



INTERNATIONAL FEDERATION of REFLEXOLOGISTS
IFR

CONTINUING PROFESSIONAL DEVELOPMENT

CPD

MEMBER HANDBOOK

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IFR Reflexology Members CPD Handbook

Contents

Section 1

- 1. Introduction**
- 2. Flexible scheme**
- 3. Who is required to undertake the IFR CPD?**
- 4. Key questions Answered**

Section 2

Where, and How do I Record my CPD points?

Section 3

Guidance on Meeting Criteria for CPD

Section 4

- 1. How Does the CPD Scheme Work?**
- 2. Guidance list when planning CPD**
- 3. Sample CPD Log of Activities**
- 4. Sample CPD Reporting Form N**
- 5. Sample CPD Reporting Form EX**

Section 5

IFR List of Standards for Continuing Professional Development

Section 6

Does the IFR have advice for their members on how to ensure they get the most from their CPD activities?

INTERNATIONAL FEDERATION OF REFLEXOLOGISTS CONTINUING PROFESSIONAL DEVELOPMENT CPD

Introduction

Following consultation the IFR Formal CPD Scheme launched on 4th April 2006 will be coming into effect on 1st September 2006.

Amendments made as a direct result of feedback based on the policy document statement of April 2006 have been incorporated into the New CPD Handbook.

Renewal forms from March 2007 will now carry a CPD profile declaration request which you will need to sign and return to the IFR.

Flexible Scheme

The IFR flexible CPD scheme replaces the previous informal CPD structure and has been specifically designed with the therapist in mind in order to accommodate your needs wherever you live or whatever your resources allow. The new format is simple and easy to understand. CPD is a requirement in order to maintain membership of the IFR.

You are now obliged under the CPD policy to achieve a minimum of sixty points of structured CPD activities over a three year period. In other words each activity you undertake will have a points weighting, whether that be home study or attending a local meeting or a conference, and you will be able to collate your activities to meet your own needs whilst also meeting the requirement of the IFR CPD point system. The IFR asks that you vary your learning in a mixture of activities. For the list of suggested options see page 14.

Who is required to undertake the IFR CPD?

All full members are required to undertake CPD as a condition of membership.

This includes full members who are not currently practicing and full members who reside outside the UK.

KEY QUESTIONS ANSWERED

1. What is CPD?

The IFR defines CPD as a range of learning activities through which the reflexologist will develop their career to ensure safe, legal and effective practice within their evolving scope of practice.

Broadly speaking, continuing professional development CPD includes any activity that extends or updates your knowledge, skill or judgement in your area(s) of practice since the therapist first qualified and enables that therapist to:

- a. Maintain technical competence
- b. Retain and enhance their effectiveness in the workplace
- c. Be able to help, influence and lead others in the work place
- d. Successfully deal with changes in their career
- e. Apply the knowledge in the interest of the clients and the development of the reflexology profession.

2. Do professionals recognise the need for CPD?

Most professionals recognise the need for professional updating. CPD emphasis on systematic development and the comprehensive identification of learning opportunities now provides a framework within which both formal and informal learning activities are set. Learning and developing becomes planned rather than accidental. CPD is continuing because learning never ceases regardless of age or seniority. It is professional because it focuses on personal competence in a professional role; it is concerned with Development of you as a person and you as a professional.

3. Some may ask the question “What is the difference in Life Long Learning and CPD?”

There is no difference in the intended outcome. The only difference is in the descriptive language of identification of the learning. Participating in continuing education is a commitment to being professional, keeping up-to-date and continuously seeking to improve your knowledge. It allows you to keep up with the latest standards and practices, whilst also keeping track of your own level of skills.

To maintain your credibility, as well as your IFR membership, you must be able to evaluate your current knowledge, skills and experience as well as assess your current capabilities and performance.

4. Can the IFR name some key features of CPD?

Ownership of CPD by the individual.

Emphasis on learning from a wide range of activities.

Integration of learning and work the concepts of work as a learning experience.

Emphasis on “Outcomes”-answering questions

“What did you learn?” and

“How do you plan to apply this learning?” – rather than

“What learning event did you experience?”

CPD should never be seen as an additional task.

3. What are the basic concepts of CPD?

We all learn by doing, which includes our successes and our mistakes.

