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Module Code: LCHS4009_BIRM

Module: Professional Development within Health and Social Care

Assignment title: Personal Development Portfolio

Lecturer: Hajra Mutasim

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JOB ADVERTISEMENT <https://www.jobs.nhs.uk/candidate/jobadvert/L0034-26-2181?country=GB-ENG&searchFormType=main&keyword=care%20assistant&location=West%20Midlands&language=en>


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Avery Healthcare Group Ltd.

Care Assistant

The closing date is 25 July 2026

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Job summary
Package Description: Shift details; TBC At Avery Healthcare, we are all

For questions about the job, contact:
Recruitment Team
Avery Healthcare
Recruitment@averyhealthcare.co.uk

about supporting the people who care for our residents. We know how hard our teams work, and were here to celebrate and support you every step of the way. When you join us, you'll be making a positive impact on residents' lives every day; your compassion and dedication truly make a difference. We're committed to helping you grow in a caring, supportive environment, with opportunities to learn and develop throughout your career. And as part of our close-knit team, you'll experience a culture that values respect, compassion, and a shared commitment to exceptional care. We're now looking for a warm, enthusiastic, and dedicated individual to join our award-winning team as a Care Assistant at Bourn View Care Home in Birmingham. If this sounds like the place for you, we'd love to hear from you! ABOUT THE ROLE Your focus as Care Assistant will be to deliver high standards of personal care, contributing fully to the care team to ensure continuity of services to residents. Other responsibilities will include: Assisting residents in all their personal hygiene care ensuring optimum independence, dignity and respect of individuals at all times. Recognising and understanding clinical risk areas in residents such as weight loss, pressure sores, risk of falls, signs of infections and escalating any identified risks in a timely manner.



Date posted
30 May 2026

Pay scheme
Other

Main duties of the job
The Care Assistant role at Avery Healthcare involves delivering high standards of personal care to residents, ensuring their safety and dignity. Responsibilities include helping with personal hygiene and recognising clinical risks such as weight loss and infections, and escalating them promptly. Avery Healthcare values compassion, dedication, and a supportive environment, offering opportunities for learning and development. Ideal candidates should embody values of respect, accountability, and effective communication, and be adaptable to cover various responsibilities. No prior experience is required, as comprehensive training is provided. A DBS check and proof of UK work eligibility are necessary.

Salary
£12.75 an hour

Contract
Permanent

Working pattern
Part-time

Reference number
1507675174

About us
Avery Healthcare is committed to supporting its care team members who play a vital role in residents' lives by providing a supportive and enriching work environment. The organization focuses on creating meaningful experiences and delivering exceptional care across its network of over 100 luxury elderly care homes in the UK. Avery Healthcare values respect, compassion, and accountability, fostering a culture where employees feel valued and empowered. Through its

Job locations
Avery Healthcare
Bournville
B31 2FR
United Kingdom

TASK 1 – Curriculum Vitae

Sadaf Noreen

Smethwick, West Midlands

Mobile: 07877009536

Email: sadafnoreen123@hotmail.com

Personal Profile

An enthusiastic and caring Health and Social Care undergraduate student from the University of Wales Trinity Saint David (UWTSD) looking to work in the Health and Social Care sector in the NHS as a Care Assistant. I have gained knowledge of person-centred care, safeguarding, equality and diversity and effective communication from my academic learning. Dedicated to valuing people, treating them with dignity, respect and compassion; willing to work as part of a multidisciplinary team and provide safe, quality care.

Education

University of Wales Trinity Saint David (UWTSD)

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

Level 4 (September 2025 – Present)

Relevant modules:

- Academic and Employability Skills
- Introduction to Health and Social Care
- Digital Skills and Research Methods
- Introduction to Public Health
- Professional Development within Health and Social Care
- Psychology in Health and Social Care

Core Skills

- Caring and considerate attitude
- Good verbal and written communication skills
- Interpersonal skills
- Proficiency in person-centred care
- Knowledge of Safeguarding and Confidentiality
- Time management
- Reliable, flexible and a good learner
- Competence in computer literacy (MS Word, Power Point, Outlook)

Relevant Knowledge

- Knowledge of the need to keep dignity, privacy and respect.

- Understanding of boundaries and safeguarding duties.
- Ability to interact well with people, families and peers.
- Understanding of equality, diversity and inclusion in health and social care.
- Knowledge of confidentiality and records management.
- Dedicated to providing person-centred and caring care for people and helping them to live their life independently.

