seen events?
- Why did you act as you did? Why do you think others acted as they did?
- What were you thinking and feeling? How did this influence your behaviour?
- What were the contributing factors? Did location and timing play a part?
- What contribution did actions, responses and past experiences (yours and those of others) play? What other factors were involved?

3. SO WHAT does it mean?

Evaluate overall meaning & application:

- What knowledge or theories did you use? What professional judgements did you make?
What moral and ethical issues were raised?
- How does this event relate to past experiences? How will it relate to future ones?
- What issues and practices in your work will you explore further?
- What standards, guidelines or regulations apply? How far did you meet them?
- How does this demonstrate your competency in relation to the PMST curriculum Item?
- What questions do you still have?

4. NOW WHAT should you do?

Implications and action plan:

- How do you regard things now?
- What have you learned? How will this affect your future thinking, behaviour or interactions?
- What will you do or plan differently next time?
- What will you think about next time? How will you behave?
- How will you answer any outstanding questions?
- How will you apply what you have learned? What new learning needs have arisen and how will you address them?