

Skills for the workplace- Health and Social Care

Module: Professional career development- BMSW4005

Assessment Task 2 – Report 2000 words

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1. Introduction

When we were kids, every one of us was thinking of being something or having a specific job in the future. Many of us were thinking to be doctors, teachers, policemen, pilots,s, etc... But reaching these positions or getting these jobs will not be easy without knowing what are we good at and what are the ears that we want to improve ourselves. Also if we want to get these jobs or positions we should have goals and we have to work as hard as we can to accomplish these goals. In this Reflective Report I will write about myself, my personality, where I am now, what skills, knowledge, and experience I have, and where I want to be in the future. I will write about my teaching and experience from the role-play. The objective of this report is to show an Understand the skills and knowledge needed for working effectively. Demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development. Establish employment goals and develop a personal action plan.

Job application form

LEYF NURSERIES – LONDON EARLY YEARS FOUNDATION (LEYF)

Application form

Application for **NURSERY ASSISTANT**

Your details

Name: ALEKSANDRA BAT

Address: ROMFORD

Postcode: RM6

Phone: 078875666

Email: ALEXTERZIEVA93@ABV.BG

Education and training

Please give details:

2008-2012 High School Lenin – English and Math
LEVEL 4 -CERT OF HIGHER 2021-2022 EDUCATION FOR SKILLS FOR THE
WORKPLACE-HEALTH AND SOCIAL CARE
2020- B1 ENGLISH
2021-SAFEGUARDING COURSE
2021-PEDIATRIC FIRST AID COURSE

2021-FOOD AND HYGIENE
2021-CHILD PROTECTION
2021-DIABETIC TRAINING
2021-BEHAVIOUR MANAGEMENT

Employment history

Your current or most recent employer

Name of employer: GERRY'S CHILDMINDING

Address: COLLIER ROW

Postcode: RM5

Job title: CHILDMINDINDER

Length of time with employer: 2 YEAR

Reason for leaving: A new job opportunity

Duties:

- Help the children to feel safe and secure.
- Help them to learn and develop with positive teaching strategies. activities, writing observations.
- supervise the children.
- Help children with feeding and dressing

When can you start working for us?

I can start immediately.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

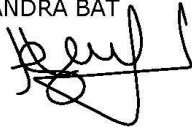
GERRY M. - GERRY'S CHILDMINDING 07999666333

Declaration

I confirm that the use of this application form is for student assignments. The information that I provide is not fully true.

Name: ALEKSANDRA BAT

Signature:



Date: 4.04.22

2. Reflection on the Role Play

First Let me introduce myself as a warm and friendly person. I am 28 years old, and I have knowledge and experience in different fields. I finish secondary school in English and math classes in Bulgaria. Then I decided to continue my higher education as a primary teacher. During my study, I was working part-time as a waitress and bartender. Experience in this position helps me grasp good communication skills. After finishing my higher education, I come to the United Kingdom. After coming to the United Kingdom, I got married and soon I give birth to my first child, 2 years later I give birth to my second child. When my kids were little, I was voluntary organizing playgroups for children ages 0-5 years old. These activities help me to learn more from other parents and practice my managing skills.

I was struggling to find work as a teacher because my diploma wasn't legal in the UK. That's why I decide to start my education in the UK at the University of Wales – Trinity of Saint David. I choose the course Health and Social care because it allows me to work as a teaching assistant. During my study at University in the UK, I found a job as a childminding assistant. This position helps me to get new skills such as good listening skills and team working skills. I do a couple of different courses related to my position as a pediatric first aid course, safeguarding course, etc.

In Task 1 of the Assessment, we need to complete an application form based on the job description and personal specifications. My chosen job is Teaching assistant in LEYF nurseries – France Road, Romford.

I will use Gybs's Reflective Model to reflect on the role play. Gyb's Reflective model has 6 steps.

Description:

In week 10 we need to prepare a role-play as an interview and interviewee basic on the job description. We need to create 5 questions to ask our partner. The questions were based on previous experience, personal skills, and nursery policy and pedagogy. The role play was located in Microsoft Teams. I was playing as a person applying for teaching assistant. My partner was playing the manager of the nursery.

Feelings:

When the Interview starts, I felt quite nervous but I try to be calm and listen to the question from the manager of the nursery. Some of the questions were easy and I apply them in my life, giving

examples. For example the question about previous activities for kids that I've organized before. I apply this question and give details about the playgroups that I've organized before. After the interview, I was feeling proud of myself because I answer all of the questions and all of the answers were honest and clear. Honest is something that the employer will appreciate. During the interview, I had more control over the conversation.

Evaluation- Overall it was a good experience and I was satisfied with my performance. It was professional and realistic, giving examples from my personal life situation and previous experience. I was showing readiness for work and passion for this role.

The negative aspect of the interview I can say was the missed questions from my side after the end of the interview. Maybe the fact that I was read everything regarding the position and everything was clear to me.

