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Module Code: Level 4

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

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Complete the template below (use the prompts in the Task 2 information document to help)

- Take your time, there is no limit – you have until Friday of Week 8 to submit
- Use any notes you have already made to help
- The boxes will expand when you type

Section	Your response (Use your own words!)
1. Research	I started my research for my chosen job role on the NHS website. Once you open the NHS website and explore the different careers that there are. I think the research went better than I thought since I didn't have much previous experience doing research on a topic. I feel confident enough to research some topics and after finding the topic information using the CRAAP test helped me to know how to organise all the information that I found.
2. Presenting	I prepared for my presentation by having a clear structure and a strong beginning with the explanation of my chosen job role. My presentation went better than I expected as I used a draft of my research to follow the points.
3. Challenges you faced	One of the main challenges that I faced during Task 1 was finding trustworthy sources with valid and updated information. Another challenge that I faced during my presentation was feeling anxious and nervous having to present my chosen job role in front of my class group.
4. Actions to improve	The main thing that I would like to improve before next term is confidence. I will also have better time management which will help me focus and prioritise my workload when doing my research. I will have more consistency while taking notes, finding credible sources of information, reviewing my past work and improving my past work.
5. Further steps needed to Prepare for Task 3	I will create a detailed plan outlining deadlines and doing the task in more manageable sections. I need to improve on my confidence, my workload organisation, and strengthen my research approach. The end point is when all the information provided is clear and there is trustworthy information.