CPD is not relevant just to your membership status. Many professionals in mid or late career, including those in senior positions, find CPD has even greater relevance. Some of the earlier formal studies may have become outdated.

4. Why is the IFR formalising the CPD requirement now?

IFR history stands for excellence of training and excellence of therapist.

IFR needs to ensure that its members maintain the respect of the public and the health care professionals alike.

The Prince of Wales Foundation for Integrated Medicine has announced that Reflexology in the UK will be subject to Voluntary Regulation.

As part of Regulation the government requires that the professions which are regulated have a CPD scheme in place.

IFR has formalised its CPD policy as it recognises the need to meet future government policy and to ensure best practice.

The IFR previous policy did not specify any mandatory minimum requirement.

5. Can the IFR give some reasons why the therapist should do CPD?

Gain broader and deeper professional knowledge and skill.

Gain further professional satisfaction and confidence.

Improved awareness of developments in the profession.

Gain respect for reflexology in the eyes of other health care professionals and the public at large.

Respect for the reflexologist's knowledge and skill should lead to increased referrals.

Increased knowledge and skill should increase clients.

Increased knowledge, skill and competence can lead to research.

6. Where can CPD be Undertaken?

The location of the CPD is very flexible. The IFR cannot possibly cover all combinations of possibilities but the following will give guidance on some examples to consider:-

At Home	i.e. Reading, reviewing journals, writing for publication, research reviewing and involvement.
Self advancement	i.e. Fax, Telephone, E-mail, Internet, Post.
Educational Establishment	i.e. School, College, University.
Educational Environment	i.e. Seminar, Conference, Workshops, Courses.
Community	i.e. Hospital voluntary work.
Group meetings	i.e. Small groups, large groups, area meetings.
Formal meetings/events	i.e. Talks, Demonstrations.

7. Types of CPD

Formal Postgraduate study programmes.

Directed and interactive learning.

Workplace learning activities.

Private study.

Services to the profession.

Presentations and Papers.

Service to the community.

Participation in joint professional/industry-university collaboration.

8. Development Activities

Courses, seminars, workshops, group meetings

Services on professional panels

Conferences, committees and working parties in a managerial capacity

Technical authorship, preparation of lecture material or presentation of 'fresh' paper for an organised event

Private studies of a structured nature

Organising relevant events in the community

Voluntary work in the community, hospice, hospital, school, geriatric unit

Development activities may also be unstructured, such as:

On the job research

Reading of books journals and professional magazines and periodicals and writing précis reports.

Reading and writing for the benefit of others on research texts or new publications.

Research and Post qualifications studies.

9. Where I live I cannot always get to structured CPD

Members who are in countries or locations where structured CPD opportunities appear to be difficult to access should take advantage of the range of unstructured CPD activities as outlined above, which will assist you in your development.

10. When does the IFR scheme start?

It is launched in 2006. At Renewals in March 2007 therapists will be expected to submit a CPD log. By March 2008 this log will be mandatory and the therapist will be expected to meet the requirements of 60 value points to be completed by March 2009.

11. When and How should CPD be undertaken?

Continuous

Intermittently, by attendance at formal CPD events such as conferences and courses.

Journal reviews.

Regularly, by structured guided activities on an individual or group basis.

12. How do I assess my achievement?

By reflecting on your performance during or after the above activities you the reflexologist, can assess yourself in terms of new and improved levels of competence.

My final question for Section One

If I become a member of the IFR in June 2008 will I be expected to complete the 60 points weighting by March 2009?

The need to accrue points for CPD is based on a 3 year rolling scheme.

If you had just qualified from college your CPD completed log evidencing 60 points would be due for submission in March 2010, but if you had joined the IFR from another organisation and your CPD is not current the IFR would expect you to do extra activities to meet the requirements. However it is possible an extension of time would be granted to allow you to meet the criteria.

Section 2

Where, and How do I Record my CPD Points?

By referring to the List of valid CPD activities.

Using your CPD reporting form N to reflect and record activities.

Using your CPD reporting form EX to reflect and record private study.

Using CPD Log to briefly record/name all CPD activities.

Keeping CPD evidence in your portfolio at home.

Sending your CPD log to the IFR with your annual membership renewal.

Reading Section 4 where more detailed information is available on each relevant method of recording.

