

Reflective Learning Journal (RLJ)

The RLJ is designed to capture and reflect on the activities you have been undertaking, skills you have gained and to monitor your qualification progress. It is an essential part of your Apprenticeship. You will need to spend **at least 30 minutes** reflecting on your progress and gain feedback from colleagues to improve your future performance.

This journal will help your Caseload Officer to complete your Individual Learning Plan and will also provide your assessor with evidence of work tasks you have carried out. You must bring the RLJ to any Apprenticeship meetings you have. Make regular notes as you carry out tasks so you remember everything, you don't have to leave it all until the due date.

Please complete the table below with the dates you are required to complete the RLJ, starting from your employment start date. Complete the entries at the end of the timetabled week.

The RLJ is also available electronically on Smart Assessor and can be uploaded each time it is amended.

Name	Employer	Apprenticeship Start Date
Week Number	Date	
1		
3		
6		
10		
14		
20		
26		
32		
42		
52		
<p>We confirm that all of the PLTS have been achieved as part of this Apprenticeship programme:</p> <p>Apprentice: _____ Date: _____</p> <p>Training Provider: _____ Date: _____</p>		

The RLJ is also designed to develop your Personal Learning and Thinking Skills (PLTS), again, a mandatory requirement of your Apprenticeship. Please see the table below, and some examples. This will help you to think about the skills you are developing personally throughout the duration of your Apprenticeship:

Personal Learning & Thinking Skills	How have you developed these skills?
<p>Independent Enquirers: process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.</p>	<p>Recognised problems and issues with the laminator. Listened to and took on board others points of view at team meeting.</p>
<p>Creative thinkers: think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.</p>	<p>Came up with the idea of logging all photocopier jams so we can show engineer how it is impacting on our department. Completed SWOT analysis.</p>
<p>Reflective learners: evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.</p>	<p>Discussed how I thought I was doing at supervisor's 1-2-1 meeting. Set SMART targets</p>
<p>Team Workers: work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.</p>	<p>Worked with the team on all tasks set, asked questions for clarification. Feel that I am an important part of the team and the work I am doing is really important to them.</p>
<p>Self-Managers: organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.</p>	<p>Entering all work and courses into scheduler. Requested feedback on how I am doing with greeting the customers and changed what I was saying to meet the team's needs. Helped out with stuffing envelopes so the team could get emergency letters out by the post deadline.</p>
<p>Effective participators: actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.</p>	<p>Contributed to the team meeting. Created a sign and laminated it for the photocopier to ask colleagues to log faults / jams errors. Provided lunch cover. Informed them when issues in the post room meant I would be delayed back to the office.</p>

Week 1 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 3 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 6 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 10 Reflections

Main tasks completed this week/month

New Skills Developed

Which tasks I enjoyed & WHY?

Which tasks I least enjoyed & WHY?

Areas I need to work on / skills I would like to develop

Diploma/ Certificate

Update on progress made, actions and how you are feeling about this qualification.

Functional skills

Update on progress made and how you are feeling about this qualification

English

Maths

ICT

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 14 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 20 Reflections

Main tasks completed this week/month

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New Skills Developed

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Which tasks I enjoyed & WHY?

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Which tasks I least enjoyed & WHY?

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Areas I need to work on / skills I would like to develop

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Diploma/ Certificate

Update on progress made, actions and how you are feeling about this qualification.

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Functional skills

Update on progress made and how you are feeling about this qualification

English

Maths

ICT

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 26 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 32 Reflections	
Main tasks completed this week/month	
New Skills Developed	
Which tasks I enjoyed & WHY?	Which tasks I least enjoyed & WHY?
Areas I need to work on / skills I would like to develop	
<u>Diploma/ Certificate</u> Update on progress made, actions and how you are feeling about this qualification.	
<u>Functional skills</u> Update on progress made and how you are feeling about this qualification	
English	
Maths	
ICT	

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 42 Reflections

Main tasks completed this week/month

New Skills Developed

Which tasks I enjoyed & WHY?

Which tasks I least enjoyed & WHY?

Areas I need to work on / skills I would like to develop

Diploma/ Certificate

Update on progress made, actions and how you are feeling about this qualification.

Functional skills

Update on progress made and how you are feeling about this qualification

English

Maths

ICT

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

Colleagues Feedback

Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature:

Week 52 Reflections

Main tasks completed this week/month

New Skills Developed

Which tasks I enjoyed & WHY?

Which tasks I least enjoyed & WHY?

Areas I need to work on / skills I would like to develop

Diploma/ Certificate

Update on progress made, actions and how you are feeling about this qualification.

Functional skills

Update on progress made and how you are feeling about this qualification

English

Maths

ICT

Personal Learning & Thinking Skills – Which skills do you feel you have developed this week/ month? (refer to page 3)

Additional Training attended & dates

Own reflection on progress / concerns

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Signature:

Supervisors Feedback

Supervisors Signature:

Apprentice Signature:

Caseload Officer Signature: