

# Warwick SkillsForge

## Departmental Administration – Reflective Reports

Reflective reports are an annual requirement for PGRs and depending on your departmental procedure may be including in an annual review process or supervisory meeting.

It allows PGRs to evaluate and discuss their professional development over the year for their research and transferable skills.

### To review a Reflective Report:

- Sign into Warwick SkillsForge via the blue Single Sign on button below:

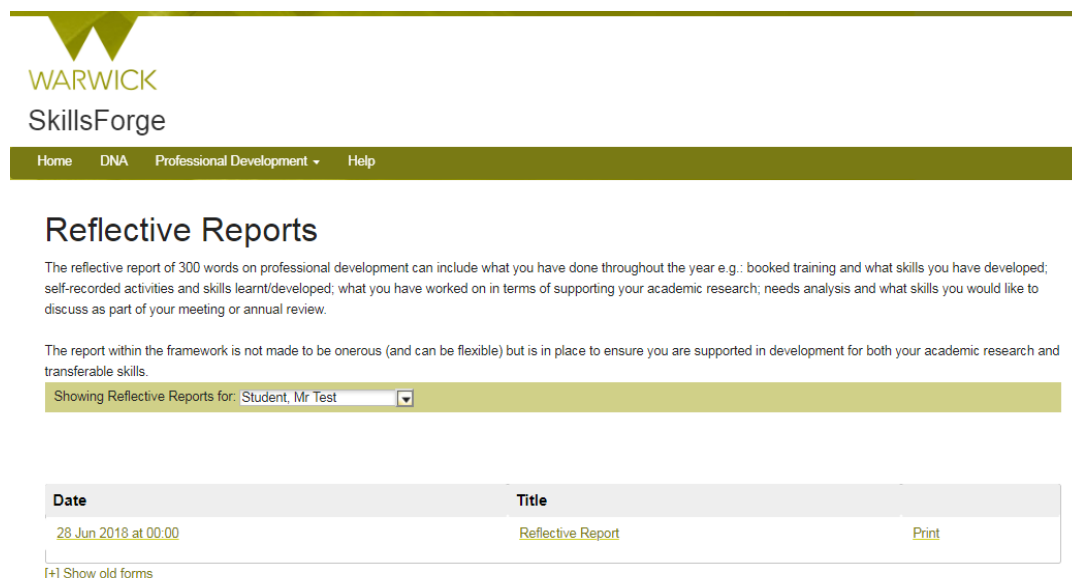
PGR and Staff Sign In

In the Professional Development Tab:

- [Click] on *Reflective Reports*:



The following screen will appear:




The screenshot shows the Warwick SkillsForge interface. At the top, there's a navigation bar with 'Home', 'DNA', 'Professional Development', and 'Help'. Below this, the page title is 'Reflective Reports'. A paragraph explains that the report is 300 words on professional development, including training, skills, research, and needs analysis. Below this, a dropdown menu is set to 'Student, Mr Test'. A table lists the reports, with one entry dated '28 Jun 2018 at 00:00' titled 'Reflective Report' and a 'Print' link. A link to 'Show old forms' is at the bottom.

Date	Title	
28 Jun 2018 at 00:00	Reflective Report	<a href="#">Print</a>

[\[+\] Show old forms](#)

- [Click] on the *Showing Reflective Reports for:* drop down box

Showing Reflective Reports for:  

- Horton, Tracy
- International Student Office, Student
- Learning and Development Centre, Student
- Library, Student
- PGCTSS, Student
- Student, Mr Test**

- [Click] on the student name to choose


**NB. You can also start to type a student surname into the Showing Reflective Reports for: drop down box to refine the search**

The following screen will appear:

## Reflective Reports

The reflective report of 300 words on professional development can include what you have done throughout the year e.g.: booked training and what skills you have developed; self-recorded activities and skills learnt/developed; what you have worked on in terms of supporting your academic research; needs analysis and what skills you would like to discuss as part of your meeting or annual review.

The report within the framework is not made to be onerous (and can be flexible) but is in place to ensure you are supported in development for both your academic research and transferable skills.

Showing Reflective Reports for:  

Date	Title	
<a href="#">28 Jun 2018 at 00:00</a>	<a href="#">Reflective Report</a>	<a href="#">Print</a>

[\[+\] Show old forms](#)

- [Click] into any *link of the item* you wish to view e.g.

<a href="#">28 Jun 2018 at 00:00</a>	<a href="#">Reflective Report</a>	<a href="#">Print</a>
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The following screen will appear:

# Reflective Report

Close

History: Latest

 The student should complete this form.

 Be aware that the form will be shared with the supervisory team, Graduate School, Director of Graduate Studies and departmental support staff.

## Report Title

Reflective Report

## Reflective Summary

Word Count: 64 of 300 words

In the last academic year I have undertaken professional development as below:

I attended a workshop on presentation skills. I used this in practice when I presented at the departments PG conference in May (presentation, communication and disseminating research skills).

I have also been SSLC Chair this year for which I had to write agenda's, chair meetings (time management, communication and writing skills).

**NB. This screen is non-editable. Only PGRs can edit their reflective reports**

Up to 300 words (the noted requirement) it will remain green:

## Reflective Summary

Word Count: 55 of 300 words

In the last academic year I have undertaken professional development as below:

Workshop on presentation skills. I used this in practice when I presented at the department's PG conference in May.

I have also been SSLC Chair this year for which I had to write agenda's, chair meetings (time management and communication skills).

Once a PGR goes over 300 words it will turn red.

## Reflective Summary

Word Count: 384 of 300 words

It won't preclude PGRs from entering more text should they wish to do so – just indicate they are over the noted word count.

If you want to review any items on previous saved entries for that form:

- From the drilled down *Reflective report* link, [Click] on the *History: Latest* drop down box:

History: Latest

A previous form will be shown. Again this is non-editable.


To return to Latest version:

- [Click] on the *Show latest version* button

Show latest version

History: 29 Oct 2018 15:52 (Student)

You will be returned to the most recent report completed

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- [Click] on the  in the top right hand corner or Close to close any report form
- 

### To Print a Reflective Report:

- [Click] on the  link

The following screen will appear:

Print

Total: 2 sheets of paper

Print Cancel

Destination: Kyocera on RYCON  
Collect print jobs from an...  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Landscape

Colour: Colour

Options: ☐ Two-sided

[More settings](#)

Print using system dialogue... (Ctrl+Shift+P)

30/10/2018

Print

The student should complete this form.

Be aware that the form will be shared with the supervisory team, Graduate School, Director of Graduate Studies and departmental support staff.

Report Title

Reflective Report Year 1 – 2018-2019

Reflective Summary

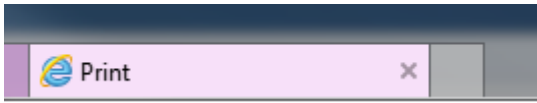
Word Count: 55 of 300 words

In the last academic year I have undertaken professional development as below:

Workshop on presentation skills. I used this in practice when I presented at the department's PG conference in May.

I have also been SSLC Chair this year for which I had to write agenda's, chair meetings (time management and communication skills).

- To cancel the Print, [Click] on the *Cancel* button. To continue with the Print, [Click] your print button. You will then be taken to Reflective Report print page
- [Click] on the web page X in the navigation to close this page and return to the Reflective Report page



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### Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to **reflective reports** please contact the PGR Professional Development Officer in the Doctoral College via:

**[PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk)** or tel: **024 761 50401 (ext. 50401)**