Section 3

Guidance on meeting criteria for CPD

Evidence relative to each section or category indicates what you should keep and record relating to each CPD activity. This evidence should be held in a safe place, preferably in an A4 type folder kept for the purpose. This evidence will constitute a large proportion of your CPD portfolio.

Limits apply to each category of activity.

1. Attendance at National & International Conference

The IFR runs a very successful conference every year. These are attended by large numbers of members and provide a wealth of experiences through expert speakers who are also experts in a speciality relevant to reflexology, also through networking and trade stands.

Conferences hosted by other organisations, including overseas conferences, are also valid. Multi-Disciplinary conferences may be valid if there is a specific reflexology component. If your CPD points are dependent on the attendance or if there is any element of doubt as to approval please contact the IFR for advice.

Evidence - Certificate of attendance supported by your CPD Reporting Form N.

2. Attendance at approved lectures/workshops

Approved indicates the lecture/event has sought approval from the IFR through submission of relevant documentation and has been successful.

Evidence – Certificate of attendance supported by your CPD reporting form N.

3. Attendance at approved seminars and specialist study activities

Approved indicates the event has sought approval from the IFR through submission of relevant documentation and has been successful.

Evidence – Certificate of attendance and or achievement certificate, supported by your CPD reporting form N.

4. Research Activities

It is recommended that you discuss your research activities with one of the IFR research team who can guide and support you in your activities. This subject may carry more weighting depending on level of involvement.

Evidence – Copy of the research paper or proposal: relevant correspondence with collaborators, agencies, sponsors, higher educational establishments.

A letter from the IFR research advisor would also suffice when coupled with the IFR CPD reporting form N.

5. Publications of relevant articles, reviews, case studies, for IFR & other professional journals & national press or magazine

This includes IFR journal 'Stepping Out' and other professional journals and national and local press and magazines. The article must have direct relevance to reflexology.

Evidence – Copy of published article supported by your CPD reporting form N.

6. Participating at IFR board level meetings

Evidence – Copy of an invite letter or e-mail, supported by your CPD reporting form N

7. Delivery of approved Reflexology Practitioner – training, lectures, workshops, seminars

This does not apply to all teaching or training events.

CPD will apply provided that the activity involves detailed planning, originating or substantial updating of material that enhances your own learning/knowledge.

Evidence – Copies of lesson plans, learning goals and outcomes, signed log by organiser, or supervisor, supported by CPD reporting form N.

8. Delivery of paper to public or to peers

The paper will be relative to reflexology. This type of CPD includes the preparation and presentation of material outside of your normal employment, if the paper is prepared by you and the activity contributes to the advancement of the profession.

Evidence – Copy of the paper, copy of the correspondence relating to the event, signed log by organiser or supervisor supported by your CPD reporting form N.

9. Participating in Practitioner Exchange Sessions

Working at an exchange clinic for a limited period in order to gain experience.

Example, this could relate to moving from a small country clinic to a large city clinic or vice versa. Working at another practice as a locum reflexologist for a limited period.

Working with an experienced therapist to exchange treatments for a set number of treatments.

Evidence - Letter from clinic, or experienced practitioner clearly stating involvement, supported by your CPD reporting form N.

10. Participating in IFR working Parties

This includes working on existing projects and developing new ones or visiting accredited centres. Attending relevant accredited centre meetings or working with IFR on information days.

Evidence – Copy of invite letter or e-mail, certificate of attendance at information days, supported by your CPD reporting form N.

11. Participating in meetings as an IFR representative

Attending an approved and pre agreed meeting as an IFR representative.

Evidence – A letter or e-mail from the IFR confirming your attendance supported by a CPD reporting form N.

12. Participating as an area group organiser

Organising area group meetings. These groups are an excellent way to meet and share ideas and support others while gaining CPD points.

Evidence – List of attendees with membership numbers, supported by your CPD reporting form N.

13. Attending IFR group meetings and information days

The IFR area group meetings is an excellent way to meet local like minded therapists and students, to exchange information and to support each other.

Evidence – Signed CPD log by area organiser supported by your CPD reporting Form N.

14. Volunteer reflexology work in the community

This includes volunteer work in community groups, hospice, hospital, residential homes, in the work place.

Evidence – Letter to confirm your work, signed log by your supervisor or organiser, supported by your CPD reporting form N.

