



Hertfordshire
CAREERS HUB

THE CAREERS &
ENTERPRISE
COMPANY

My Work Reflection Teacher Guide

Springpod is collaborating with the Hertfordshire Careers Hub on the Future Ready Fund project to use the My Work Reflection Tool to help students in Years 8-10 log and reflect on work experience and identify skills.

The tool also allows schools to track participation and export data for reporting, including against Gatsby Benchmarks and Compass+.



Who are Springpod?

You may be familiar with Springpod as a careers platform offering virtual experiences of work and university.

Springpod is a career education platform on a mission to help every student gain real experience, skills, and confidence to secure their future. We connect students with top employers and educators through immersive, interactive experiences that ignite ambition, power potential and kickstart careers.

Introduction to the Project

Springpod has been appointed as the digital partner for Hertfordshire Careers Hub through the Future Ready Fund project. This three-year programme will support a cohort of young people, selected against defined eligibility criteria, from Year 8 through to Year 10.

The project aims to test and evaluate different methods for logging and reflecting on work experience to improve how students understand and record their learning. It will involve one Hertfordshire Careers Hub and 25 schools, working with around 375 students aged 13 to 16, following the same cohort over three years to ensure continuity and lasting impact.

Springpod has created a microsite for selected Hertfordshire schools, which can be viewed [here](#). This is where you will find our new 'My Work Reflection Tool' and useful resources.

Why reflection matters

Reflection is what turns activity into learning.

In careers education and work experience, students can attend workshops, complete placements, or meet employers but without reflection, those experiences often remain isolated events. Reflection is what helps them process, interpret, and apply what they've encountered.

Reflection helps students:

- Understand what they learned
- Recognise their skills
- Make better career decisions
- Build confidence and independence

Without reflection, work experience is just an activity.

With reflection, it becomes meaningful learning.

My Work Reflection Tool – Quick Guide

What is this tool?

The *My Work Reflection Tool* helps students:

- Reflect on work experience and careers activities
- Identify skills and strengths
- Plan next steps for their future

It also helps schools:

- Track participation
- Evidence impact (Gatsby Benchmarks, Compass+)
- Export data for reporting

How to use My Work Reflection Tool

When you are ready, you can start using the My Work Reflection Tool with your cohort of students. We recommend that you familiarise yourself with the tool before tasking your students with their first reflection.

Key features (at a glance)

- ✔ Pre-work and reflection activities
 - Skills Self-Evaluation: students rate 12 workplace skills
 - Developing Skills: students plan how to grow with employer support
- ✔ Ready-made prompts
 - Guided prompts covering skills, challenges and future goals
- ✔ Student PDF summaries
 - Printable one-page summaries students can keep
- ✔ Live progress tracking
 - Track student participation and completion in real time
 - Unified analytics showing insights across all your activities
- ✔ Easy data export
 - Download reflections as CSV for reporting
 - Compass+ formatted export for CEC reporting
- ✔ Supports Gatsby Benchmarks
 - Trackable and mapped to equalex and Gatsby Benchmarks

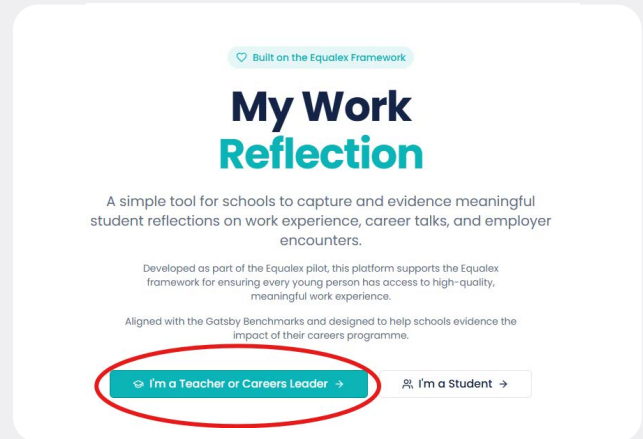
Getting Started

This tool should be very easy to use!

