

## Activity Record

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Creating an Activity Record**
- 6.0 Scenarios; **A-Level English**

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and logging in.	Active listening and members to log in to REfLECT through the IfL website using their IfL membership numbers.
00:05	Show a completed activity record and the elements within it and discuss the opportunities that are available from producing an activity and writing for different audiences.	Active listening / participating in a discussion around the applicability of the activity record (the use of examples here is vital as colleagues find it hard to visualise what types of CPD activity are appropriate to record within REfLECT and this proves a barrier when discussing applicability).

00:10	Go to the home screen and <b>create new, activity</b> . Work through the record discussing all the specific processes.	Active listening.
00:15	Colleagues to complete an activity record (once a record has some content, it is referred to as an 'asset').	Colleagues to complete all sections within the activity record (learners could complete the record based on this session, an activity that they are already participating in or a scenario given by the Connection which is specific to the colleague group).
00:25	Return to the home screen and show how to access the completed activity. Show how to edit the asset by adding a reflection.	Colleagues to return to the home screen, access their activity asset and add a reflection.
00:30	<p>Feedback and end of session</p> <p><b>Top Tip!</b> Giving colleagues a specific scenario to base their activity record on often inspires a conversation on what exactly a CPD activity is. It would be helpful to have a predetermined list of activities (see the scenarios in this pack for further ideas)</p>	<p>Participation in a question and answer session.</p> <p><b>Questions that may need to be addressed are:</b> The definition of an asset; The purpose of reflection and revisiting an activity.</p>