Interests

- Reading
- Travelling
- Cooking

References

Academic Referee

Name: Hajra Mutasim

Position: Lecturer in Health and Social Care

Organisation: University of Wales Trinity Saint David (UWTSD)

Email: h.mustasim@uwtsd.ac.uk

Academic Referee

Name: Alice Clayton

Position: Lecturer in Health and Social Care

Organisation: University of Wales Trinity Saint David (UWTSD)

Email: a.clayton@uwtsd.ac.uk

TASK 2 – PERSONAL STATEMENT (500 words)

I am currently working towards 'Certificate of Higher Education Skills for the Workplace (Health and Social Care) – Level 4' at the University of Wales Trinity Saint David (UWTSD) and am excited to start my career as a NHS Care Assistant. I decided to choose this career as I want to make a difference to people's lives, care for them in a compassionate manner. I think everyone should be treated with dignity, respect and kindness, no matter their age, background, health. I would like to further develop my knowledge and skills in health and social care, and move into more advanced positions, through my continued learning and professional development.

I have not yet had paid work experience in the care sector but have gained a firm understanding of the principles and values which underpin high quality care during my time at university. In my course, I have gained knowledge about person centred care, safeguarding, communication, equality and diversity, professional ethics and promoting independence and wellbeing. I have gained knowledge of the roles of Care Assistant and the need to provide safe, compassionate and respectful care for individuals with their unique needs.

Effective communication and the ability to maintain positive relationships with others is one of my strengths. When supporting someone who might be vulnerable or ill, I know it is important to listen well, be empathetic, and act with respect. I'm open, receptive, tolerant and always want to make people feel good and appreciated. I also enjoy working collaboratively, and value co-ordinating with other members of my team and other health care providers to ensure the best possible care for the client.

I have learned to be organized and to manage my time effectively by balancing my university studies and personal learning. Further, my academic learning has enhanced my problem-solving skills, critical thinking, reflective practice and this has enabled me to learn from my experiences and continue to improve my performance. Looking forward, I feel confident using Microsoft Office applications such as Word, PowerPoint and Outlook, which will allow me to present accurate information and communicate effectively in the workplace.

I recognise that as a Care Assistant I must be professional, flexible and always adhere to confidentiality. I understand the need to adhere to policies and procedures, to protect vulnerable individuals, to promote equality and diversity and respect each person's preferences and beliefs ([HCPC, 2024](#)). I look forward to learning from the expertise of others, engaging in training and gaining hands-on experience to deliver high-quality care.

I think I would be a good addition to your team as I am compassionate, motivated and committed to deliver person focussed care that meets the values of the NHS. I am keen to

use the skills I have acquired during my Health and Social Care degree and to further my learning and development. I would bring a positive contribution to your organisation including the opportunity to support patients with dignity, compassion and respect and to provide high quality care, which would enhance their health, wellbeing and quality of life.

TASK 3

a – SWOT Analysis

Strengths	Weaknesses
• Certificate of Higher Education Skills for the Workplace (Health and Social Care) (Level 4) – Currently studying at the University of Wales Trinity Saint David (UWTSD). • Good academic knowledge of person-centred care, safeguarding, equality and diversity, and professional values. • Compassionate, empathetic and patient, genuinely helping vulnerable people. • Developed good communication, teamwork and organisational skills whilst at university. • Desire to learn, positive attitude to feedback and is dedicated to further professional development.	• No prior paid experience of health and/or social care. • Lack of hands-on experience in the care of clients for personal care and mobility. • Need to build confidence in the care setting to manage difficult or crisis situations. • Lack of experience in employing electronic care records and NHS documentation systems. • Continually developing practical understanding of NHS policies, procedures and clinical
Opportunities	Threats
• Gain experience in the workplace as a Care Assistant. • Join NHS induction programmes, mandatory training and continuing professional development (CPD). • Acquire specialist skills including moving and handling, infection prevention and control, dementia care and first aid. • Upon completing my degree, go on to become a senior Care Assistant, Assistant Practitioner or nursing related jobs. • Develop confidence through working collaboratively with experienced members of the healthcare team.	• Strong competition in the role of NHS Care Assistant. • Previous care experience may be preferable to employers. • Time management skills will be necessary to help balance study with work responsibilities at the university. • The physical and emotional demands of working in challenging healthcare settings can be stressful. • Healthcare policies, laws and best practice are constantly changing and learning and adaptation is required.

