

REFLECTIVE JOURNAL WRITING GUIDE

ASSESSMENT DESCRIPTION

Students must document their industrial training journey in reflective journal. The reflection must be **sent to the industry supervisor for assessment.**

This is an individual submission for each student reflecting on lifelong learning skills in relation to experiences gained from the venture building. It should have **minimum 500 words in paragraph format**, demonstrating critical reflections focuses on the experiences derived from what the company is involved in. The reflection should also include the individual engagement in, and learning from the mentoring activities. Students need to critically analyse their experiences utilising theories or research to support their evaluation where possible. The reflection should include criteria listed below:

- Introduction
- Lessons learned from industrial training experience
- Skills and knowledge gained (overall)
- Suitability of organization
- Limitation and recommendation pertaining industrial training module

Use the template provided.

Upon Completion of Section A, forward this document to industry supervisor for assessment. Append the completed reflective journal (with industry supervisor's marks and signature) as Appendix in the Industrial Training report.

SUBMISSION INSTRUCTION

- This document should be placed in the APPENDICES section of the industrial training report & submitted in TiMES portal as a separate document.
- Ensure that the self reflection is marked by industry supervisor before submission.