

EXAMPLE REFLECTIVE STATEMENT 2



WHAT? Considering the learning experience.

1. What is the most valuable thing you learned through your apprenticeship? This could be something learned either on-the-job or off-the-job.

Proper workplace etiquette. This was developed through both off and on the job training through apprenticeship tasks where I had to research and learn about communication in the workplace, how to deal with grievances etc. Daily working at the laboratory also progressively developed my understanding of this workplace etiquette as I was able to learn through mistakes and successes as well as getting verbal advice from my manager who supported me heavily. Other key learnings included learning the different methodologies that we make use of to test our samples, what standards they follow and why we use them as well as the scientific theory behind them which developed my interpretive skills when collecting results.

2. What was the most valuable thing that you learned from shadowing more experienced staff or from your workplace mentor?

Definitely how to talk to third parties, whether it be clients or other companies. I was always particularly awkward when speaking to new people in a professional setting, such as when a client would visit the laboratory and I was put on the spot to explain what we did. Third parties were difficult for me because this was a confidence issue since I have never before been in a position to talk to a client so I felt like I could mess up or say something wrong. This has gone away with time. The colleague I shadowed was my manager who offered this opportunity often and supported me where I would stumble over my words.

3. What aspect of the apprenticeship did you find the most challenging? This could be examples from the classroom, online or workplace.

I found the most challenging aspect to be balancing workloads between the apprenticeship and my workplace during periods of busy work. This was because I had never done full time work with studying on the side before, and even though I was offered my 20% off the job time, it was difficult often to manage when I would use it as there was always something to do in regards to work that was important. What I could've done better is properly communicate when I found it difficult to manage my time so that my manager could work with me effectively to set aside time for both normal work and apprenticeship work in times of stress.

SO WHAT? Demonstrating an understanding of the learning experience.

4. What was the impact of the most valuable thing you learned through your apprenticeship? As provided in the 'What?' section above. Could relate to impact on your own work or that of others at work.

The impact was that I learnt to carry myself around clients, adhering to non-disclosure agreements, how to format emails based on who you're writing to, following proper procedures if there is a grievance or health and safety issue, following health and safety documentation such as COSHH or risk assessments, adhering to procedure documentation when carrying them out, but also to solve problems if I can before escalating an issue. Furthermore, being able to identify and discuss potential health and safety hazards if I think I see one, voicing any improvements I feel could be carried out on any documentation or workplace aspect and to always take responsibility for my actions.

5. What was the impact of the most valuable thing you learned through shadowing or working with your workplace mentor? Consider the impact on your own work performance.

This sort of training and shadowing senior staff where I could see how they handled themselves really taught me how to handle myself in these situations and I see it as a valuable life skill in general for when I find myself in new important situations that I can carry myself and speak with confidence. I think the more experienced staff enjoyed passing on their knowledge as they were often very happy to give me advice and even took their time to be in depth about it, even with things as trivial as email signatures. Generally all the shadowing I did was positive, with the rare exception with newer colleagues where I could see that they did not communicate effectively enough.

6. What 'good' emerged in terms of learning, from those challenges you faced during the apprenticeship? Consider knowledge, skills, resilience, working relations.

I learnt fairly quickly that the solution was to keep up healthy and consistent communication with my superiors and my apprenticeship tutor, so that way I can manage expectations clearly and organise my workloads according to priority. This way, even though I had a lot to work on, I was able to stay out of trouble and ensure results were leaving at a consistent rate according to expectations.

NOW WHAT? Modifying future performance.

7. How do you feel the apprenticeship will benefit you in your career going forward? Consider progression opportunities and/or life-long learning skills

The apprenticeship has equipped me with a strong foundational knowledge of working in a professional scientific environment which acts as a step ladder towards going into a ***** further my professional skills to refine myself as an employee. This apprenticeship has developed my understanding and level of time management, presentational skills, communication, and certainly my scientific theory or research techniques and chemistry which will serve me well ***** and other opportunities.

8. What would you consider as your main area(s) for further development and why?

I would like to learn further about health & safety through courses such as IOSH, or gas handling training, first aid training, ***** and general things that are considered useful in the workplace that can help me be a better and more versatile employee. Another area that I would like to get into is management in the coming years as I am very much a people person and I think the idea of managing a laboratory is attractive. Lastly, I would like to continuously develop my knowledge of the different sciences and mathematics as I enjoy learning about new concepts, and of course that includes any science that I specialise in.