Set up an activity → share the code → students complete track and export.

Step 1 – Create your account

1. Go to: <http://reflection.springpod.io/>
2. Select I'm a Teacher or Careers Leader
3. Click Sign Up
4. Choose your school from the dropdown



When you next log in, it will be a simple link sent to your email, so you don't need to remember a password each time you use it.

Step 2 – Create an activity

Teachers create a pre-work activity or reflection session with a simple join code to share with students. There are various share options as shown below. Share the code, QR code or link.

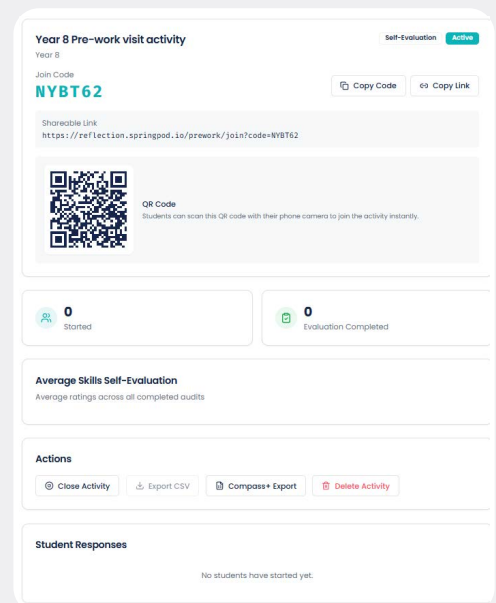
You can choose Option A or Option B:

Option A: Pre-Work Activity (before placement)

- Skills Self-Evaluation (students rate 12 skills)
- Developing Skills (students choose skills to improve and develop a plan)

To set up:

1. Click Create Pre-Work Activity
2. Choose **Skills Self-Evaluation** or **Developing Skills**
3. Add title, class, and year group
4. Share the join code/link / QR code



Create Pre-work Activity

Set up a skills preparation activity for your class before their work experience

Activity Type

- Skills Self-Evaluation** ✓
Students rate themselves on 12 workplace skills using the Hertfordshire skills framework
- Developing Skills**
Students choose skills to develop during their placement and plan how to ask employers for help

Activity Title
e.g., Year 10 Pre-work Preparation

Year Group (optional)
Select year group...

Class / Group Label (optional)
e.g., 10B, Form Group 3

Create Activity



Option A:

You may want to start with the **Skills Self-Evaluation** and then progress to **Developing Skills** where students choose skills to develop during their placement and plan how to ask employers for help. The images below show how students are prompted to think about how they can develop their skills.

When students have completed **Developing Skills**, they can download their plan to share with employers if they wish.



Getting Started 0%

Developing your skills
Plan how to grow during your placement

Developing your skills
Now that you have identified your strengths and what you could improve, how do you do it? Think about how best you could ask the employer to help you develop the skills below.

You'll do two things:

- 1 Choose Skills**
Pick the skills you'd like to develop
- 2 Make a Plan**
Describe how you'll develop them on placement

✓ Use the skills self-evaluation for reference
✓ Takes about 5 minutes
✓ Your answers save automatically

← Back **Let's go** →

Developing Skills 67%

How will you develop them?
Think about how best you could ask the employer to help

How do you do it? Think about how best you could ask the employer to help you develop the skills below.

Teamwork
Skill 1 of 5
Ask to join a team project, or help organise a group activity.
How could you develop your teamwork during your placement? What could you ask your employer to help with?

Business & customer awareness
Skill 2 of 5
Ask about how the business works - who are the customers and what do they need?
How could you develop your business & customer awareness during your placement? What could you ask your employer to help with?

Analytical & problem-solving
Skill 3 of 5
Ask if you can help solve a real workplace problem or improve a process.
How could you develop your analytical & problem-solving during your placement? What could you ask your employer to help with?

Complete 100%

All planned!
You've got a plan for your work experience

You've got a plan!
You've chosen skills to develop and created a plan for how to work on them during your placement.

