

ECGE6001: Skills for Life -Employability and Future Pathways

Portfolio of Evidence

**Jessica Woods
1708564**

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Jessica Woods

Previous Curriculum Vitae:

Jessica Woods

Jessica Woods
1 Havard Close
Hook
Haverfordwest
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SA62 4NF
DOB: 24/05/1999
07848220543
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Limited
description
about myself.

About me:

I am currently studying at the University of Wales Trinity St David in Carmarthen. I am a third year student who is aiming to qualify as a teacher to inspire young children to learn.

No proper title or
heading.

Previous Jobs:

- Coach: Haverfordwest VC School- February 2016- June 2016
- Café Assistant: Honeyborough Garden Centre- April 2016- June 2016
- Customer Assistant: Sports Direct- June 2016- September 2016
- Team Coach: Next Retail- September 2016- May 2018
- Exam Invigilator: Tasker Milward VC School/Haverfordwest High- January 2018- June 2019
- Stock Controller: Tesco- July 2018- Current

Voluntary Work Experience:

- Receptionist: Haverfordwest Leisure Centre- June 2016
- Observer: Border Force- June 2017
- Observer: Gelliswick Primary School- January 2019

Education:

GCSE Physical Education	A
GCSE English Literature	C
GCSE English Language	B
GCSE Maths	C
GCSE Welsh	C
GCSE Biology	C
GCSE Chemistry	C
GCSE Physics	C

This Curriculum Vitae seems very vague without any discussion on current skills and qualities that I hold. It simply notes where I have worked and what qualifications I have. It doesn't go in-depth.

Updated Curriculum Vitae:

Curriculum Vitae

Jessica May Woods

I thought that it was important for me to expand upon the description of my degree to show employers that I am passionate and have a sense of direction.

Personal Details

Jessica Woods
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I have also introduced a title for the front page of my CV as it looks more professional.

About me:

I am currently a student at the University of Wales Trinity St David in Carmarthen where I study Primary Education. I am a third year student who will hopefully be graduating in July 2020. Current modules which I have completed include safeguarding, mapping the curriculum and children's rights. I would describe myself as being a good listener and communicator as well as being a capable learner who picks up new skills easily. I can use Microsoft software with ease including office, word and excel showing that I have computer competence. I am friendly, outgoing and organised, this can be shown through my vast experience in customer service.

Forsberg (2015) says that it is important to show employers what your future ambitions are and how you intend to get there.

Work Experience:

Coach- Haverfordwest VC School: February 2016- June 2016

I have set up and ran an extra-curricular netball club in Haverfordwest VC School, this was done voluntarily and in my own time. In order to fill this role, I needed to be organised and communicate with the school and parents so that the club would be successful. Through this role I also shown good time management skills as I needed to set up the training session quickly so that the children didn't get impatient and become less motivated.

Café Assistant- Honeyborough Garden Centre: April 2016- June 2016

This role meant that I needed to deal with customers face to face and give them to best possible service. I served customers at the till as well as taking money and giving change. In this role I needed to take note of the quantity of best-selling items we had left so that more could be made for the next day. This was the beginning of my customer service development, it helped to improve my communicational skills as well as my listening skills.

Customer Assistant- Sports Direct: June 2016- September 2016

I have also worked at Sports Direct where I served customers at the till and answered phone calls. As this was my first part time job, I needed to be organised and plan my shifts around my school work as well as around bus times as I did not drive at the time. I also needed to make sure that the shop floor was suitably organised and tidy so that customers

Mohson (2013) say that it is important to include your personal data within a CV to ensure that employers can identify you and contact you without any issues.

could shop with ease. This shows that I had acceptable time management skills even at this age.

Customer Assistant- Next Retail LTD: September 2016- May 2018

Whilst studying at Tasker Milward VC School I worked at Next Retail after school and over the weekend. This allowed me to become independent and develop my customer service skills. During my time at Next Retail, I received many compliments on my service and was awarded a 'Service Star'. As I progressed at Next, I was given the responsibility of banking money at the end of the day as well as inputting it into the computer and creating a float for the following day. On times this role was very challenging, particularly during sale time and the busy Christmas period. This meant that I had to work under pressure and work to a deadline which I done successfully, showing that I have good time management skills.

