PART 4 reflective journal

|  |
| --- |
| For this part of the assessment, you will be required to complete this Reflective Journal as part of the documentation of your experiences relevant to fostering workplace diversity.  **Read the instructions below to guide you in completing this Reflective Journal.**  **Guidelines:**  This Reflective Journal is made up of four sets of journal entries.   1. Each entry contains reflection guides. They contain instructions and activities you need to complete to enable you to provide the information required. These guides will assist you in providing the information required to complete each journal entry. 2. When completing each journal entry, always provide complete responses, where required.   *For example, if the guide asks you to list at least two strategies you used to communicate to diverse clients, then you must list two or more, and not less than.*   1. Your responses must always be based on your experience during your vocational placement. 2. Each journal entry must be signed off by your supervisor/relevant personnel to attest that your responses to each journal entry are factual, accurate, and reflective of your vocational placement experiences.   **IMPORTANT: Read the reflection guide of each journal entry carefully before proceeding.** |

|  |
| --- |
| **IMPORTANT REMINDER**  **Remember to ensure the privacy and confidentiality of the participants of this assessment activity (e.g. clients, co-workers, and others) at all times.**  **Do not include their real names in your submissions. Use placeholders instead.**   * **Replace clients’ names with Client A, Client B, Client C, etc.** * **Replace your co-workers’ names with Co-worker A, Co-worker B, etc.**   **Do not use aliases as this might cause unintended breaches of privacy and confidentiality.**  **Although you are using placeholders to refer to people (except your workplace supervisor) at the workplace, the content of your submissions must always be real and factual.** |