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Module Code: LCHS4001-BIRM

Module: Academic and Employability Skills

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Submitted on: 9th july 2026.

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 9 to submit
- Use any notes you have already made to help
- The boxes will expand when you type

Section	
1. Research	Writing this presentation script helped me look closely at how I research and what I have learned so far about the Healthcare Assistant [H C A] role. It made me think about my choices and how to get ready for my next big step.
2. Presenting	To prepare my presentation, I organised my findings into clear sections covering the role, my research process, source evaluation and challenges, then practised the script aloud before recording. Structuring it in advance helped me stay focused rather than rambling. What I found difficult was explaining the CRAAP test clearly within the time limit; next time, I would rehearse more and time each section beforehand.
3. Challenges you faced with your presentation	The biggest challenge was finding conflicting salary and banding information across different websites, and realising the Healthcare Assistant role itself varies depending on the setting, such as a

	hospital ward compared with a care home. This made me question sources more carefully and cross-check details against each other, but it also slowed my research down and left me unsure which figures to trust.
4. Actions to improve	Before Task 3, I want to get quicker at cross-checking information across multiple official sources rather than relying on the first result I find and to keep a simple log of where each fact came from. I also want to plan my presentation timing more carefully, since my longer, more detailed Task 3 report will need a tighter structure and clearer signposting between sections.
5. Further steps needed to Prepare for Task 3	My next steps are to gather a few more reliable sources on training, the Care Certificate and progression routes, then organise everything into an outline before drafting. I will focus on three areas: source evaluation using CRAAP, clearer paragraph structure, and better time

	management. The end point is a complete, well-referenced Task 3 report on the Healthcare Assistant role.
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