Personal Development Plan (PDP) (Beausaert, Segers and Gijsselaers, 2011)

Goals	List the actions to complete to achieve the goal	Support/resources needed	Target date	Review date
Experience working as a Care Assistant	• Seek Care Assistant and Healthcare Support Worker roles • Participate in interviews • Complete induction training • Observe experienced workers • Build expertise in care provision	• University careers service • Employer induction • Workplace mentor • NHS Jobs web site	September 2026	March 2027
To build my understanding of safeguarding, person-centred care and infection prevention	• Attend and complete required NHS training • Engage in ongoing CPD • Follow up NHS policies for university studies and future work	• NHS e-Learning for Healthcare (e-LfH) • University learning resources • Tutor guidance • Employer training	May 2027	December 2027
Enhance the ability to communicate and to become more confident in professional practice	• Take an active role in university group activities • Ask for feedback from lecturers • Communicate clearly in work or placement settings • Learn from experiences and identify how to improve	• University lecturers • Reflective journal • Peer feedback • Workplace mentor/supervisor	March 2028	September 2028

TASK 4 – Critical Reflection

Gibbs' Reflective Cycle ([Gibbs, 1988](#)) is a structured approach for reflecting on experiences and consists of 6 steps: description, feelings, evaluation, analysis, conclusion and action plan. This reflection assesses my own LCHS4009 Component 1 presentation on Communication Skills and my performance in relation to the verbal feedback received from my lecturer.

The presentation was about communication as a key skill in health and social care work. I explained the importance of communication, discussed how it relates to person-centred care and patient safety, introduced Shannon and Weaver's Communication Model, and applied this model to a realistic healthcare scenario where a resident has become withdrawn and was not eating. I ended with the need for effective communication for the benefit of patients and practitioners.

I was ecstatic and nervous before my presentation. Although I only presented to my lecturer, I still felt anxious because I wanted to demonstrate my understanding of the topic and achieve a good mark. I was afraid I would forget something or be unable to answer any questions. But as I went through the presentation, I could explain what I was saying much better and became more confident. I felt confident in my preparation and understanding of the subject when I completed most of the questions accurately.

In general, I think my presentation went well. My lecturer commented that I had made good use of relevant academic literature and that my Harvard referencing was mostly accurate. This demonstrated that I had consulted the sources and drawn on evidence to inform my discussion. I also clearly explained communication skills and why they are important in health and social care and my practical example illustrated how this could be used in a real care setting using the Shannon and Weaver model of communication. The comments indicate that I had a good grasp of the topic and managed to connect theory with practice. The presentation itself was delivered in a satisfactory manner, and I answered most questions appropriately, showing that I could explain my ideas beyond what was written on the slides.

However, the feedback also identified some areas for improvement. Some of my slides were a bit confusing and had to be corrected by my lecturer during the presentation. On reflection, I realise that much of my attention was given to the content, but not to the visual organisation. Slide design is important because it assists the audience to follow the presentation and comprehend the points better. I was also given feedback that the slides could be improved in the future, and that there was a need to balance what is on the slide with the visuals and not make slides too full ([Mayer, 2021](#)).

The other thing that needs to be improved is time management. I managed to create the presentation successfully, but I know I could have better timed the delivery of each portion to ensure that every aspect was given the due focus without haste. I would have had more confidence and more awareness of timing and what to expect, if I had rehearsed more before the presentation.

This experience has taught me that it is not enough to know a lot to give a good presentation. Effective presentation skills involve careful preparation, logical organisation, good visual design, confidence and time management. The academic content is indicated by the marks awarded to engagement with literature and application; the lower marks for cognitive and intellectual skills reveal that the structure of a presentation is as significant as its content. This experience has also highlighted the need for reflective practice in health and social care, where identifying strengths and weaknesses will help for ongoing professional development (Schön, 1983).

Overall, I think the presentation was a good learning experience. Strengths were the use of relevant literature, clear understanding of communication skills and the application of theory to a realistic healthcare scenario. But I know I could work on organizing my slides, making them more visually effective and managing my time more efficiently. These enhancements will support my further studies and help me to communicate with professional people in health and social care.

Based on this reflection, I have identified a few steps for future presentations. I will practice my presentation multiple times before giving it to help build my confidence and time management. I will create slides with a consistent and clear layout with concise bullet points and appropriate visuals. I will have my slides checked over by a lecturer, tutor or family member prior to any presentations to ensure that any problems with the layout and/or organisation are identified and corrected before the assessment. These actions will help me to become a more confident and effective communicator and to continue improving the professional communication skills needed for a successful career in health and social care.

REFERENCES

Beausaert, S., Segers, M. and Gijssels, W. (2011) 'The use of personal development plans in the workplace: A literature review', *Studies in Continuing Education*, 33(3), pp.261–278. doi:10.1080/0158037X.2011.610344.

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Mayer, R.E. (2021) *Multimedia Learning*. 3rd edn. Cambridge: Cambridge University Press.

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Schön, D.A. (1983) *The Reflective Practitioner: How Professionals Think in Action*. New York: Basic Books.