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ACADEMIC AND  
EMPLOYABILITY SKILLS

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# OVERVIEW

- ✓ My future career
- ✓ SWOT Analysis
- ✓ Skills for social worker
- ✓ Time management
- ✓ Academic writing
- ✓ PDP
- ✓ Conclusion
- ✓ Reference

# MY FUTURE CAREER

## Social Worker (NHS)

### Responsibilities:

- Assess the patient
- Create and Implement A Treatment Plan
- Secure and Refer Needed Resources
- Evaluate and Monitor Improvement
- Serve as a Client's Advocate
- Work under pressure



# SWOT ANALYSIS

- **STRENGTHS**

Organised

Problem solver

Leadership

Approachable

- **WEAKNESSES**

Literacy and numeracy

Experience

Lack of qualifications

- **OPPORTUNITIES**

Good job

Evolve

Better choices

Better prospects

- **THREATS**

Not a well paid job

Confrontations

Unsociable hours

Child care

# SKILLS FOR SOCIAL WORKER (NHS)

- Be able to work under pressure
- Deal with very challenging behaviour
- Organise their own workload
- Be understanding of other people's lifestyles
- Work with people from all walks of life
- Be happy visiting clients/patients in their homes



# Time management

Time management is planning and control of time spend for different activities to increase productivity ( Juneja. 2021)

As social worker I will need Time management skills:

- ✓ To be organised
- ✓ Prioritise the most challenging tasks
- ✓ To be keep my goals in mind
- ✓ To evaluate my priorities continuously and work on the most important task first
- ✓ To be able to allow time for emergencies



# Academic writing

- *Day, T.(2018) says “**academic writing** has particular requirement in terms of structure, organisation and presentation”.*

*My academic writing skills will be useful for –*

- *writing personal assessment*
- *daily reports*
- *Communication with different authorities*
- *Reports for court*



# Personal Development Plan(PDP)

My personal development plans is :

- First to finish my one year course to improve my literacy, numeracy and academic skills.
- Next is to apply for further education-level 5 and 6 which will help me to have the level of education my future work require.
- Finally my plan is to find voluntary work in the area so I can gain experience.

# Conclusion

Everything I learn in this course will be helpful for my future career-

- Academic skills
- Further education
- Develop knowledge
- Develop work skills
- Work experience



# Reference

- Day, T. (2018). *Success in Academic Writing*. Bloomsbury Publishing.[Online] Access at: <https://books.google.co.uk/books?hl=en&lr=&id=tHNLDwAAQBAJ&oi=fnd&pg=PR1&dq=academic+writing+Day>. (Accessed: 25 November 2021)
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- NHS. “Social Worker.” *Health Careers*, 2 Jan. 2019. [Online ]Access at: [www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/social-worker](http://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/social-worker). (Accessed: 29 November 2021)

Thank you

