***Task 6: Employability skills.***

***My Employability skills development at the start of my BTEC Health and Social care Diploma Course***

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| ***Skill that employers are looking for*** | ***What this means*** | ***Skills I have at the beginning of my course*** |
| 1. **Communication & interpersonal skills** | The ability to explain what you mean in a clear and concise way through written and spoken communication. To listen and relate to other people, and to act upon key/ instructions. | I feel like I have developed this skill well. I always like to communicate and understand other individual’s situations and problems. I will continue to apply this in my course with other people around me or people I encounter.  In my work placement 1, I communicated with the children and teaching professionals. I had to make sure that my chosen language was appropriate for my target audience as well as it being clear and understandable. If clear effective communication wasn’t present during interactions, messages would not have been sent or received clearly. This has also helped my interpersonal skills because I have had great experience in my work placement. |
| 1. **Problem solving skills** | The ability to understand a problem by breaking it down into smaller parts, and identifying key issues, implications and identifying solutions. | I feel like I have some understanding of this skill, however it does need to develop more. I can break things down into smaller parts and identify some key issues but I don’t identify them all. This is something I need to develop.  During my work placement 1, each week I was using my problem-solving skills to increase the children's knowledge. I done mathematic problem- solving questions with lots of children as well as finding methods that best suits their learning needs. |
| 1. **Using your initiative and being self-motivated** | Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things. | I feel really confident with this skill as I always have my own thoughts and ideas I like to apply. Also, I am very self-motivated. I will apply all these skills in my course.  I had to use my initiative when in my first work placement because I had to think of what was best for the children when learning new topics. Also, I had to make sure that I was motivated because I wanted the individuals around me to imitate my behaviour so that they could be motivated about their work. |
| 1. ***Working under pressure to deadlines*** | Handling stress that comes with deadlines and ensuring that you meet them. | I always complete my work before the deadlines. However, sometimes I get a little stressed if I go passed my time I wanted to take to complete my work. I feel like this is healthy though because it motivates you more to get the work done. I will continue to do this for my course at college.  I worked under pressure really well at my work placement 1 because the teachers were introducing me to new activities I have never done before. However, I followed instructions very well and completed the tasks to the best of my ability. |
| 1. ***Organisational skills*** | Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline. | I am really good at this skill because I always monitor and keep a close eye on when my deadline has to be in. also, I look to see if I am on track and still doing the tasks that have been set. I will continue this skill for my course work.  During my work placement 1 I had to make sure that I had everything I needed to complete activities with the children. This involved me getting the correct equipment the children needed when doing maths and literacy. Also, I always made sure I had note paper and pens to make important notes that would help my reflection and learning. |
| 1. ***Team work*** | Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal. | I fee like I am confident with this skill. This is because I feel really comfortable to work with other people who may necessarily be different from me or have a different back ground from others. This skill is useful to me because I know when I start a job I will have to work with others and apply this skill.  My work placement 1 involved me working with staff members in the primary school as well as the children. I believe I worked well and took into consideration everyone who I worked with. I was very confident and contributed in the team. |
| 1. ***Ability to learn and adapt*** | To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer. | I am very enthusiastic when it comes to learning. I always see the positive when receiving tasks or work as I know this will help me adapt new skills and prepare me for employment. This is very useful when in a job or starting a new job that you have never done before.  During my work placement I had to adapt my communication skills because I was working with professionals and children of a young age. I learned a lot from the teachers and understood what they need to complete as teachers in a day's work. Also, I had to adapt my skills to fit children at a lower learning level compared to children at a higher learning level. |
| 1. ***Numeracy*** | The ability to use data and mathematics to support evidence or demonstrate a point. | I feel like I am really good at this kill as I have used this many times in work. I used numeracy skills throughout school and I will continue to use this in my course at college.  My work placement 1 was at a local primary school. The work and activities I done with the children where numeracy. For example, I done number bonds with them. This is a numeracy skill that I increased as well as increasing the children's skills. |
| 1. ***Valuing diversity & difference*** | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. | I feel like I have developed this skill slightly because I understand that people are different therefor they require different needs. However this skill will be developed more in my course at college.  During my work placement 1, I did not single children or teachers out because of their differences. I made sure that I accepted everyone. Also, I didn’t treat children of a different skin colour differently. This reveals that I valued diversity and difference. |
| 1. ***Negotiation skills*** | To take on board other people’s feelings and express your own requirements in an un-emotional clear fashion to achieve a win-win outcome. | I feel like I have a great understanding of this skill because I have applied this throughout my life. I am very good at understanding and taking on board other people’s feelings and emotions. This will be a great skill to use in my course and in a job.  I believe that I used my negotiation skills throughout my work placement 1 as I took on board teachers and the children's feelings. |