

Professional Development within Health and Social care

Module code: LCHS 4009

Personal Development; Portfolio

Student name: Paola Diaz

Student ID: 2438263

Lecturer: Odette Jack

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CV

Personal details

Name: Paola Diaz

Email: Pau-mayo96@hotmail.com

Phone: 07472631616

Personal profile

I am a caring and responsible person with an interest in working in health and social care. I have good communication skills and I enjoy helping others. I am reliable and able to work well in a team. I would like to develop my experience as a Care Assistant.

Key Skills

- Communication skills
- Teamwork
- Empathy
- Organisation
- Time management
- Supporting others

Education

Certificate of Higher Education in Health and Social Care

University of Wales Trinity Saint David

2026 – Present

Experience

Customer service experience

- Helped customers

- Worked in a team
- Solved problems

Interests

- Helping people
- Health and wellbeing
- Learning new skills

References: Available upon request

Personal Statement – Care Assistant

I am applying for the role of Care Assistant as I have a strong interest in working in health and social care. I am a caring and responsible individual who enjoys supporting others and making a positive difference in people's lives.

I think I have the skills needed to work as a Care Assistant. I can communicate well with people, and I am a friendly and patient person. I also try to understand how others feel and support them in a respectful way. I can work well with others as part of a team, and I am organised with my time. I also have good listening skills, and I can understand the needs of others. I am respectful and I try to treat everyone with dignity. I can stay calm in different situations, and I am willing to learn new skills

Although I do not have direct experience in health and social care, I have learned useful skills from my studies and everyday life. I can communicate with different people, and I am responsible in what I do. I am interested in becoming a Care Assistant because I enjoy helping others and I would like to make a positive difference in people's lives.

I have also learned how important it is to be patient and understanding when working with people. Everyone is different, so it is important to listen carefully and support them in the best way possible. This has helped me develop my confidence when interacting with others.

I am motivated to develop my skills and gain experience in this role. I am willing to learn and improve in a professional environment. I believe this opportunity will help me grow and become more confident in working in health and social care.

I also believe that working as a Care Assistant requires patience and understanding. It is important to listen to people and support them in a way that makes them feel comfortable and respected. I am a caring person, and I always try to help others when they need support. I would like to continue learning and improving my skills in this area

Swot Analysis

- Strengths
 - Good communication skills
 - Caring and empathetic
 - Teamwork
 - Responsible
- Weaknesses
 - Lack of experience
 - Sometimes nervous
 - Need improve confidence
- Opportunities
 - Gaining experience
 - Learning new skills
 - Training and education
- Threats
 - High competition
 - Lack of experience
 - Stress at work

PDP (Personal Development plan)

- ❖ Goal 1: improve communication skills

Action: I will practice speaking with different people and improve my confidence

Time: within 6 months

- ❖ Goal 2: Gain experience in health and social care

Action: I will look for volunteering or work experience opportunities

Time: within 1 year

- ❖ Goal 3: Develop confidence

Action: I will participate more in group activities and practice communication

Time: 2 years

Reflection (Gibbs Reflective Cycle)

❖ Description

In this assignment, I completed a personal development portfolio, which included creating a CV, a personal statement, and a SWOT analysis. I also developed a personal development plan to improve my skills for working in health and social care. This portfolio allowed me to explore my skills and understand what is required to work as a Care Assistant. It also helped me think about my future career and the steps I need to take to improve myself.

❖ Feelings

At the beginning, I felt unsure because I was not confident about my skills. However, as I progressed, I felt more confident and motivated.

I also felt a bit stressed at times because I wanted to do work correctly. However, I was happy when I started to understand tasks better

❖ Evaluation

One positive aspect was that I was able to identify my strengths and areas for improvement. However, I found it challenging to reflect on my weaknesses.

Another positive aspect was that I improved my understanding of my own skills. A negative aspect was that I needed more confidence when writing about myself. This helped me understand that I need to improve my time management skills

❖ Analysis

This experience helped me understand the importance of self-reflection in personal and professional development. It also showed me how important it is to develop skills such as communication and teamwork.

This helped me realise that self-awareness is important for personal development. It also showed me that I need to continue learning and improving my skills for future work

This experience also helped me understand how important it is to continue developing my skills for the future. Working in health and social care requires patience, responsibility and good communication. I have realised that I need to keep improving my confidence and gain more practical experience. I also understand that learning from others and reflecting on my actions will help me become a better professional.

❖ Conclusion

Overall, I learned that I need to continue developing my skills and gain more experience in health and social care. This assignment also helped me feel more confident about my future career. I now understand what skills I need to improve and how I can develop myself to work in health and social care

I now feel more confident about my abilities and more prepared for working in health and social care.

❖ Action plan

In the future, I will focus on improving my communication skills and gaining practical experience. I will also continue learning and developing my confidence.

I am also a reliable person, and I take my responsibilities seriously. I always try to do my best and learn from my experiences. I believe that working in health and social care will help me grow as a person and develop new skills for my future career.

This assignment has also helped me improve my understanding of working in a professional environment. I have learned that being organised, responsible and respectful is very important in health and social care. I also understand that I need to continue developing my skills and learning from my experiences. This will help me become more confident and prepared for my future career.

