

Certificate of Higher Education Skills for the Workplace(Health and Social Care)

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Assignment Title: Personal Development Portfolio

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Introduction:

My name is Cila Carvalho, I'm studying health and social care at University of Wales Saint David; to become midwifery or nursery. After graduating university I plan to start working in GP, Hospital or NHS.

A portfolio- is a collection of samples of the work it helps to illustrate the skills and show the expertise in the industry, it is more visually appealing than a CV, builds in personal brand, helping to attract potential employers or clients. The exact format can vary based on the own style.

My portfolio is to showcase my passion and commitment to career in midwifery. It highlights, interest in caring for others, supporting families and promoting health and wellbeing through my work experiences.

TASK 1: Midwifery and its Essential Skills for Midwifery

With many different role in the health and social care sector, the role that interest me the most is midwifery agent. This is because it offers a wide variety of temporary and permanent jobs for midwifery, which includes jobs delivery and community. It also offers one of the widest choice of jobs shifts across London in the NHS and provide maternity sector and as a quality midwife one has the choice of a job that best suits themselves.

As Midwives play a central role in health and social care the 3 skills required are communication, technical competency and emotional intelligence. These key skills midwives need to deliver safe, effective, and compassionate care in health and social care settings. My plan to acquire this role first start by completing the health and social care course that I am currently taking and while doing so looking for opportunities and ways that I can improve my current skills that matches this role so that I am able to work effectively. According to (Chelsea and Westminster Hospital NHS Foundation Trust, 2025) it shows that there are other way to go for this role through as a pre-qualification midwifery which would then give me the opportunity to become a midwife as things goes on. Communication skills is important as according to Johnson and Taylor, 2004, a clear communication with the expectant mothers / woman will help during assessment. A great communication ensures that information is shared clearly and accurately. I meet this required skill on my current role as a cleaning supervisor where I need to communicate everyone's task clearly in order to ensure every area are covered.

Additionally, a skill required is competency. As Uncu, Dogan, Duman and Kaya (2025, p187) mentioned "competency in midwifery as the minimum knowledge, skills and professional behaviour required for a person to use the title of midwife". This suggest that one must have technical competency when being a midwife to ensure the safeness of the mother and the baby. It also allow you to provide a professional and high-quality care. I meet this requirement as I currently studying health and social care. Through this course am gaining substantial knowledge which I plan to put in practice by applying to internship in the future.

Lastly, emotional intelligence is important skill to have because it helps with the ability to stay calm under pressure which is an essential skill to have in fast pace job Patterson, D., & Begley, A. (2011). I meet this requirement because on my current role I show empathy towards my team members in order to support them when there are feeling under pressure or facing other challenges.

Skills gaps and how I intend to address it

A skill gap that I have identified is competency skill/ clinical capabilities. Although I am studying for health and social care, I have never worked in this industry and lack practical skill. I intend to address this skill by looking for internship where I am able to learn how midwifery day to day look like.

Personal development plan

As a midwife I am committed to provide a safe environment for all expectant mothers. For my personal development plan I will highlight my strength, my areas of development and how I will improve these areas.

- **Strength** - I am compassionate and understanding towards people, therefore I will be extra compassionate towards mothers and their families.

Areas of development- I will improve my communications skill by practicing active listening and learn how to speak in simple words so that its easier for everyone to understand me clearly. In the same way, I plan to develop my technical skill by finishing my H&S course and attending midwifery workshops where I can gain practical experiences.

Another area of development will be to develop leadership and decisions making skills. I am to do this by building my confidence and improving my knowledge. This way I will be able to make decisions based on factual knowledge rather than impulse which shows good leadership traits.

Potential questions for midwifery interview

- Why did you choose to be a midwife?

I choose midwifery because I wanted to support women and families during one of the most important stages of life. I value holistic care that addresses not only physical health but also emotional and social wellbeing. Midwifery allows me to combine clinical skills with compassion, and I find it rewarding to empower women.

- How do you ensure your practice remains Evidence-based?

I regularly engage in continuing professional development, attend training sessions, and Nice. I also reflect on my practice and seek feedback from colleagues to ensure I'm applying the most up-to-date, evidence-based approaches.

- How do you manage stress in a demanding healthcare environment?

I manage stress by staying organised, prioritising tasks, and using reflective practice to learn from experiences. I also rely on teamwork-sharing responsibilities and supporting colleagues helps to reduce pressure, of work, I maintain balance through exercise and keeps me focused and resilient.

