

**Professional Development for Sports Industry
Placement**

By Andre Dias

International Sports Management

Tutor: Marie Pitson

University of Trinity Saint David

Swansea, Wales

08.08.2020

Qualification audit

My current qualifications/ Training needs analysis

GCSE's at Bishopston Comprehensive School (2015)

- Portuguese (A)
- Spanish (A)
- English Language (C)
- English Literature (B)
- Mathematics (C)
- Btec Sports (A)
- ASDAN (A)
- Construction (A)

Sports Development at Gower College Swansea (2017)

BTEC Sports Development.

STA Safety Training Awards (2019)

STA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator

Currently undertaking:

BA (Hons) International Sports Management at University of Wales Trinity Saint David (2020)

Modules: Professional Development; Sports Industrial Mentoring; The Global Cultural Sporting Environment; Advanced Coaching & Mentoring; Professional & Elite Sports Management; Stadia & Sports Facilities Management.

Personal Development Plan

Name: Andre Dias

Date: 23/05/2020

Objectives What do I want to be able to do or do better?	Success criteria How will I recognise success? How will I review and measure my improvement?	Actions What methods will I use to achieve my learning objectives?	Implementation How will I practise and apply what I learn?
Planning	I will make sure I always have a full plan and backup plan the day before a day of work.	I will make sure I have my plans with me before heading on to work so I'm always prepared.	Throughout my placement there will be obstacles I have to overcome when teaching a session so after sessions I will review it and plan for whatever new obstacles that I experienced.
Acquire knowledge of the activities I will teach when on placement	I will part take in the training in order for me to be qualified before instructing the children.	I will take notes and make sure I know all procedures before my instructing examinations and will complete the FA licenses.	By passing the examination and making sure I have all procedures noted down to check before my first session.
Time keeping/ responsibilities	I will make sure I have everything planned the night before I have sessions and I will also make sure I rest well the night before so that I'm never late to anything.	I will make up a planning routine for the night before sessions so that everything I need for the next day is ready.	I will practice by ticking off what I need to do one by one until it becomes routine.

Based on the jobs I have looked at and based on my career aims, the qualifications I will be pursuing after placement are:

- FAW Youth Coaching C license (2020)
- FAW Senior Coaching C license (2020)
- FAW Safeguarding children qualification (2020)
- FAW First Aid in football (2020)
- UEFA B license (2020)

The Qualifications above are what I need to reach a level that is wanted in well recognized jobs that I have previously looked at with the first four being the steps wanted in order for me to be able to apply for a UEFA B license which is what my career pathway requires, another requirement for me to be able to get a UEFA B license is to have an up to date coaching CV which I will be looking to coach a local team or my university team once I have acquired my first aid, safeguarding and coaching C licenses.

As well as getting my qualifications, I will be working towards developing a good CV that will help me be successful when applying for my placement and for future jobs through my career so I did some research on making a curriculum and according to The Guardian (2012), the 10 tips on writing a good CV are:

- Get the basics right

These include personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references.

- Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper.

- Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet.

- Understand the job description

The clues are in the job application, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't. With the areas where you're lacking, fill in the blanks by adapting the skills you do have.

- Tailor the CV to the role

When you've established what the job entails and how you can match each requirement, create a CV specifically for that role.

- Making the most of skills

Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd.

- Making the most of interests

Under interests, highlight the things that show off skills you've gained, and employers look for.

- Making the most of experience

Use assertive and positive language under the work history and experience sections, such as "developed", "organised" or "achieved". Try to relate the skills you have learned to the job role you're applying for.

- Including references

References should be from someone who has employed you in the past and can vouch for your skills and experience.

- Keep your CV updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing.

After making sure I developed a good CV; I then proceeded to prepare for my placement interviews because even when you have a good resume, skills and are suitable for the job, a bad interview can always stop you from getting the job. I then made sure I always prepare for the day of the interview by practicing on things like talking about myself, making sure I was knowledgeable of the job description and

requirements and knew why I believe I am best suitable for the job as well and doing some research on what makes a good interview because “An interview can profoundly affect the candidate's decision to join or not to join a company.”

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PGL
Recruitment Department
Alton Court, Penyard Lane
Ross-on-Wye, Herefordshire
HR9 5GL

April 17th 2020

Dear Hiring Team

Please find attached my curriculum vitae for the post of Activity Instructor and Group Leader which was advertised on PGL website.

I have a vast experience in coaching children in a variety of sports activities in different sectors such as leisure, education and events and for the last 4 years I have been working in the field through my Sports Development college course and my Sports Management university course to gain experience and to improve my knowledge and skills while waiting for the right opportunity in the right company to raise.

