



# Professional Leader OF VOLUNTEERS

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## CPD Reflective Writing Guide

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 a piece must include:

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- 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

### Helpful tips:

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- Don't be afraid to use the first person 'I' when writing as it is about your personal reflections
- Log into your member profile to see what previous events you attended
- 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. See below template to use as a guide.

**If you would like any help or have any questions, please email [cpd@volunteeringvictoria.org.au](mailto:cpd@volunteeringvictoria.org.au)**

# Reflective Piece Template



What did you do/achieve during the year and why was it important?

What inspired you to do it?

How did you feel it advanced volunteering in your organisation or sector? How did it help you develop professionally?

What will you do differently (in your organisation or the sector) because of this piece of work or achievement?

What you would change about this piece of work if you were going to do it again? Is there anything you would do differently this year?