15. Promotional reflexology work in the community and at exhibitions

This includes open evenings, local exhibitions and public events for reflexology week.

Evidence – Advertisements, photographs, relevant literature, supported by your CPD reporting form N.

16. Providing mentoring for recently qualified tutors

It will be necessary to work directly with and through the IFR education department who will advise on relevant need.

Evidence – IFR validating letter, signed CPD log at each visit, supported by your CPD reporting form N.

17. Providing mentoring for recently qualified therapist

It will be necessary to work directly with and through the IFR education department who will advise on relevant need.

Evidence – IFR validating letter, signed CPD log at each visit, supported by your CPD reporting form N.

18. Relevant Radio Interview

Evidence – Copy of tape/dvd supported by your CPD reporting form N.

19. Relevant T.V. Interview

Evidence – Copy of tape/dvd supported by your CPD reporting form N.

20. Completing coursework relevant to student specialism related to extended studies

This is relevant in cases where the CPD specific study is extended over two days requiring some home study and research in between attendance.

Evidence - Tutor/ lecturer to signed log in agreement of valid coursework, certificate of achievement, supported by your CPD reporting log.

21. Reading relevant journals and articles

This will apply to reading relevant material from books, papers, magazines, professional, journals electronic/online, relevant research papers and on line research sites. Reading 'Stepping Out' will not contribute to this element of CPD. It is expected that this will be read by all members.

Evidence – Confirmation of payment of subscription, supported by your CPD extended reporting Form EX.

22. Extenuating circumstances - Contact the IFR well in advance if you foresee any problems with meeting the CPD requirement.

23. Appeals procedures are in place.

A member has a right to appeal to the IFR against a decision made about their CPD activities.

What counts as Relevant CPD?

In our guidance list of CPD activities we have endeavoured to cover the majority of activities that will qualify for CPD. However, it is not possible to cover all possibilities and combinations of activities.

All CPD activities need to be relevant to reflexology professional practice.

For example, areas such as advanced anatomy and physiology, pathology, and other medical approaches, counselling, or listening skills, business skills, research knowledge and skill, reflexology as applicable across the range of ages from infant to senior citizen. Reading technical journals and writing a report on how this has helped you in your practice or may help you in the future.

If further clarification needed in relation to any intended CPD activity, please contact the IFR.

Section 4

1. How does the CPD scheme Work?

From September 2006 all IFR Full Members will need to carry out CPD to accrue an average of at least 20 points per year.

The Flexible Approach

This flexible scheme is considered on a three year basis so the requirement is to accrue 60 points over a period of three years.

This flexibility allows the therapist to build the CPD portfolio in accordance with their own lifestyle and preserved needs.

2. Why have a 3 year scheme?

Each IFR member may have different opportunities or constraints for CPD in some years than in others.

Many IFR members are self employed and have limited time and limited resources.

Some IFR members live in remote areas creating constraints on their activities.

Longer term specialists CPD activities may cross over more than one year.

3. Can I Earn all my CPD Points in one Year?

Technically this is possible but we advise the IFR reflexologist that it is better to try to spread the requirement over the term of three years.

There is the possibility if you gain all your 60 points in year one that in year three there could be some new advancement which you would wish to take advantage of for your learning.

If you leave all your CPD point requirements to year three then there is a danger of tempting fate i.e. extended family holidays, business commitments, family commitments. It may well be that you do more than 20 CPD points in any one year. Or you may do less than 20 CPD points in any one year.

However you decide to meet your CPD requirements it is your own decision to make.

CPD will be audited on a 3 yearly basis. For the first audit validated CPD points accrued from 4th April 2006 will be acceptable.

The first CPD audit will be in March 2009 when you will be expected to have accrued 60 points

4. What supporting evidence will the IFR need?

The typical type of evidence for each activity is explained in Section 3.