I decided to apply for the job position because, besides really enjoying working with children of different ages and nationalities and with children with disabilities, I strongly identify myself with PGL's principles and philosophy where equal opportunities for children to access sports through leisure, respect and value of people's differences, is a paramount for the company.

I believe I am an excellent candidate for the position and that my experiences and skills would add great value within the role and the company.

I would like to thank you in advance for taking time to analyse my CV and would be very keen to discuss this opportunity with the PGL Hiring Team.

If any further information from me is needed, please do not hesitate in getting in touch.

Yours sincerely,

Andre Dias

Andre Dias

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07913947259 andredias341@gmail.com

Second year International Sports Management undergraduate looking to work in the sports coaching and activities instructing sector.

Friendly, dedicated, approachable, highly motivated, and energetic person with great passion for sports, I am determined, principled and flexible individual with an excellent team working and communication skills.

I have a vast experience in working with children of all ages in the sports and leisure field and I am a true believer in the fair and equal opportunities for children and adults to access sports and I strongly practice the principles of respecting and valuing people's differences.

Education and Qualifications

Sep. 2017 – July. 2021:	BA (Hons) International Sports Management at University of Wales Trinity Saint David
<i>Modules studied include:</i>	Professional Development; Sports Industrial Mentoring; The Global Cultural Sporting Environment; Advanced Coaching & Mentoring; Professional & Elite Sports Management; Stadia & Sports Facilities Management.
Sep. 2015 – July. 2017:	Sports Development at Gower College Swansea Btec in Sports Development
Sep. 2013 – Jul. 2015:	Bishopston Comprehensive School Education
9 GCSE's:	Portuguese (A), Spanish (A), English Language (C), English Literature (B), Mathematics (C), Btec Sports (A), ASDAN (A) - Equivalent to 2 GCSE's, Construction (A) - Equivalent to 2 GCSE's.
May. 2019:	STA Safety Training Awards STA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator

Work Experience

September 2019 to present: Sodexo (Liberty Stadium – Swansea, Wales)

- Working as casual staff on match days and at social events at the Liberty Stadium greeting customers and helping them with any requirements or concerns, they might have during the event.
- Dispense all beverages to the company standards and legal requirements, cash handling.

May 2019 to August 2019: Activity Instructor – PGL Liddington (England)

- Lead and supervise groups of students from 7 to 16 years of age, in the outdoors activities, ensuring their safety and teaching skills and techniques relevant to the activity being undertaken Maintained accurate records on all aspects including health & safety issues.
- Activities: Aeroball, Survival, Problem Solving, Sensory Trail, Buggy Building, Ball Sports

Sep 2018 – April 2019: Sports Coach, LC2 – Swansea (LC2 Sports Centre)

- Lead and supervise groups of primary students in the indoors activities (as part of my Advanced Coaching and Mentoring Course Module), ensuring their safety and teaching skills and techniques relevant to the activity being undertaken.
- Activities: Football, Basketball, Badminton and a variety of activities tailored for each group.

September 2017 – April 2019: Waiter – Compass Events (Liberty Stadium)

- Working as casual staff on match days and at social events at the Liberty Stadium greeting customers and helping them with any requirements or concerns, they might have during the event.
- Dispense all beverages to the company standards and legal requirements, cash handling.

September 2014: Gym Administrator (Swansea University Sports Department)

- Undertaking a one-week work experience placement, gaining valuable experience within a variety of areas such as learning skills, working with others and social skills.
- Responsible for the school athletics events organizing all equipment for the children, Receptionist, greeting members and students, problem solving, administrations duties, gym facilities inspection.

Skills & other information

- Fluent Portuguese speaker; first language native speaker level
- Fluent English speaker; second language native speaker level
- Fluent Spanish speaker; third language proficiency speaker level
- Excellent IT Skills including knowledge of Microsoft Office & Publisher
- Basic Life Support and Safe Use of an Automated External Defibrillator
- Great passion for sports in special for football
- Excellent customer service skills
- Friendly, dedicated, approachable, highly motivated.

Interests

Sport: Member of UWTSD and Mumbles Rangers Football Teams

Travelling: Enjoy travelling and been to many countries around the world

Films: I like watching films and specially history documentaries

Referees

Mr Andrew Thomas HND, BSc, PGCE, MBA, FHEA

Admissions / Senior Lecturer - Sports Management Portfolio

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Review of pre-placement experience

So far my pre placement experience has been good, I have everything planned and am ready to go out on placement although it is a bit nerve wrecking when you have to leave home to go work at a new place with people you've never met before, the process before placement has been going smooth due to my placement provider having a connection with my university so all the paperwork that I have to ask my provider to fill has been filled already as they already have an experience with it and make sure they fill the paperwork and send it directly to my lecturer which is really good and makes the paperwork side of my placement a lot easier.