Exam Invigilator- Tasker Milward VC School: January 2018- June 2018

After I completed my studies at Tasker Milward School, I returned as an exam invigilator. I found this experience very rewarding as I worked with students who had a visual impairment, this meant that I would need to read the exam questions to them and write down exactly what they said word for word. This role has great responsibility as I needed to ensure that they understood the task as well as understanding that I was unable to help them or give them clues. I also needed to transport the exam papers back to the main hall ensuring that nobody else had any contact with them. This shows that I am reliable, honest and trustworthy.

Stock Control- Tesco: May 2018- Current

More recently, I have become a part of the Stock Control team at Tesco Haverfordwest. This role involves counting of stock, reducing items which are near their sell by date and ordering items which are out of stock. This role requires me to work well as a team and act professionally as I deal with managers, customers and other members of staff. I am a good part of the team as I do not mind helping out on other departments when need me, such as checkouts, dot com or grocery shop floor.

Observer- Gelliswick Primary School: January 2019

This placement took place throughout January and allowed me to shadow the PE Teacher. I helped her set up lessons and put equipment out, I also supported the students in their learning and acted as a friendly face. This gave me the oppourtunity to demonstrate professional behaviour and be respectful within someone else's work environment.

Qualifications:

GCSE Physical Education	A
GCSE English Literature	C
GCSE English Language	B
GCSE Maths	C

GCSE Welsh	C
GCSE Biology	C
GCSE Chemistry	C
GCSE Physics	C
GCSE Religious Education	C
Welsh Bac	Pass

I decided that instead of stating the job title and the company, I would describe what was expected of me within that job. Whilst also explaining some skills which I developed during my time in that particular employment.

By showing the various skills that I have developed through my employment it shows employers that I am continually developing my skills and continue to better myself (Tarrant, 2013).

This has helped me to recognise the steps leading up to my goals, and who I can go to for support. Sometimes it is easy to forget that you can ask for support and advice. There are many people that can help you reach your goals.

Personal Development Plan:

What are my main goals?	What goals need to happen first?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve the chances of reaching my goal?	Where can I go for support and advice?	Review: How am I doing so far? Am I on track to meet my goal?
Completing my University degree with first class honours.	I need to complete many assignments which contribute to my overall module marks. I need to attend every lecture to ensure that I get important information regarding assignments. I want all of these to be of a high standard. So that I can graduate with first class honours.	I am hoping to complete my university degree and graduate in July 2020.	I may not reach my full potential in assignments. I may struggle balancing my time between assignments, reading, lectures, work and hobbies.	I can read more widely and spend a lot of time completing assignments. I also need to keep in good contact with my lecturers to ensure that I am on track.	I can go to student services for support as well as my person tutor and lecturers. I can also go online for support, contacting friends, family and others who are in the same position as me.	I think that so far, I am on track to meet my goal of completing my university degree with first class honours. I am spending a good amount of time researching issues and reading around each module.
Becoming a primary school teacher.	Complete my university degree. Gaining valuable experience within a school environment.	With the expectation that I will graduate from my honour's degree in 2020.	I may not pass the application stage. I do not have a B grade in GCSE	I can improve my chances by revising well for the equivalency test.	To get support for this I could see a careers advisor to ask for suggestions	I think I still have a lot of work to do on the journey to becoming a teacher.