For each activity you will need to gather evidence to corroborate your statement claim

5. Does the IFR have suggested ways I should keep my evidence?

Evidence or records are generally kept in a folder called a portfolio

6. How do I maintain the CPD Portfolio?

Besides your collected evidence you will have simple records to complete relative to each activity

a. Sample CPD reporting form N will be found in Section 4 of your CPD Handbook

Completion is quick and easy to do. The form is ready prepared for your responses. You will record: Date, activity, duration, organiser, venue, and a brief description of event (approximately 100 words) CPD value of activity, CPD brought forward, CPD carried forward.

b. Sample CPD reporting Form EX Sample in Section 4 in your CPD Handbook

CPD Reporting Form EX should be completed when the activity is self generated i.e. through reading/researching articles. This form is similar to reporting form N but requires more descriptive detail to prove your involvement, (approximately 300 to 500 words) number of words depends on the activity and points being claimed.

c. CPD LOG Sample in section 4 in your CPD Handbook

The log is a page of five columns. Here you record date, number of IFR activity, name of activity (brief explanation if the name is not descriptive), signature of organiser/supervisor or appropriate person where relevant.

You, the IFR member, completes this log for every CPD undertaken during the year.

The log is the signed evidence sent to the IFR each year with your membership renewal.

Without this log we will be unable to process your membership

Do not send your CPD Portfolio unless the IFR asks you specifically to do so

7. How do the categories and values of other CPD schemes relate to the IFR?

To meet the IFR CPD requirements members will need to ensure that they refer to the IFR CPD guidelines and not those of another organisation.

Other organisations may have different CPD categories and different CPD point values for their activities. Commonsense will prevail and where another organisation offers a similar CPD activity to that of IFR with more or less CPD value points then the IFR will make the decision on approval or otherwise, provided the advice is sought prior to the CPD activity. All or part of the activity may warrant IFR CPD value points.

8. What happens if there are extenuating circumstance that prevents me from meeting the IFR CPD target of 60 value points?

In these circumstances we urge you to contact the IFR as soon as practicable

The IFR will examine your reasoning and a decision will be made based on your circumstance.

9. What happens if I decide not to comply with the CPD requirements?

The IFR is not anticipating that this will be a question from many members. In the event of non compliance with the IFR CPD requirements the IFR will be unable to process your membership renewal. Failure to comply will lead to removal of the status MIFR. CPD is for the benefit of the therapist, the public and the professional status of reflexology.

10. What happens if I forget to return my CPD log with my Application Form?

The response to this question is similar to the answer in question number 9. IFR consider that once this error is recognised the log will be sent to the IFR and the membership renewal will be processed provided the CPD value points are relevant and within the period. Failure to comply may lead to removal of the status MIFR.

11. How will the IFR audit the CPD Scheme?

There are a number of controls in place to ensure that the scheme is not abused. A percentage of the membership will be called upon at random each year to submit a copy of their CPD portfolio to the IFR for monitoring. All evidence will be checked for sufficiency and authenticity. False or fraudulent claims will result in removal of the status MIFR.

12. It sounds as though the IFR is Putting the Responsibility for CPD on the shoulders of the Member

There is a responsibility on the part of the member to ensure that they meet the CPD requirements.

The choice of activities rests upon the professional judgement of the member who is most qualified to assess their own needs through reflecting on practice.

There is a responsibility on the part of the member to ensure that the CPD is relevant to their reflexology practice.

The member can make their own judgement and make choice about their own learning and be guided by their own specific interests.

Please refer to this guidance list when planning your CPD

Activity No.	Description of Activities	Allocation of Points	Limit per Year
1.	Attendance at relevant conference	10 per day	10
2.	Attendance at approved lectures/workshops	01 per hour	20
3.	Attendance at approved seminars, specialist CPD	01 per hour	20
4.	Reflexology research leading to published paper	01 per hour	20
5.	Publication of relevant articles, reviews, case studies for IFR or other professional journals	03 per article	12
6.	Participation at IFR board level meetings	10 per year	10
7.	Delivery of reflexology practitioner training/lectures seminars	02 per hour	18
8.	Delivery of paper to public or to peers	01 per 30 minutes	18
9.	Participating in practitioner exchange sessions	01 per hour	12
10.	Participating in IFR working parties	05 per year	05
11.	Participating in meetings as an IFR representative	02 per hour	16
12.	Participating as an area group organiser	12 per year	12
13.	Attendance at IFR group meetings	01 per attendance	10
14.	Volunteer reflexology work in the community	01 per hour	16
15.	Promotional Reflexology in the community	01 per hour	10
16.	Providing mentoring to newly accredited tutors	01 per hour	16
17.	Providing mentoring to recently qualified therapists	01 per hour	16
18.	Relevant Radio interview	10 per attendance	10
19.	Relevant T.V. appearance	12 per attendance	12
20.	Reading relevant articles and providing a review	03 per article	09
21.	Completing coursework relevant to extended specialists	10 per course	10
22.	Extenuating circumstances, contact the IFR well in advance so your needs may be considered		

