



Unit Specification

K315 – Reflective Journal

K/601/9364

Sept 2018 – Aug 2019

UNIT SPECIFICATION

Unit K315 - Reflective Journal

(RQF Accreditation Number: K/601/9364)

(Signature Qualification Reference K315)

This unit aims to enable the learner to comment on the application of knowledge from other units to practice, and to reflect on the strengths and weaknesses of their practice.

Guided learning hours	Additional study hours	Total learning time	Credit value at level 3
10	20	30	3

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Maintain a record of 30 hours' practice, relating to knowledge and understanding gained from other units to application in practice.	1.1 Account for a minimum of 30 hours' practice. 1.2 Evaluate application of theory to practice in relation to own experience.
2. Self-evaluate own practice, identifying and reflecting on strengths and weaknesses and identifying future improvements.	2.1 Evaluate own performance. 2.2 Identify future improvements to own performance.
3. Explore ongoing professional development in personal communication skills for supporting deaf learners.	3.1 Monitor personal success and achievement in the use of a selected communication system over an agreed period of time identifying strengths and weaknesses. 3.2 Prepare and use an action plan justifying the choice of targets, time-scales and courses.

Topic content

The reflective journal

- Recording in the reflective journal
- Aim of the reflective journal

The concept of the reflective practitioner

- Definition
- Methods of reflection
- Theories of reflection
- Skills
- Knowledge

A personal development plan

- The plan
- Factors affecting plans
- Evaluation of the plan
- Update

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ASSESSMENT SPECIFICATION

Please read this specification in conjunction with [Signature Assessment Regulations](#) and [Signature General Regulations](#) on our website.

Assessment for this unit will take the form of a portfolio of evidence produced to cover all assessment criteria.

The portfolio will be internally assessed.

The portfolio will contain written evidence covering **all** of the assessment criteria.

Learners will complete a personal Reflective Journal, recording a minimum of 30 hours of practice. This journal will not be formally assessed.

External moderation will be undertaken by qualified Signature staff.

Generic criteria

All candidates' evidence needs to demonstrate that they have met the following generic criteria for each unit as well as covering the appropriate assessment criteria within the unit.

- accurate use of grammar, spelling and punctuation
- clear expression of ideas and arguments
- use of reading and research through the inclusion of appropriate references in written text
- accurate use of numerical calculations and interpretation of data
- use of Information and Communication Technology
- commitment to working within a professional value base.

RQF Level 3 descriptor extract

Summary

Achievement at Level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.

Knowledge and understanding

Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine. Interpret and evaluate relevant information and ideas. Be aware of the nature of the area of study or work. Have awareness of different perspectives or approaches within the area of study of work.

Application and action

Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and chosen actions have been.

Autonomy and accountability

Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility of supervising or guiding others. Exercise autonomy and judgement within limited parameters.

Assessment strategies

Assessment may take place over a period of time in order to provide short and long-term targets. Assessment should be a formative process, providing opportunities to improve and enhance performance and also to reinforce it and allow new understanding to develop over a period of time. However, a summative assessment can be used to assess the level of performance, using a range of activities to support the final grade.

Evidence of outcomes may be in the form of presentations, documentation, work-placement reports, diaries, witness and observation statements, personal statements and, ultimately, the Reflective Journal.

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CANDIDATE ASSESSMENT RECORD FORM

Candidate name Candidate ID

	Learning outcomes - All outcomes must be achieved	Achieved (☐)	Evidence Reference Number(s)
1	Maintain a record of 30 hours’ practice, relating to knowledge and understanding gained from other units to application in practice		
	Assessment criteria		
1.1	Account for a minimum of 30 hours’ practice		
1.2	Evaluate application of theory to practice in relation to own experience		
2	Self-evaluate own practice, identifying and reflecting on strengths and weaknesses and identifying future improvements		
2.1	Evaluate own performance		
2.2	Identify future improvements to own performance		
3	Explore ongoing professional development in personal communication skills for supporting deaf learners		
3.1	Monitor personal success and achievement in the use of a selected communication system over an agreed period of time identifying strengths and weaknesses		
3.2	Prepare and use an action plan justifying the choice of targets, time-scales and courses		

I certify that the above assessment was carried out according to Signature regulations for this unit, that the candidate has successfully completed the above tasks, and that the work I have marked is the authentic work of the candidate.

Teacher-assessor name (please print)

Signature Date





Signature

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