	Applying for a Post Graduate Certificate in Education (PGCE). Successfully completing PGCE. Applying for a primary teaching post in my area.	I am hoping to finish my PGCE a year after my graduation. I aim to be in a teaching post by 2023.	Mathematics and so I will need to sit an equivalency test. If I do not pass this then I will be unable to access the course.	I can seek help with my application and interview, asking what the lecturers will be looking for within the person statement.	on pathways to teaching. I could ask student services to read through my personal statement and make any changes based on their advice. I could get support and motivation from my friends and family.	So far, I am making small victories through my honour's degree, this has taken three years but is a vital qualification that I need.
To participate Cardiff Bay 10k.	I need to continue exercising as per my training programme. I need to successfully complete Narberth Nobbler 10k on the 14th December. This will be good preparation to ensure that I am ready for the race.	The race takes place on the 29th March 2020.	I may suffer from injury at some point before this race, this could delay my progress. As I am not a regular runner it is quite possible that I may suffer from injury.	I can improve my chances of achieving this goal by ensuring that I warm up and cool down appropriately, this aids recovery and decreases the risk of injury.	I can seek advice from co-workers who have ran the race before. It is useful to ask these people for advice as they have personal experiences that they can share with me.	At the moment I am capable of running 5k without a problem. I think that I am on track to run double this by March 2020.

					I have sought support from my mother who has decided to run the Narberth Nobbler with me in December.	
Go travelling around America for one month.	I need to ensure that I can save enough money to afford this. I need to plan one month off work which is acceptable with my employer. I need to plan my trip and organise accommodation/transport whilst in America. I would need to apply for a VISA.	I would like to achieve this following my PGCE, potentially in 2022.	I may not be able to save enough money. I may not be allowed the time off work. My VISA could be denied. I could struggle finding accommodation and transport in America whilst living in the UK.	I can improve the chances of achieving this goal by deciding how much money I will put aside each week. I should also apply for my VISA in plenty of time. I should do plenty of research into transport and accommodation.	I could seek support from local travel agents. I could also get into contact with someone who has previously travelled in America.	I am not very close to meeting this goal as I have prioritised career goals before hobbies and interests. I think that I should start saving for this trip now so that I have more of a chance to reach my goal in the time scale.

I have chosen to only set myself four goals in my personal development plan as I think it is important to take things one step at a time, ensuring that you do not put too much pressure onto yourself.

Pritchard-Wiart, Thompson-Hodgetts and Mckillop (2019) say that setting yourself too many goals can decrease motivation and self-confidence.

(Spruce, 2016).

Entrepreneurship Capabilities Self-Assessment:

ECEG6001Q – Entrepreneurship Capabilities Self-Assessment

Name: Jessica Woods

Student Number: 1708564

April and Alexander (2018) define entrepreneurship as being when an individual takes a risk in a business or venture knowing that it will either succeed or fail.

I chose to complete this self-assessment as entrepreneurship is not something that I have thought much about before.

For each of the capabilities below ask yourself;

- Have I ever demonstrated experience in doing this? How practised am I in this?
- How capable am I? What example or evidence could I give of my capability?
- How confident am I in my ability?
- For each of the statements, assess your level of capability as follows;

4 – I am highly capable in this, fully confident of my ability

3 – I am quite capable with some successful experience which I could develop

2 – I have quite limited capability and experience and would need quite a lot of practice to become competent.

1- I have no experience of this and cannot claim capability, would need to develop this (but everyone needs to start somewhere!)

- Write your score for each statement in the column on the right margin.

Capability	Statement	Self-Assessment
Personal organisation	• Set and plan to achieve personal and business goals	3
	• Take personal responsibility for the outcomes and consequences of my actions	4
	• Plan and use time productively to achieve my goals	3
	• Apply energy and dynamism to achieve results effectively	4
	• Apply self-awareness of personal strengths and limitations to achieving goals	3
	• Seek creative and effective ways of solving problems and meeting needs	3
	• Manage stress and pressure which may result from uncertainty and investment of effort	4
Total score (out of 28)		24

Capability	Statement	Self-Assessment
Interpersonal interaction	• Grow and maintain networks of social and industry contacts	2
	• Find out what is important to people and understand their perspectives	3
	• Influence and persuade people to understand, accept and trust my point of view	4
	• Negotiate and conclude agreements with people	3
	• Lead individuals and groups to achieve common goals	3
	• Coach and provide feedback to people on their behaviour and performance	3
Total score (out of 24)		18

(Based on Rae 2007)

I have participated in interpersonal interaction through this module as I have worked as a team to discuss issues within lectures, I had to make sure that I expresses my opinion and back it up with reasons for my opinions.

I think that I should try to improve on applying innovation as this is where my lowest score was. In order to do this, I could develop my problem solving skills.

