

## **Global-CPD Reflective Practice Form Policy**

### **1. Purpose**

This policy defines the purpose and use of reflective practice forms in Global-CPD's CPD programs. It ensures that learners are encouraged and supported to engage in structured self-reflection, which is essential for developing professional awareness, autonomy, and continuous improvement.

### **2. Scope**

This policy applies to:

- All CPD participants, including teachers, trainers, and school leaders
- All Global-CPD programs where reflection is embedded as a learning or post-training activity
- All modes of delivery (online, in-person, blended)

### **3. Objectives of Reflective Practice**

The reflective practice form is designed to:

- Help participants identify personal strengths, weaknesses, and learning outcomes
- Encourage critical thinking about practice, theory, and application
- Guide self-directed learning and professional growth
- Support discussions in mentoring, coaching, or feedback sessions

### **4. Format and Content**

Reflective practice forms typically include:

- Key takeaways or insights from the training
- Examples of planned implementation or change
- Reflection on challenges or areas for improvement
- Personal action points for future development

Depending on the program, forms may be submitted:

- At the end of the program (mandatory or optional)
- As part of a follow-up mentoring session
- During peer discussions or coaching circles

Global-CPD provides a standard template, which may be adapted per context.

## 5. Use and Storage

- Completed reflective forms may be submitted for feedback or portfolio inclusion.
- Where used for assessment or certification, participants are informed in advance.
- All forms are stored securely and may be anonymized for program evaluation purposes.
- Participants are encouraged to retain a personal copy for future reference.

## 6. Support

Trainers and facilitators are expected to:

- Introduce the reflective form early in the program
- Provide guidance or examples on how to complete it effectively
- Offer feedback or discussion opportunities if required

## 7. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

### Global-CPD Administrative Office

 Email: [support@global-cpd.org](mailto:support@global-cpd.org)

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## Document Control

**Policy Title:** Reflective Practice Form Policy

**Policy Reference:** CPD-POL-10

**Effective Date:** 04.09.2008

**Next Review Date:** 04.05.2024

**Version Number:** V9.0

**Policy Owner:** Academic Coordinator, Global-CPD

**Approval Authority:** Director, Global-CPD

**Status:** Active

## Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Added reflective guidance prompts
3.0	03.09.2012	QA Team	Clarified optional vs. assessed submission types
4.0	02.09.2014	QA Lead	Aligned with coaching and mentoring integration
5.0	01.09.2016	Osman Bedel	Included feedback and action planning components
6.0	03.09.2018	QA Team	Linked with portfolio submission practices
7.0	01.09.2020	QA Team	Added anonymization for research/evaluation use
8.0	02.09.2022	Policy Officer	Updated language and form usage in digital programs
9.0	04.05.2024	Osman Bedel	Full revision and formatting under new Document Control