

CPD Reflective Writing Guide 2021

Your reflective writing piece for CPD focuses on work that you have undertaken as part of your role to advance volunteering in your organisation or our sector. This could be as big as increasing the budget of your volunteer program, making progress on implementing the National Standards, or establishing a new way for volunteers to be involved in supporting your organisation's work. It could also be as simple as establishing a new newsletter for volunteers' recognition or implementing new organisational processes or databases. What's important is identifying what you did, the impact it had on your organisation or the sector and what you learned out of the process.

We require reflective practice as part of CPD for all participants to ensure you are putting your learnings into practice as professional leaders of volunteers.

What your piece must include:

- » an explanation of what you did and why it was important
- » what inspired you to do it
- » how you feel it advanced volunteering in your organisation or sector
- » what you will do differently (in your organisation or the sector) because of this piece of work
- » what you would change about this piece of work if you were going to do it again

The piece is required to be minimum **300 words**.

Hints for good reflective writing

Don't be afraid to use the first person 'I' when writing as it is about your personal reflections

Please reference any books, articles or training sessions if they inspired you.

Use the headings in 'what your piece must include' to help guide your writing if you are getting stuck on structure

Feel free to contact Volunteering Victoria Sector Development Staff with questions if you are unsure of what to write about.

