

## Reflective Practice and Self-Assessment Tool

**Objective:** When developing new skills or undertaking a self-assessment against a particular model of competency or set criteria, then your best results are likely to come from proactive reflective questions. Reflection using the questions below will lead to more objective and insightful analysis and help you to develop meaningful strategies for developing and demonstrating the relevant competence in a way which should suit your learning and development style.

Name:	
Date:	
Competence model or criteria or purpose of assessment:	
<p>When you think about this skill - how do you feel? What do you picture? What is your inner voice saying?</p> <ul style="list-style-type: none"> <li>• Consider your confidence levels, your fear and uncertainty levels.</li> <li>• Can you see yourself using the skill and if so, how do you feel?</li> <li>• Can you picture someone else using the skill well, what makes them successful at it?</li> </ul>	
<p>How is this skill and what you felt or saw similar to other challenges or skills?</p> <ul style="list-style-type: none"> <li>• Is there another skill which made you feel this way which you conquered and if so, what worked then?</li> <li>• Are there components to the skill which are similar to other skills you already have? In other words, do you have any transferrable skills? It can often be useful ahead of or in conjunction with a self-assessment to carry out a Skills Audit. This also helps to open the right neural pathways for conductive self-analysis.</li> </ul>	
<p>What are the fundamental differences in this skill compared to other skills?</p> <ul style="list-style-type: none"> <li>• Here, you are essentially undertaking a gap analysis to identify the specific aspects which need development.</li> <li>• Can you break the skill down into smaller component parts to analyse it in more detail?</li> </ul>	

Why are those similarities or differences significant to you?

- Once you've broken the skill down and analysed it, has this shown anything which is especially meaningful to you. Again, you are likely to find comparison against a Skills Audit helpful here.
- Has this analysis created any "lightbulb" insights as to perhaps why you may be finding a particular skill more difficult to develop or demonstrate?

How can this information help you to develop your skills?

- Now that you've undertaken the gap analysis and considered your findings, this has likely given you some insights you can use to help you better develop and demonstrate the relevant skill.
- It may be that you have identified that: the skill has a lot in common with other skills which you are competent at; or you have realised that there are additional resources you can access to help you develop the skill.

If there were a scale of competence for this skill, what level would you consider yourself to be?

- There are several ways to measure this to your preference perhaps a percentage scale or a score between 1-10 with 1 being low and 10 being competent.

What broad evidence do you rely on in support?

- This section is to help you make sure your approach has been realistic.
- Unless there is a need to provide this evidence to external sources, you should not need to be too detailed here. This is about you self-checking your reflection.