



Completing the RPPF

The Reflections on Progress and Planning Form (RPPF) is a formally assessed element of the reflective project through Criterion E: Engagement and reflection. It provides insight into your **thinking processes** and how your **skills** have developed while researching and completing the reflective project. It is crucial to record what you have learned in terms of your understanding of the **research process**, its **challenges** and your own **personal development**.

The RPPF is completed in sections, after each of 3 scheduled meetings with your supervisor. During these meetings, you will discuss your planning, progress and any concerns you have about your RP. After each meeting, complete and date the specified section of the RPPF.

Meeting #1

- What are my motivations for this project?
- Is there sufficient focus to my research area?
- How will I begin the process?
- What research and citation methods will I use?
- What ethical issues have I considered?

Meeting #2

- Is my data/research sufficient to address the dilemma? Has it led me to refocus my question?
- Are there any challenges I need to overcome in order to achieve my desired outcome? How will I do that?
- Do I want to change my first plan? Why? How?
- Am I keeping on schedule? If not, what do I need to do differently?

FINAL CHECK of the RPPF

- Have you reflected on:
- the challenges encountered during the reflective project,
 - how these could be overcome (looking forward to the next stage of the reflective project), and
 - how they effected the project overall and what was learnt from the process & the changes in your approach.

Your supervisor will complete the final section and authenticate your work

Meeting #3

- What have I learned during the development of my reflective project?
- Did my research cause me to change my perspective or opinions? If so, how?
- What skills have I put into practice? Did I learn any new skills that will be helpful for the future?
- Which strategies were most effective for me? Are there any that might have helped me be more effective?
- For the challenges I encountered, what choices did I make and what were the outcomes?
- What improvements might I suggest to my own practice?