Although I may not wish to be an entrepreneur, it is important to recognise the qualities that you would need to possess.

ECEG6001Q – Entrepreneurship Capabilities Self-Assessment

Capability	Statement	Self-Assessment
Investigating opportunity	• Identify and investigate the potential value of new opportunities	2
	• Investigate and develop options for exploiting opportunities	2
	• Identify resources which could be connected to exploit opportunities	2
	• Assess, evaluate and select the opportunities which offer greatest potential	3
Total score (out of 16)		9

Capability	Statement	Self-Assessment
Applying innovation	• Identify new possibilities and apply creative thinking to initiate new products, services and processes	3
	• Connect needs, resources, knowledge and technologies to create new products, services and processes	2
	• Develop innovations which can be applied to solve problems and meet actual and potential needs	2
	• Ensure innovations can be produced to meet service user and funding body requirements and expectations	3
Total score (out of 16)		10

Capability	Statement	Self-Assessment
Strategic venture planning	• Propose a strategic vision and strategic plan for the future development and growth of a venture	3
	• Prepare a credible business proposal to gain support from and identify the benefits to investors, funding bodies, service users and other stakeholders	2
	• Define a realistic business model which will enable a venture to meet service user requirements and create value from the opportunity	3
	• Identify and plan the resources needed for the launch and development of a venture: what will be required, when and potential resource implications	3
	• Identify and assess the strengths and weaknesses of competitors and differentiate a venture from these in ways that service users and/or funding bodies will value	3
Total score (out of 24)		14

Rider, Thompson, Kacperczyk and Tag (2019) demonstrate that you should always aim to develop your skills especially within entrepreneurship as many entrepreneurs work for other organisations first or go back to paid employment following a business venture.

(Based on Rae 2007)

I do not have much experience in entrepreneurship and enterprise, this is something that I would like to gain in the future. If I get more experience, then I hope that my overall total score will improve.

ECEG6001Q – Entrepreneurship Capabilities Self-Assessment

Capability	Statement	Self-Assessment
Market development	• Identify markets, opportunities and needs and their characteristics	3
	• Find out actual and emerging service user and/or funding body needs, preferences and decision-making criteria	2
	• Develop and implement marketing plans to communicate and promote to service users and/or funding bodies	2
	• Contact, meet, present to, negotiate with and sell to service users and/or funding bodies	3
	• Set targets and monitor performance	4
	• Review and evaluate the effectiveness of marketing plans	2
Total score (out of 24)		16
Overall total score (out of 132)		91
Divide your overall score by 132 and multiply by 100 to give a percentage.		68.9%

Reviewing your self-assessment

Remember that this is a self-assessment, you can use it or not as you wish and can choose to focus only on those areas that you feel are important.

Not everyone wants to be a leader or entrepreneur but having or developing these capabilities will increase your employability as well as improving your chances of gaining promotion, if this is what you want from your employment.

What is important to remember is that many of the capabilities outlined above are used by people in the Public and Third sectors as well as by entrepreneurs in the Private sector. Once you have completed the self-assessment take a little time to think about how the capabilities outlined above might relate to a career that you are interested in.

How might these capabilities apply to a career in Education.

These capabilities may apply to situations in education as personal organisation is a large part of being a teacher from marking books and planning lessons to delivering extra-curricular activities. When planning school trips a teacher would investigate opportunities that are available to the pupils and weigh up the positives and negatives of each option. All of these skills would come into use when being a teacher whether that is through the school fete or when the school/class are raising money for a charity. I would like to further my experience in enterprise to improve my skills in these areas.

It is important to be aware of qualities within entrepreneurship. As a teacher I would need to deliver lessons about entrepreneurship and enterprise, so it is important to have a high standard of understanding. This self-assessment has helped me to understand what capabilities I have and what capabilities are needed to be an entrepreneur.

