

Planning for the session

1.0 No. of Colleagues

The available resources are the deciding factor for the number of colleagues in each session as REfLECT is internet based. The priority resources are one internet enabled pc/laptop (with Flash 8 or above installed) per colleague. Depending on the stage of instruction – an average guideline of 1 IfL Connection to 15 colleagues is adequate.

1.1 Prior ICT skills What generic ICT skills or experience should colleagues bring to this session?

Colleagues should bring basic ICT skills to the sessions. These include an awareness of different software programs available and their application. Colleagues should have previously logged onto REfLECT (colleagues need to know their IfL membership numbers and passwords).

1.2 Information about the colleagues What subject specific knowledge or skills are your colleagues bringing to this session?

Consideration needs to be given to colleague placement within the context of these sessions. Some colleagues will be familiar with the core tenets of CPD but less familiar with technology. More ICT literate colleagues may be comfortable with the technical process but may not fully visualise the value of the CPD process. Sessions will initially be Connection led but deeper reflective learning requires a degree of colleague autonomy with Connection support.

1.3 Information about REfLECT what features of REfLECT are **of** interest or **in the** interest of these colleagues

The features presented to colleagues will depend upon their personal and professional needs. Colleagues will value discussions on what constitutes CPD particularly those that highlight events already present within their working day that could be recorded and submitted as CPD.

The minimum features that will be of interest to new colleagues are the **activity record** which is structured to prompt appropriate CPD recording; **upload file** which is used to put already created CPD or evidence into the REfLECT system and the **CPD record** which is a place to aggregate all CPD activities and which can be sent to IfL.

1.4 Promotion of Equal Opportunities How are you promoting inclusivity and promoting diversity? How are you tackling equal opportunities issues through your programme content?

Differentiation has been planned within the activities in the session. These include Connection input, individual work, paired work and group discussion. Additionally, there should be opportunity both within the session and at the end of the session for individual Q & A and support. Activities lead colleagues through the applicable uses of the software, with extension activities for more able colleagues. Colleagues with different subject specialisms within the group is not a barrier to learning as experiences can be shared and common threads extracted using REfLECT.

1.5 Promotion of differentiation

Colleagues should be allocated a computer in a computer room, and all have the required logins to gain access to REfLECT and the software. Supporting materials have been designed which support colleagues with less developed note taking skills and which are useful for autonomous learning.

1.6 Key/Specialist Language What specific words, abbreviations or acronyms will be encountered in this session?

There is a full glossary of terms used within REfLECT within this pack.