Task 2- One skill needed in health and social care

If I had to highlight one main key skill in midwifery, it would be:

Communication Skills- Midwifery is not just about clinical expertise its about building trust and guiding women and families through one of the most significant experiences of their lives. Effective communication underpins every aspect of care.

“Communication is vital to ensure women are supported to make informed decisions and listened to if they raise concerns.” While looking on a report by “Care Quality Commission” they stated that communication is a must and that it must be clear and effective and that they are always concerned that communication is not good enough and that it should always be improved “particularly for those with protected characteristics under the Equality Act”.

One of the reasons why communication is important especially for a midwife it because they are responsible for ensuring that all women are given information that they need in a digestible way o that they are able to make informed decisions and consent to treatments. Their report highlights the importance of it with one of the feedback given to them being that “communication should be better, it would be help if the staff remembered that it might be all routine for them, but for parents it’s very much a new and potentially traumatic time. And communication in sensitive way goes a long way.”

As a midwife it essential that we listen to women and families as it ensures that every ne feel heard when they have any inquiries about their concerns, as a someone offering maternity services the way that this service is given in well manner and that there is no bias involved when making an evaluation and all the patients are equal and that they all deserve of the same treatment and that there is no such thing as “black women have thicker skin, so they are less likely have a tear after delivery”, this a racial bias that is completely not true as a midwife one must make sure that all patients is heard and that all of their concerns are addressed, it is important to communicate fairly with everyone so that they all can receive the right treatment that they deserve.

When communication is the process when one gives and receive messages and information it is essential when trying to provide an accretive and competent care (England and Morgan 2012; Silverman et al 2016). The poor quality of communication identified in the reports (knight et al 2014; 2016), has highlighted that one of the main cause of mistakes in the maternity care for some time, now as a midwife there are many ways that communication skills are used in a hospital settings, when there is an situation of emergency having a excellent communication skill is key as you would be able to quickly divert the situation and be able to get thing under control. As a key skill and a easily transferable skill, it’s importance is something that cant be easily ignored and definitely something that one must

always thrive to improve especially when it comes to an hospital setting as it could drastically change the way that thing go around as it could be the cause of clarity or confusion in the mind of patients and there families member. Being able to have a clear understanding of how to communicating with patients and people in different types of situation when needed can also be a distinguish factures that can easily differentiate a person when looking for someone new and for someone that has made a decision elevate their career further to a higher level.

Task 3- Critical Reflection using Gibbs Reflective Model

Descriptions

When it come to the LCHS4009 unit there have been lots of things that I was able to learn about it. It has given me insight into things that I was missing and onto things that I thought I was doing well on it. I was able to learn how to properly analyse myself thanks to the SWOT analysis methods.

Feelings

I feel that I am now better equipped to be able to make a proper analysis of things by being able to identify my strength, weakness, opportunities, and threats. With this methods I was able to learn more about the path ways that I could follow and ways that I could work around it for the better given possible situation.

Evaluations

A positive aspects of this course was the feedbacks that I have received during this unit which enable me to not to only improve my work abut also able to think of my next steps in what I have to do to improve my work and look forward to the type of opportunities that are there before which I was not able to identify before. While evaluating my steps throughout this unit I was able to identify my areas of improvement needed , was given feedbacks on what the next possible action could be and in how I could make such thing possible.

Analysis

The course highlighted my areas of development really well as well as giving me the opportunity to identify my skill galps. I was able to learn more about the importance of certain skills in order to become a midwife. I can now confidently use SWOT analysis to identify my area of improvements as well as the areas that I am doing well. This will allow me to be

confident when going into the workforce as I will be able to apply for jobs where my skills could be used.

Conclusion

From attending this course , I understood the benefits of being aware of your capabilities and your weaknesses. I also learnt the importance of having clear goals with clear plans in order to achieve my desired career path.

Action Plan

After this course I plan to continue to work on my strengths as well finding practical ways to improve my weaknesses. I plan to do a continuous development plan by seeking opportunities where my skills are tested. I plan to follow my personal development plan by seeking internships opportunities where I will be able to learn practical aspects of midwifery.

Conclusion

To conclude all that I have learned through this unit and this assignment, I was able to have a much clearer understanding of my areas of development I was able to identify gaps in my skills for the profession that I have in mind. With this work , I was able to identify why midwifery is the correct career path for me by identifying the key skills needed to be a midwife and how I possess these skills. Using Gibbs reflective model, I was able to critically analyse how impactful this module was for my personal development.

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Word Count: Total 2050 or 2100 will be acceptable