



Name: GABRIELA HARISSIS

Student ID: 2509668

Module Code: LCHS4001_LON

Module: ACADEMIC AND EMPLOYABILITY SKILLS

Lecturer: FARAH WITTA

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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	To begin my research, I focused on finding reliable information from professional and official websites. I mainly used Health Careers UK, the NHS website, and job platforms like Indeed. Some of the key search terms I relied on included “healthcare assistant responsibilities,” “skills needed for HCA,” and “how to become a healthcare assistant.” From these sources, I learned that Healthcare Assistants support patients with personal care, assist nurses, take vital signs, and communicate with families. One thing that went particularly well was using the CRAAP test throughout my research. It helped me confidently judge whether a source was current, accurate, and authoritative, making it easier to avoid outdated or opinion-based information.
2. Presenting	For the presentation, I created a simple slide deck with clear visuals and minimal text so my main points stood out. I practiced my delivery several times, which helped me feel more confident. The hardest part was staying within the time limit while still sounding natural. In the future, I’d focus more on understanding the material deeply instead of relying on memorized lines, so my delivery feels more conversational.
3. Challenges you faced	A key challenge during research was finding detailed examples of how Healthcare Assistants can improve their skills. Many websites repeated the same information, and some blogs weren’t fully reliable. To overcome this, I chose to rely mainly on official sources like the NHS and government-linked websites.
4. Actions to improve	Looking ahead, I want to improve how I take notes for longer reports by writing a summary and citation for each source as soon as I finish reading it. I’m also planning to organize my notes better.
5. Further steps needed to Prepare for Task 3	To prepare for Task 3, I’ll use more advanced search strategies, build a clear outline early, and rehearse in short, focused sessions. These steps will help me work more efficiently and produce a strong evidence-based final report.

