**Work Attachment Reflection Journal**

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| **Important notes:**Reflection is essential for you to learn through experience. It is not a one-off activity. It is not confined to your work tasks, department or your involvement, etc. It helps you make sense of and learn from your Work Attachment (WA).* Your reflection should focus on the first half of your WA and be submitted in one Word document before your Mid-Term Review (MTR) (in at least three pages but not more than five pages), whichever is earlier.
* Your reflection is about what you learnt, not what you did, week in and week out. You should choose **one (1) incident/experience/topic** (don’t ‘beat around the bush’) to reflect on. For the reflection, provide a brief description of the incident/experience/topic, covering the following two parts:

**A. Reflection-in-action:** You are writing about what transpired **during** the incident/experience. Look into your experience, connect with your feelings, and what theories were in use. Understanding your actions as the situation was unfolding. *Guiding Questions*: * What is happening as you make rapid decisions?
* Is it working out as you expected?
* Are you dealing with critical incident well?
* Is there anything you should do, say or think to make the experience a success?
* What are you learning from this?

**B. Reflection-on-action:** You are writing about an incident/experience **after** it has happened. Done after the encounter, you can spend time exploring why you acted as you did, what was happening in a group and so on, developing questions and ideas about your activities and practice. For the reflection, you are strongly encouraged to identify and develop the most relevant CCS for your specific WA roles. The CCS are transferable and they serve to enhance your employability. Draw on at least one skill from the 16 skills and competencies stipulated in the SkillsFuture Framework’s critical core skills (CCS): [SSG | Critical Core Skills (skillsfuture.gov.sg)](https://www.skillsfuture.gov.sg/skills-framework/criticalcoreskills). *Guiding Questions*: * What are your insights immediately after, and/or later when you have more emotional distance from the incident/experience?
* In retrospect how did it go?
* What skills did you particularly value and why?
* Is there anything you would have done differently before or during a similar incident?
* What did you learn, how did you learn?
* With whom did you learn?
* You may wish to Include a visual (e.g. chart, decision tree, diagram, flowchart, graph, infographic, mind map) to show your reflective thought process during the incident/experience/topic.
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| ***DRAWING SPACE*** |