Analysis

Basic on the information of the role play I think that there was a missing question regarding my strengths. If I want to upgrade something in this interview I would like to add my position in choosing this organization. Because I love working with kids and I like my job, I want to grow in this field. That's why I want to work in LEYF nurseries, because they give to the employees the opportunity to grow, providing different courses and support.

Conclusion

The skills that I have learned from this experience are communication and good listening skills. I will apply them in my current job position as a childminder.

I would like to develop my time management skills, team working skills, and problem-solving skills. Based on the information during the role play and the interviewer's reactions I think I show my passion for working with children and for me the interview was successful.

Action Plan :

The next step that I will do is to develop my skills with courses and voluntary jobs because practice is very important.

3. Self-Assessment

Self-assessment is the first step of the career planning process. During a self-assessment, I gather information about myself to make an informed career decision. A self-assessment includes a look at the following:

Values: full-time contract with pay holidays, training and courses, work-life balance

Interests: yoga, aerobic lessons, time for me and my family, traveling

Personality: Motivation is to help others, good at a relationship with children because I understand their behaviour, patience with others (colleagues and customers)

4. Individual Career Development Plan

An employee development plan describes the process needed to help an individual achieve their professional goals. It covers a professional's career goals, the steps necessary to achieve those goals, and the timeframe by which each goal should be met, usually including both short-term and long-term targets. My short-term career goal is to start working as a teaching assistant. I will provide my career plan using a skills gap, action plan, and time frame.

1 Accessing my current Situation- This is the start position from where I'm going to start my career development plan. My current job position is a childminding assistant in private childminding. The location of my current job is near my home and that is a very good point. My colleagues are amazing and always feel there like being at home. In my current job setting, I don't like the fact that my employer didn't offer me a full-time contract. Also, there is no room to grow in this childminding.

The salary is not big enough. The motivation that I have in this job setting is to see the progress of the kids that I am taking care of and also the friendly environment in the setting.

2. Desire endpoint- As a short-term desire point I would like to work in LEYF nurseries as a teaching assistant. As a long-term goal, I see myself after 5 years as a manager of a nursery.

3. Perform a gap skills analysis and how can I get then

- Time Managing Skills are very important in life and professional career. I'm a working parent and person who usually like to develop new skills that are why good time management skills are very important. Time managing skills include scheduling, a to-do list, and prioritizing. set goals. Tools that will help me are smart apps, online sources,

and planners. The best way to take that skill is by practicing these tools. The time frame is 6 months.

- Team working skills will help me in my work as a teaching assistant. Following these steps I will have a successful team working skills:

-trust

-respect

-tolerance

-self-awareness

- I will find a voluntary position in the nursery and find a mentor who can help me improve my team working skills. The time frame for this is 6 months.
- Problem-Solving Skills -good problem-solving skills are a valuable and trusted asset in any team – these are the people who think of new ideas, better ways of doing things, make it easier for people to understand things. Problem-solving skills are not easy to pick up. The Knowledge Academy provides an online course for problem-solving skills. The time frame for these skills is a 1-month study and 1-month practice. It's important to apply the learned during the course in a work situation.

4 .create a roadmap with smart objectives - A SMART objective

is **S**pecific, **M**easurable, **A**chievable, **R**ealistic (or relevant), and **T**ime-bound.

Short term – I hope to build experience and knowledge by continuing to work in my current role for a further one years and to find an extra voluntary job in the nursery.

Medium term-In the next two years I would like to start working as a teaching assistant in LEYF nurseries. At the same time, I will start my education in a management course.

Long term-In the next 5 years, I see myself as a manager in a nursery.

6. SWOT Analysis

SWOT analysis is a strategic planning and strategic management technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning. It is sometimes called situational assessment or situational analysis

Strengths – My strengths is a good communicator and a good listener. Warm and friendly. A trustful person with a loving and caring manner.

Weaknesses – time management, problem solving, team working, not taking any risk, shy person

Opportunities – Teaching assistant, childminding, nanny, care assistant, courses, voluntary position

Threats- lack of motivation, more qualified candidates, new restrictions

7. Conclusion

Every one of us should have a career plan in mind when we graduate from universities or college or even before that when we graduate from high school because having a plan is always motivating us to study, work, and develop ourselves to achieve and accomplish our plan.

When we get our first job we should ask for a career development plan and it will be much better if we could draw this plan ourselves because we know our strengths and weakness and we know what are the best trainings and programs we should take to improve ourselves.

Career development is a very important aspect of our working life and personal life. In our working life it's important because no one of us wants or wishes to stay and the same job and the same position forever, without developing or having a career development plan we will not be able to improve ourselves and get promoted. In our personal life, it is important to have a career development plan we will be able to make our families and friends happy and proud of us because by having the career development plan we will be able to reach the goals that we have always dreamed of.

In this reflective report, I provided realistic information regarding my personal and professional life.

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