Skills to develop
5

Download PDF

You can close this page now. Take your plan with you and share it with your employer on your first day.

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Option B: Reflection Session (after placement)

Guide students through a meaningful reflection **after** their placement

Create Your Reflection Session

To set up:

1. Click Create Reflection Session
2. Choose a template or create your own
3. Add:
 - Title
 - Description
 - Learning objectives
 - Delivery mode
 - Where the activity took place
4. You can pre-fill student answers to make it easier for students.
5. You can add a closed date if you wish
6. You can add any specific instructions for your students
7. Share the join code/link / QR code

Create a Reflection Session
Set up a session for your class to reflect on their work experience

Activity Template (optional)
Enterprise Challenge

Session Title
Enterprise Challenge

Describe the Activities
Reflect on an enterprise or business challenge activity, teamwork involved, and entrepreneurial skills developed.

Learning Objectives 3 selected
L2 * L3 * L4 *

Select learning objectives...

Delivery Mode
How will this be delivered?

Where Did the Activity Take Place?
Employers

Pre-fill Student Answers
If all students went to the same place at the same time, you can pre-fill these fields so students don't have to type them.

Experience Date
e.g., January 2026

Workplace Name
e.g., Acme Corp Ltd

Year Group
Year 9

Class / Group Label
e.g., 10B, Form Group 3



Enterprise Challenge

Year 9

Activities
Reflect on an enterprise or business challenge activity, teamwork involved, and entrepreneurial skills developed.

Learning Objectives
L2, L3, L4

Location
Employers

Join Code
FYF4D6

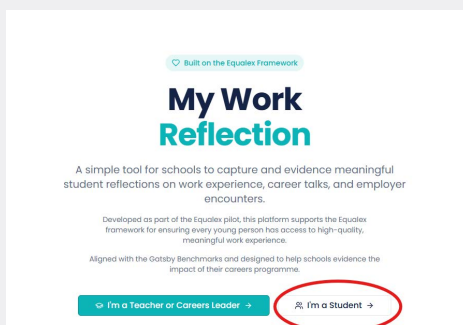
Show QR Code
https://reflection.springpod.io/joincode/FYF4D6

QR Code
Students can scan this QR code with their phone camera to join the reflection instantly.

Open: 08/04/2026, 10:00 AM


0 Awaiting
0 Completed
0 In Progress

Actions
Close Session, Extend Close Date, Download CSV, Compose Export, Edit Session, Create Session



Students Respond

Direct students to <http://reflection.springpod.io/> select **I'm a Student** and add the **Join Code** to complete the reflection with the guide prompts or share the link.



Join a Reflection Session

Enter the code your teacher gave you to start reflecting on your work experience

Join Code

The 6-character code from your teacher

Your Name


Enter your full name or school ID

[Start Reflecting](#)

This takes about 5 minutes. Take your time to look back on your experience. 😊

Welcome! 🙌

Let's think about your work experience together



Welcome to your reflection!

Let's take a few minutes to think about your work experience.


Things to think about as you reflect

- What types of jobs and workplaces did you see or learn about?
- How do the things you learn at school connect to real jobs?
- What workplace skills did you notice? How good are you at them already?

What you'll do

- Tell us where you went
- Share what activities you did
- Think about new skills you developed
- Reflect on your strengths and career ideas

- ✔ No right or wrong answers
- ⌚ Takes about 5-10 minutes
- 💾 Your answers save as you go



My Work Experience Reflection

Bish
at Law Firm
2026-04-06

Activities I Carried Out

Visit Tour

Most Interesting / Enjoyable
Meeting new people.

What I Found Difficult
Understanding the work.

New Skills I Developed

Determination & resilience

Strengths, Interests & Career Ideas
I realised I enjoy helping people. I discovered I'm good at organising. I learned I like working with technology.

My Next Steps & Goals
I want to develop my communication skills. I want to volunteer to get more experience. I'm going to choose subjects that help me get into this field.

Reflection completed on 6 April 2026

This is your personal reflection summary. Download it as a PDF to keep.

