**Guidelines for the Reflective Essay**

Your essay requires you to reflect on your professional development in relation to your progress through the Soft Skills course. Through your reflective essay you are aiming to demonstrate your achievement of each of the estimated learning outcomes.

Before you begin to write your essay, have a look at the marking criteria (placed below). It might help you to focus on what’s required.

Your essay should be based on your Learning Log and Personal Development plan, which you have to write before essay.

You might like to reflect on your feelings and anxious in relation to your own development and progression and identity how these might have influenced your learning.

The essay should be written in the first person to keep it centered on ‘you’.

You may give the examples or provide other evidences (some facts, certificates etc.) that you reach certain learning outcomes thanks to studied knowledge during our part of the course.

The suggested word count for the essay is 3000 words (near 5-7 pages).

**Confidentiality.** You must respect people’s right to confidentiality. In essay and other academic work any reference to the following must be made anonymous so that they cannot be identified by the marker or any other person.

**Reflective essay – marking criteria**

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| --- | --- | --- | --- |
| N | Criteria | Pass | Fail |
| **1** | Provides a Personal Development Plan (PDP) that reflects personal, organizational and professional development needs. Goals to be specific, deadline-oriented, measurable and realistic. |  |  |
| **2** | Provides and reflects demonstration of effective use of PDP to support your professional and personal development, applying knowledge and skills gained during our course and beyond to enhance own personal practice. |  |  |
| **3** | Provides and reflects evidence of the utilization of mastery of the skills necessary to undertake an academic debate. |  |  |
| **4** | Provides and reflects evidence to demonstrate own ability to react to constructive criticism provided by others in a respectful and professional manner. |  |  |
| **5** | Provides and reflects evidence to demonstrate own ability to work effectively within a team, demonstrating an awareness of personal strengths and individual contributions (leadership, taking responsibility etc.) |  |  |
| **6** | Provides and reflects evidence to demonstrate own ability to work in an organized way (time-management, self-motivation, critical thinking etc.) |  |  |