Reflective Writing Guidance

The **minimum word requirement for each section is 500 words**. There is no maximum word limit. The reflective writing must provide evidence of the benefits you have gained from the programme, including examples of transferable skills you have developed and their wider personal and professional significance. The easiest way to write reflectively is to follow **Gibb’s Reflective Cycle**:

**Description** - What happened in the workshop.

**Feelings** - What were you thinking/feeling during the workshop?

**Analysis and Evaluation** - What was good and bad about the experience? What sense can you make of it?

**Conclusion and Action Plan** - What will you now do differently?
The 500 word overall summary should then be a discussion of how you have implemented your action plan for each workshop topic and any thoughts/questions/comments/improvements to date. You should proofread your application before submitting. A good application will have been checked for spelling and grammar.

**Top tips for your submission:**

- The descriptive part of your reflection should be the shortest part.
- Each workshop reflection should contain a *clear* and *specific* action plan.
- Review the *success* of your action plans in the overall summary.

You can find more information and support on reflective writing [here](#).