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1. Research

For this task, I researched the role of a Healthcare Assistant (HCA) within the NHS using sources such as NHS Jobs, Indeed and Reed.co.uk. I used specific keywords such as Healthcare Assistant UK and NHS HCA roles to identify relevant information. The research showed that communication, empathy and organisational skills are essential. I also created an account on the NHS website to receive job notifications, which helped me stay updated with available opportunities.

2. Presenting

In my presentation, I explained the Healthcare Assistant role, including responsibilities, required skills and career opportunities. I structured my presentation clearly and used simple language to improve understanding. I also included practical examples such as assisting patients with daily activities and communicating with healthcare professionals to demonstrate my knowledge effectively.

3. Challenges you faced

One of the main challenges I faced was identifying appropriate keywords to search for relevant job roles. Initially, my searches were too general, which limited useful results. I also searched for a higher-level role such as Assistant Manager in health and social care, but I realised that I did not have the required skills and experience for this position. This made me understand the gap between my current skills and job requirements.

4. Actions to improve

To improve, I refined my search strategy by using more specific keywords and filters on job platforms such as Indeed and Reed. I focused on entry-level roles like Healthcare Assistant that match my current abilities. Additionally, I plan to develop my skills through training, volunteering and gaining practical experience in healthcare environments.

5. Further steps needed to Prepare for Task 3

In preparation for Task 3, I will improve my communication and time management skills. I will also use more academic sources and apply correct Harvard referencing. Furthermore, I will continue to explore job opportunities and gain practical experience to support my future career progression in the healthcare sector.

References (Harvard Style)

NHS (2026) Healthcare assistant. Available at: <https://www.healthcareers.nhs.uk>

Indeed (2026) Healthcare Assistant jobs UK. Available at: <https://www.indeed.co.uk>

Reed (2026) Healthcare Assistant Jobs. Available at: <https://www.reed.co.uk>

Gov.uk (2026) Healthcare roles. Available at: <https://www.gov.uk>