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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.**  **If you have postponed placement 3; the following tasks 1-5 will have to be completed over the Summer holidays. You will need to agree a submission date with Tracey/Pam.**  **TASK 1**  **Reflect on your recent work experience Health & Social Care placement 3 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 3 journal- reflective log**  **Employers report if available**  **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. |  |
| **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**  Review your last employability skills action plan from May 2019 now that you have completed your work placement 3. Have you achieved the goals you set yourself and by the deadline? Complete the appropriate review sections of your action plan.  Produce another action plan on how you intend to address any incomplete goals and actions you intend to take to continue develop your employability skills/address any gaps in employability skills development following work placement 3 from 17th-21st  June 2019 (one week block). You will action plan and will target these skills for development in preparation for your work experience Placement 4 and 5 in year 2 of your BTEC H & Sc studies.  See Example BTEC Health & Social Care Employability Skills Action Plan below. |

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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 |  |  |  |

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| **Task 3**  Now that you have completed work placement 3 - Update your CV- save as CV 4 document.  **Task 4**  Review your careers action plan from May 2019. Have you achieved the goals you set yourself and by the deadline? Complete the appropriate review sections of your action plan. Create another careers action plan and add new goals. |