

### **Hints for effective reflective account writing**

This guidance may help you to save time – the more you plan, the less you will have to revisit and rewrite the same piece of work.

Good planning can help keep you motivated as you will be able to see your progress more easily.

It can also help to prevent you from generating unnecessary evidence.

The key points to remember are:

#### **What am I going to write about?**

Have an idea in your head of a particular event or experience or even an everyday activity.

Before you go any further with the idea, think about the relevance to your SVQ.

Does this idea satisfy any of the criteria you need to meet?

#### **What legislation, policies and procedures will I refer to in my account?**

You must think about why you did what you did – and remember to include these reasons in the story. When referring to legislation, policies and procedures you must give some explanation of why this is relevant and how you understand it.

You must also demonstrate that you apply this to your practice.

For example do not just write something like “I washed my hands in line with Health & Safety Legislation”.

#### **Who are the relevant people involved in my account?**

Frequently, the SVQ standards will ask you to mention other people. You should therefore plan to mention **relevant** people such as the service user, their families, your manager and colleagues, other professionals etc. But you must state exactly why their involvement was relevant. For example did you seek advice? Did you inform them of something or pass on information from someone else? Did you need their permission? Did you seek an opinion from someone?

#### **Finally, think about the development opportunities this experience provided you with.**

What did you learn? Would you do it the same way again? What would you do differently and why? How has the experience informed your future practice? Can you pass on your learning to someone else?

