

Three - Step Reflective Framework

Step 1: *Take notice & describe the experience - description of evidence.*

1.1. **What did you do, know, feel, think, need?**

Describe what happened during a *critical incident* you were involved in.

1.2 **What decisions did you make?**

Describe your decisions.

Prompts:

- Why have you chosen this *critical incident*?
- What knowledge helped you?
- How did you react?
- Indicate what helped you.
- Who were the people involved, and what did they do?

Definition: *Critical incident* is an event from teaching practice. It can be pleasant or unpleasant, mundane or significant.

Tips: Write about what happened in the past tense. Use a personal voice in first person. Use a variety of methods to record your experience e.g., descriptive text, pictures, bullet points, diagrams etc.



Step 2: Analyse the experience - implications of your decisions, actions, and reactions.

2.1 Why the decisions and actions?

Explain why your decisions and actions were useful.

2.2 Why the reactions?

Explain the reasons for your feelings and the emotional response.

Prompts:

- Why did the event occur?
- Is there anything you could have done differently?
- Why did others who were involved act as they did?
- How did your assumptions, values, and beliefs influence you?
- What theoretical knowledge helped your response to the event?

Tips: Use references from theory to support your analysis of the incident; this will help you make connections between theory and practice.



Step 3: Take Action - Reflect on what you learned and how you will use this learning.

3.1 What did you learn and why?

Record what you have learned from the *critical incident*.

3.2 How will you use this experience?

Plan your goals for using the new knowledge in your teaching practice.

Prompts:

- What helped you to learn?
- What did you learn from others' knowledge, actions or beliefs?
- How will this *critical incident* change your future teaching practice?
- What are the socio-economic, political and cultural, and historical factors in your profession, e.g., power relationships, social justice etc. which you need to consider?
- What you need to explore further or to get help with, to improve your knowledge?

Definition: *Critical reflection* requires an analysis of the incident within the wider context of your profession. Consider others' views and beliefs (multiple perspectives) in socio-economic, political, cultural, and historical dimensions.

Tips: Set yourself realistic goals, and indicate how and when you intend to achieve them.