IFR CPD Log of Activities

Activity No.	Description of Activities	Approved Signature	Points Claimed

Therapist name _____

Signature for declaration of truth_____

IFR Membership number_____ Date_____ **15**

CPD REPORTING FORM N

Date (of activity) Membership Number Name	Activity		
Organiser	Venue		
Description of event (Include what you have learnt and how you will implement your knowledge in the future)			
Duration of CPD Activity	CPD Value of Activity:	CPD brought forward From previous year/s	CPD carried forward to following year

CPD REPORTING FORM EX

Date (of activity) Membership Number Name	Activity		
Organiser	Venue		
Description of event Extend your description over page, you may add pages if necessary (Include what you have learnt and how you will implement your knowledge in the future)			
Duration of CPD Activity	CPD Value of Activity:	CPD brought forward From previous year/s	CPD carried forward to following year

SECTION 5

Can the IFR List the Standards for Continuing Professional development?

The IFR standards say that all full members must:

Maintain a continuous, up-to-date and accurate record of their activities;

Demonstrate that their CPD activities are a mixture of learning activities relevant to current practice and service delivery;

Seek to ensure that their CPD benefits the service user;

Present a portfolio containing evidence of their CPD upon request;

Provide a written signed CPD declaration log at each membership renewal.

THIS MEANS THE FOLLOWING:

You must keep a record of your CPD, in what ever format is most convenient for you.

You must make sure your CPD is a mixture of different kinds of activities-not just one kind of learning.

You must make sure that the CPD is relevant to current reflexology practice or to a planned reflexology role.

You should aim for your CPD to improve the quality of your work.

It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work.

You should aim for your CPD to benefit service users. As above, you may not be able to make sure that this happens, but you should have the intention of benefiting service users.

Depending on where and how you work service users might include patients, clients, your team or your students.

If you are audited you must send us a copy of your CPD portfolio with the necessary forms completed.

SECTION 6

Does the IFR have advice for their members on how to ensure they get the most from their CPD activities?

It is a very simple process. All CPD involves is four simple steps.

Step 1 Identify Needs

Step 2 Plan

Step 3 Learn

Step 4 Evaluate

Step 1 Identify Needs

How can I reflect and identify my own learning needs?

Ask yourself what you have done to improve your knowledge or skill since you first qualified?

Ask yourself if there any specific field of reflexology where you have a special interest i.e. maternity reflexology, working with children, reflexology and pain management.

Ask yourself if your client's needs the same as when you first began to work as a therapist or are you getting a greater variety of clients and therefore different needs.

Ask yourself if you would like to have more knowledge about reflexology as to why clients with specific problems might react in specific areas?

By reflecting on your client's needs, your own professional practice and your personal aspirations you will be the best judge of your needs for learning and personal/professional development.

Step 2 Plan

How can I make a Plan and What am I Planning?

Members should plan the appropriate CPD activity to meet their identified needs in accordance with Step 1 as above.

By referring to the CPD list of valid activities (see Section 2 and Section 4 of your CPD handbook) you, the therapist, can consider the type of activity that might best suit your identified needs.

A number of the activities are free and easy to achieve, take up little time and can be done within your own free time. Perhaps completing the activity over a period of time rather than a set time i.e. reading and reflecting on a book.

When a course, workshop, seminar, or study day is chosen you can budget for the cost and/or for any loss of earnings due to absence from employment as a result of your choice of activity.

Step 3 Learn

Learning could open up new avenues of work, new contracts, new business and new approaches to professional practice.

Make the most of your development. We really hope you enjoy your learning experience

STEP 4 Evaluate

Review and Reflect

What have you learned?

Consider how the activity you have undertaken may improve your services to your clients.

Consider if the activity you have undertaken gave value for time and or money.

Consider how you might approach future activity to build on what you have learned.

Finally 'Boud, Keogh and Walter, (1985)'.

Planning for the future - Formulate new understanding and proposals for future practice

The experience - Experience the practice

Reflecting on the experience - Think about the practice

Making sense of experience - Making sense of practice, find meaning, justification and rationale for action.