

Warwick SkillsForge

Researchers – 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.

- Once you have signed 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*:

orge



The following screen will appear:

SkillsForge



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.

[Create a new Reflective Report](#)

Date	Title
Sorry, this table is empty.	

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

To create a new report:

- [Click] on the *Create a new Reflective Report* button:

The following screen will appear:

The screenshot shows a web browser window titled "Reflective Report". At the top right, there are "Save" and "Close" buttons. Below them is a "History" dropdown menu set to "Latest". A light blue information box contains two messages: "The student should complete this form." and "Be aware that the form will be shared with the supervisory team, Graduate School, Director of Graduate Studies and departmental support staff." Below the information box is a "Report Title" label and a text input field containing "Reflective Report". Underneath is a "Reflective Summary" label and a large text area. To the right of the text area, it says "Word Count: 0 of 300 words".

The template text *Reflective Report* will be automatically included in the Report Title box

NB. Change this to something meaningful for you e.g. *Reflective Report Year 1 – 2018-2019*

To change the text:

- [Click] into the Report Title box:

Report Title

Reflective Report

- [Delete] the template text and [Type] in your own

Report Title

Reflective Report Year 1 – 2018-2019

To add your report:

- [Click] into the Reflective Summary box

Reflective Summary

Word Count: 0 of 300 words

- [Type] in your reflective report

NB. You will note that the word count increases.

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).

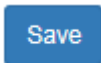
Once you go over 300 words it will turn red.

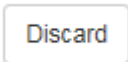
Reflective Summary

Word Count: 384 of 300 words

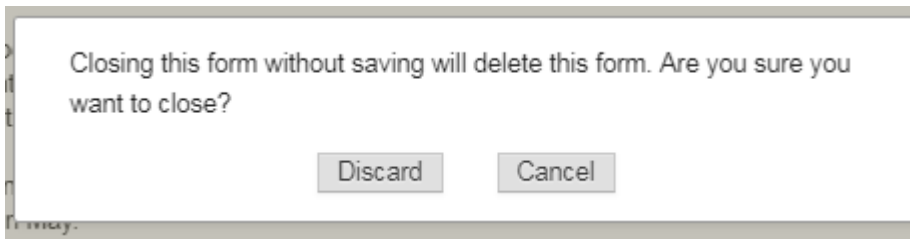
It won't preclude you from entering more text should you wish to do so – just indicate you are over the noted word count.

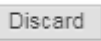
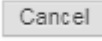
Remember being succinct is also a skill!



- If you change information to save it, **you must** [Click] on the  button in the top right hand corner. If you don't wish to save any changes and revert back to the original entry, [Click]

on the  button

The following information box will appear:



- [Click] on the  button to discard
- [Click] on the  button to cancel the Discard and return to the form

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

Once saved it will appear in your Reflective Report Table:

Date	Title	
29 Oct 2018 at 00:00	Reflective Report Year 1 – 2018-2019	Delete Print

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

- [Click] on any link to return to the *Reflective Report* form:

29 Oct 2018 at 00:00	Reflective Report Year 1 – 2018-2019	Delete Print
--------------------------------------	--	---

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:

The fields now become non-editable.

To return to Latest version (editable):

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

History:

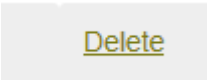
Reflective reports are an annual requirement and you can add one each year by following the steps above e.g.

[Create a new Reflective Report](#)

Date	Title	
29 Oct 2018 at 00:00	Reflective Report Year 1 – 2018-2019	Delete Print
29 Oct 2018 at 00:00	Reflective Report Year 1 – 2020-2021	Delete Print
29 Oct 2018 at 00:00	Reflective Report Year 2 – 2019-2020	Delete Print

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

To Delete a Reflective Report:

- [Click] on the  link
- To not continue with the Delete, [Click] on the Cancel button on the 'Are you sure?' box:
- To continue with the Delete, [Click] on the Delete button on the 'Are you sure?' box:

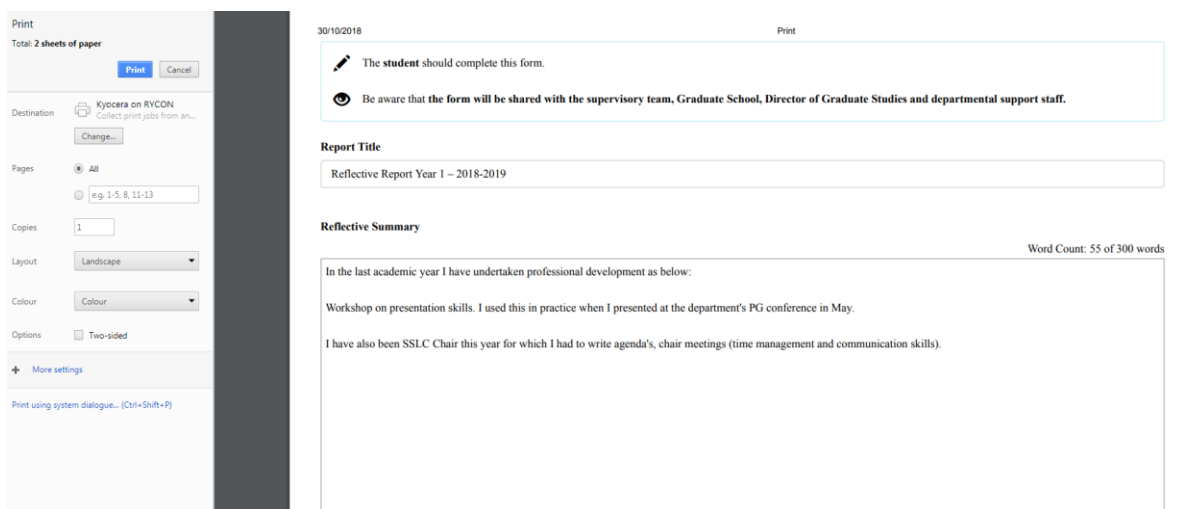
Are you sure?

The report will be deleted and removed from the table

To Print a Reflective Report:

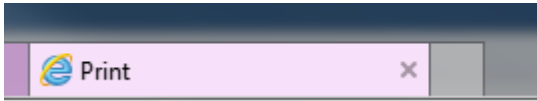
- [Click] on the  link

The following screen will appear:



The screenshot shows a print dialog on the left and a reflective report form on the right. The print dialog includes options for destination (Kyocera on RYCON), pages (All), copies (1), layout (Landscape), and color (Colour). The reflective report form has a date of 30/10/2018 and a title of 'Reflective Report Year 1 – 2018-2019'. It contains instructions for the student to complete the form and be aware that it will be shared with the supervisory team. The 'Reflective Summary' section has a word count of 55 of 300 words and contains the text: '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



Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to **completing reflective reports** please contact the PGR Professional Development Officer in the Doctoral College via: PGRDevelopment@warwick.ac.uk or tel: **024 761 50401 (ext. 50401)**