

How to get started on the CEP Reflective Portfolio in 6 simple steps ...

1. Gather together the following documents:

- a) The learning cards completed after each workshop (choose minimum of 2)
- b) Your Teaching Observation and Feedback document
- c) Any feedback from your learners, and any reflections you have on these
- d) A record of your teaching and / or educational commitments, (eg clinical supervision sessions). Use the SEFCE Teaching Log or make your own record.

2. You may find it helpful to complete the CEP UKPSF D1 Self-Assessment Form:

This can be found here: <http://www.clinicaleducator.org/en-gb/resource/579> .
The purpose of this form is to help you identify your development needs, which may help you decide what you will focus on in your portfolio.

3. Decide what are going to focus on in your portfolio:

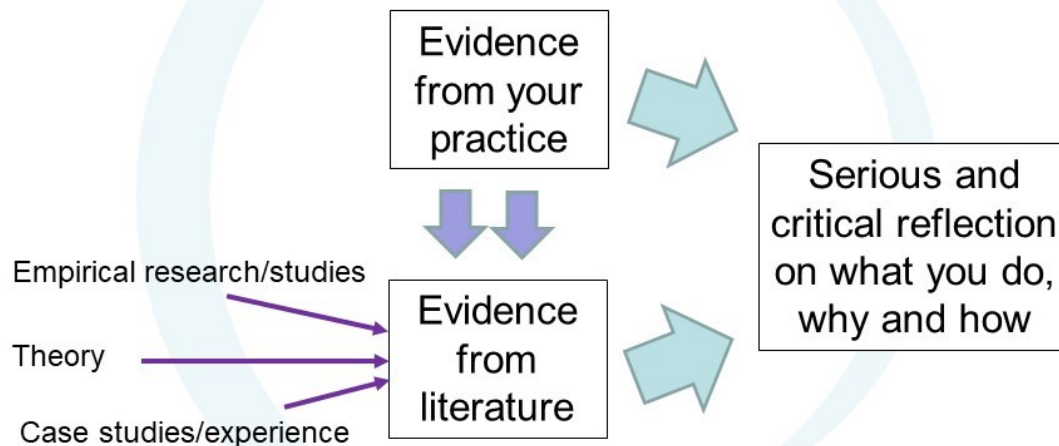
Look at the list of areas of practice below. Decide which *two* areas you have most evidence of. Choose these to focus on in your portfolio:-

1. Designing and planning learning activities
2. Teaching and supporting learners
3. Assessing and giving feedback
4. Developing an effective learning environment
5. Integrating research and professional activities with your teaching

4. Consider the principles of 'critical reflective writing':

See the main guidance document for details. Both 'reflective' and 'academic' writing use formal English and integrate secondary source material. However reflective writing uses the first person, considers the self as the object of enquiry and incorporates experience as a form of evidence.

Drawing on evidence for your assignment



Looking for deep, focussed & critical rather than wide & shallow engagement with literature

5. Write Part 1 of your portfolio (3000-3500 words):

See the main guidance document for details. Write about *how* you do the two areas that you have selected and *why* you do things as you do. Make links to the documents you have gathered and include these in your appendices.

6. Write Part 2 of your portfolio (1000-1500 words):

See main guidance document for details. Write about your 'philosophy of education': the personal beliefs that you hold that influence what, and how, people are taught. Make reference to the examples you mentioned in Part 1. Ensure you address all five of the themes listed in the guidance document.