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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.**  **TASK 1 deadline:**  **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. Use your Work Placement Pack 1 and 2 Reflective logs to help you to complete this and the 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. |  |
| **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 deadline:**  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 3 commencing on the 14th June 2019 (one week block).Identify any Employability skills that you did not have an opportunity to develop on work experience Placement 1 and 2. You will action plan and will target these skills for development in preparation for you work experience Placement 3 in the Summer Term 2019  See Example 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 |
| 1/5/19 | *Development of problem-solving skills through relevant work placement tasks* | Work placement 3: 14th 18th June 2019  Meet with my supervisor on 14th June to discuss and agree any specific problem -solving activities that I can be involved in during my work placement | 19/6/19 |  |  |  |

**Careers and Employability Skills Reflection**

**Initial Career Aim:**

**Current Career aim:**

**Date of College careers meeting:**

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| **Task 3 deadline**   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. |