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| **Employability skills can be defined as the transferable skills needed by an individual to make them ‘employable’. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability.**  **Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers.**  You reviewed your employability skills development during induction. You are now going to reflect on how these skills have developed since undertaking your work experience placement 1 during term 1.  **TASK 1**  **Reflect on your recent work experience Health & Social Care placements and the employability skills that you have developed to prepare you for the world of work.**  **Key resources to use:**  **Use your Work Placement Pack 1 journal- reflective log**  **Employers report/s if available**  **Unit 1 evidence - Effective communication (1- and group interaction evaluations, observers reports etc) &**  **unit 2 evidence – Equality & Diversity**  **These are key resources to help you to complete this task 1 reflection and the remaining tasks below:** | | |
| **Skill that employers are looking for** | **What this means** | **Skills I have developed since the start of the course and during my H & Sc work experience – Placement 1 and 2.** |
| **1 Communication & Interpersonal Skills** | The ability to explain what you mean in a clear and concise way through written & spoken communication.  To listen and relate to other people, and to act upon key/instructions. | Reflect on unit 1 theory and practice. What opportunities did you have to apply this theory to practice to develop your communication skills? Eg 1-1 & group formal assessment of your skills.  Split up your reflections into placement 1 and 2 experiences. Were these different placements? Different client groups? Widened your experiences of communicating with a wider range of service users?  Types of clients you interacted with eg Child with AHD, Autisme, hearing or sight impaired, dementia. How did this develop your skills? Confidence/ Awareness of communication barriers and strategies to overcome these? Did you have experience of answering/using the telephone? Opportunity to produce any written material? If not, this could be part of your action plan to set yourself goals to achieve this in your next placement. |
| **2 Problem solving skills** | The ability to understand a problem by breaking it down into smaller parts, and identifying key issues, implications and identifying solutions.  To apply your knowledge from many different areas to solving a task. | As a health & social care worker you plan and implement care for a service user based on your knowledge and experience, only to find that the service user’s reaction is totally different from that expected but without any apparent reason. How would you deal with this. Examples from your placements to show development of this skill. |
| **3 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. | How did you use your own initiative. Give examples. eg if a resident asked for a drink. Making them one. Making a resident comfortable. If a child was upset chatting to them to comfort them |
| **4 Working under pressure to deadlines** | Handling stress that comes with deadlines and ensuring that you meet them. | Completing work placement log book journals by the deadline. Handing in work placement research evidence. coursework by the deadline. Completing tasks/activities on your work placement by deadlines given by your placement supervisor |
| **5 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. | Having your work placement time sheet, work placement log book, Pen and paper for research. |
| **6 Team working** | Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal. | Working with the team of staff on your work placement. Give examples of how you did this and how this developed your confidence. |
| **7 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. | Did you learn anything from any mistakes you made? Give examples. What would you do differently in the future. |
| **8 Numeracy** | The ability to use data and mathematics to support evidence or demonstrate a point. | Any evidence eg numeracy lesson involvement in the primary school, weighing a resident and plotting their weight on a chart. |
| **9 Valuing diversity & difference**  C:\Users\lesley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GBST1W45\MC900288988[1].wmf | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. | Unit 2 theory to practice. Equality and diversity are essential components of health and social care. Good equality and diversity practices make sure that the services provided to people are fair and accessible to everyone. Give examples of how you valued diversity and differences. Eg Meal times/snack time – different dietary requirements, if English wasn’t first language, religious beliefs. How did your treat service users with dignity and respect? etc |
| **10 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. |  |

**Now complete the document below with your own reflections:**

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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 & spoken communication.  To listen and relate to other people, and to act upon key/instructions. |  |
| 2 Problem solving skills | The ability to understand a problem by breaking it down into smaller parts, and identifying key issues, implications and identifying solutions.  To apply your knowledge from many different areas to solving a task. |  |
| 3 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. |  |
| 4 Working under pressure to deadlines | Handling stress that comes with deadlines and ensuring that you meet them. |  |
| 5 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. |  |
| 6 Team working | Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal. |  |
| 7 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. |  |
| 8 Numeracy | The ability to use data and mathematics to support evidence or demonstrate a point. |  |
| 9 Valuing diversity & difference  C:\Users\lesley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GBST1W45\MC900288988[1].wmf | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. |  |
| **10 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. |  |

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| **TASK 2**  Produce an action plan to indicate how you intended to continue to develop your employability skills/address any gaps in employability skills development during work placement commencing on 3-7th February 2020 (one week block). Identify any Employability skills that you did not have an opportunity to develop on work experience Placement 1. You will action plan and will target these skills for development in preparation for you work experience Placement 2.  See Example below BTEC Health & Social Care Employability Skills Action Plan. |

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| Name: A Student | Date Employability Skills Action Plan commenced : |

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| Your employment skills action plan and goals should be personal to you and relate to your development during the Health & social care. Some of your goals will be short term (3 -6 months) and may be resolved fairly quickly, other goals will be longer term (10 – 18 months) and may need many reviews before they are achieved.  Remember your goals should be **S**pecific, **M**easurable, **A**ctionable, **R**elevant and **T**imed (see example) | | | | | | |
| Date goal  set | Goal  (Where do I want to be?)  By when? | Actions  (How do I get there?) | Review date | Progress made (Work done) | Further Actions towards the goal  (Work still to be done) | Review date or date when the goal is achieved |
| 18/1/20 | *Development of Problem-solving skills through relevant work placement tasks* | Work placement 2  3rd - 7th February 2020  Meet with my supervisor on 3rd February to discuss and agree any specific problem-solving activities that I can be involved in during my work placement | 10/2/20 |  |  |  |
| etc |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |

**Now complete the action plan below with your employability skills goals:**

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| **Name: A Student** | **Date Employability Skills Action Plan commenced :** |

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| **Your employment skills action plan and goals should be personal to you and relate to your development during the Health & social care. Some of your goals will be short term (3 -6 months) and may be resolved fairly quickly, other goals will be longer term (10 – 18 months) and may need many reviews before they are achieved. Remember your goals should be Specific, Measurable, Actionable, Relevant and Timed (see example above)** | | | | | | |
| Date goal  set | Goal  (Where do I want to be? By when?) | Actions  (How do I get there?) | Review date | Progress made (Work done) | Further Actions towards the goal  (Work still to be done) | Review date or date when the goal is achieved |
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**Careers and Employability Skills Reflection**

**Initial Career Aim:**

**Current Career aim:**

**Date of College careers meeting:**

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| **TASK 3**     1. Reflect and Explain how key experiences have influenced your career aims/changes in your career aims since commencing your studies at Carmel College? 2. Access a job description for your current career aim. 3. Read and analyse this job description. What are the key employability skills needed to undertake this role effectively?   Why are these skills essential?   1. How has your work placement helped you to develop essential employability skills? Give examples to put your reflection into context. You can also use your work placement report to reflect on your skills development. |