

BMSK4006 Reflection guide

Indicative Content	What You Should Focus Upon
Reflect upon the personal skillset and knowledge contribution towards the project and general employability skills you have learned or developed during this project	Demonstrate a range of employment skills in the completion of a project: ➤ Research skills ➤ Organisational skills ➤ Entrepreneurship ➤ Strategic planning ➤ Time management ➤ Planning skills ➤ Interpersonal communication skills ➤ Decision making ➤ Professional writing / Document structure <i>Use learning logs, notes or a diary as you go, to record your experiences and reflections in each area</i>
Organise the knowledge and learning through use of a range of information resources. The layout, structure and grammar are presented at the appropriate level and include APA V7 style references.	Your work should be checked for grammar errors, follow a report structure, include in-text citations and have a separate Reference section populated with full references of all your information sources – and follow APA V7 style of referencing.

- You should include at least FIVE references. These should be taken from appropriate journals, textbooks and reliable websites. A reference list should be provided using APA V7 referencing convention.*

Don't forget to CRAAP test your sources

- Demonstrate your knowledge of the personal skills relevant to the project: Research skills, Organisational skills, Entrepreneurship, Strategic planning, Time management, Interpersonal communication skills, Decision making, Professional writing / Document structure*

So what was your skill level before you started this project and how did all the work you did for the project affect your current skill level?

What did you learn during the research and compilation of your business plan?

Take the above skill sets and explain each one, then apply to yourself before / during and after this project.

- Reflect on the skills sets identified and explained in the previous section. Evaluate your own level of skills at the moment and identify any potential improvements required. You should provide justification for your arguments and judgements using evidence that you have collected in shape of experience of working on the business plan project.*

It's a reflection so you should use a recognised reflective model such as Gibbs, Borton, Kolb...to help you structure your reflection.

- Practical use of all the tools and techniques need to be demonstrated to present a reflective review. All models used need to be appropriate, explained and applied correctly.*

This is where you get marks for your models; Gibbs, Gap analysis, SWOT, PDP and all others you use.

- *Demonstrate effective formal report writing skills, with appropriate diagrams, graphs, charts and tables inserted where necessary and/ or questionnaires results summary in Appendix. Consider your layout, grammar and report structure*
Don't forget your front page, TOC, grammar and spell check

2000 words plus or minus 10% submitted via Turnitin as instructed