When they have completed the reflection, they will receive a personal reflection summary which they can download as a PDF. You may want them to save this in their own career records if you use any other platforms in your school.

My Work Experience Reflection

Bish
at Law Firm | 2026-04-06

Activities I Carried Out

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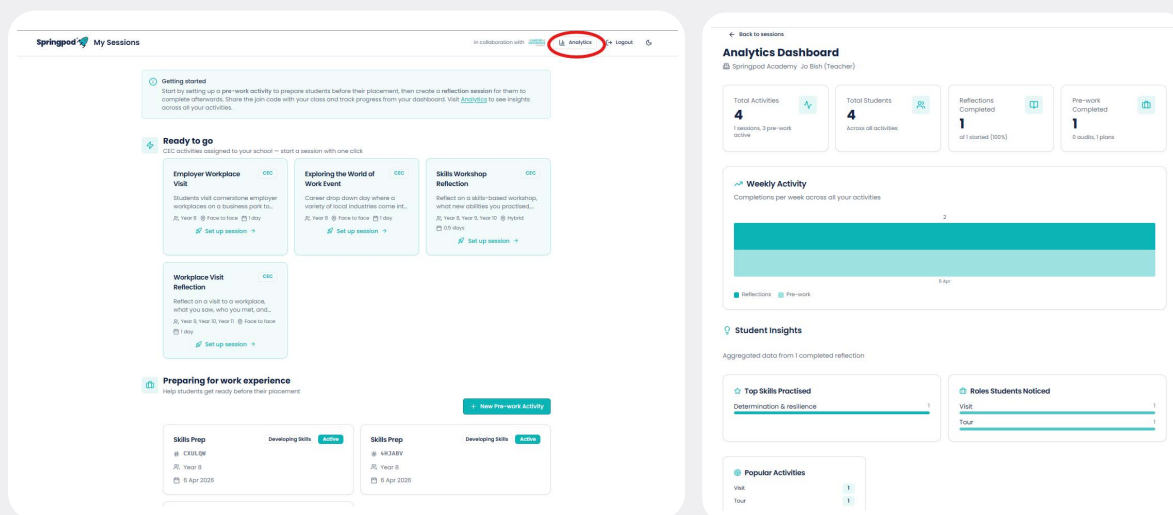
Reflection completed on 6 April 2026
Powered by Springpod | My Work Reflection



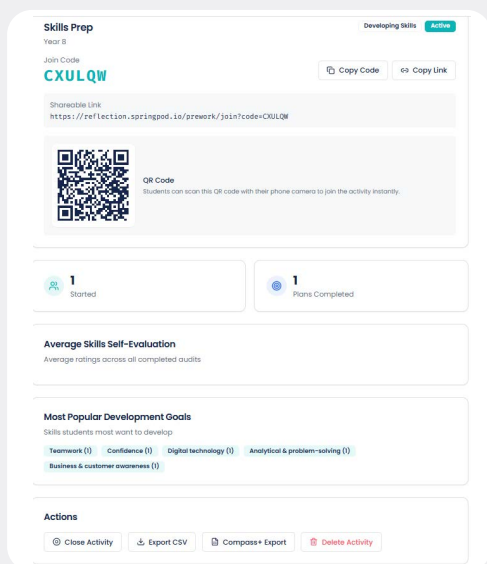
Step 3 – Track & Export

View live dashboards, track completion rates and download evidence as CSV or Compass+ format.

You can monitor completion rates from your dashboard. Click **Analytics** to see insights across all of your activities



The Analytics dashboard allows you to view key statistics and insights across all of your activities.



If you click on the session, you will be able to view statistics and insights for that particular session. You can also select various actions:

- Close Activity
- Export CSV
- Compass+ Export
- Delete Activity

Handy Tips

- ✓ Test activities first (you can delete them)
- ✓ Use QR codes for quick student access
- ✓ Set a clear deadline for completion
- ✓ Monitor progress via the dashboard
- ✓ Only close activities once all students finish

Need help?

Contact:



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