(Based on Rae 2007)

Reflection:

Throughout this reflective piece I will be referring back to the template of Gibbs' reflective cycle (Gibbs, 1988). Patterson and Chapman (2013) describe reflection as being when a person thinks about experiences, actions, emotions, feelings and responses, recognising what is already known and adding any new information to their memory. Finn (2011) say that it is important to reflect following a sufficient amount of time as this allows you to evaluate issues carefully gathering relevant evidence, this is better than making quick judgements and referring to the easiest solution which may not be best in the long run. Interestingly, Matsuo (2019) states that reflection promotes critical reflection as individuals who reflect on tasks and problems are more likely to reflect on their values and assumptions. Gibbs' reflective cycle includes six main components, these are the description, feelings, evaluation, analysis, conclusion and action plan (Gibbs, 1988). It is important to reflect as this allows the individual to think critically, this enables the individual to make their own judgements and build self-confidence (Judge, Jones and McCreery, 2009).

When I began this module, I was sceptical as to what I would learn and how it would help me to develop myself and my own existing skills. Over the duration of the module I have been exposed to various issues related to employability and future pathways such as professional behaviour, global citizenship and personal development. To begin with I felt as though my existing skills regarding employability were at their best and I did not see why they would need to be improved. However, following class discussions regarding skills that are required in employability and enterprise it has made me realise that there is always room for improvement regarding your skills and attributes. Tarrant (2013) state that continuing your professional development is important as it allows you to keep your knowledge up to date, making sure your capabilities are similar to those who are only now entering your chosen field.

As I engaged with sessions and learnt about different skills that are required of my ideal career as a primary school teacher, I decided that it would be appropriate to adjust my Curriculum Vitae (CV). I found that there were various weaknesses within my CV such as a lack of description regarding my skills and what responsibilities I had in each job role. These are qualities which employers would find interest in as it can give an image of you as an employee. Bright, Earl and Winter (2015) say that it is important to have an impressive curriculum vitae as this is the first impression an employer has of you, it can increase your chances of having an interview for a job role and it can differentiate candidates who have the same qualifications.

I found it interesting to complete an entrepreneurship capabilities self-assessment as I had not heard of one of these before. It has helped me to realise that I have a lot of improvements to make if I wish to start my own business venture or be an entrepreneur. Although, I am glad that I have been given the opportunity to learn about entrepreneurship and enterprise, this is something that I would not have learnt about if I had not have taken part in this module. Barringer and Ireland (2016) state that it is important for individuals to learn about entrepreneurship as it helps to develop unique skills and gives others confidence in themselves. It allows people to think outside of the box.

Through this module, I found it challenging to think about my future pathways and what I might like to do as a career. Although this module has helped me to research different opportunities that are available to me. I devised a personal development plan which helped me to plan goals in my future, setting targets, and recognising factors which may affect how successful I am. I found this challenging as I can be a very indecisive person when considering my own future. Hoult (2005) says that being indecisive can develop from a lack of self-confidence and belief that you cannot succeed. In order to improve my self-confidence, Lashley (1995) suggests accepting our fear of consequences and believing in ourselves as if we do not then we may find it more difficult to cope with life itself. At the beginning I found it challenging to manage my time as I tried to balance my assignments and further reading around employability and future pathways. I chose to adopt some coping techniques from Burns and Sinfield (2016), this has allowed me to plan my time through a twenty four hour timetable. It allows me to plan every hour of my day, including when I expect to sleep, eat, exercise and study. By improving my time management, it has also improved my self-confidence as I believe that I can complete deadlines on time, and I can reach my goals.

If I was to repeat the process of this module again, I would try to interact more with class discussion and tasks. As I found that due to the assignment deadlines approaching, I panicked and was more interested in preparing for the assignment than participating in the lesson. I feel disappointed that I did not give my full attention to the tasks that had been set and think that next time I would ensure that I manage my time more effectively so that I could make full use of the lecture that was being delivered. Burns and Sinfield (2008) says that it is important to manage your time efficiently as organisation and time management is the key to success. This module has helped me to progress towards my goal in the role of a primary school teacher as I have developed and acknowledged skills that I possess as well as learning about skills that I may need to improve before I move towards a career in this field. I feel positively about this module and think that it has been very helpful when thinking about the future, it has also allowed me to develop my CV, think about my future, and assess my own employability.

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