

Professional development assignment

Part B

Andre Dias

Qualifications Audit

The qualification I have besides my gcse's and my ongoing university course is a BTEC sports development and it will help me a lot with my placement because on my BTEC course we had to complete a certain amount of hours working with children in schools and that will be essential when I am working with children on my placement.

Personal needs analysis

Personal Development Plan

Name: Andre Dias

Date: 23/05/2020

Objectives What do I want to be able to do or do better?	Success criteria How will I recognise success? How will I review and measure my improvement?	Actions What methods will I use to achieve my learning objectives?	Implementation How will I practise and apply what I learn?
Planning	I will make sure I always have a full plan and backup plan the day before a day of work.	I will make sure I have my plans with me before heading on to work so I'm always prepared.	Throughout my placement there will be obstacles I have to overcome when teaching a session so after sessions I will review it and plan for whatever new obstacles that I experienced.
Acquire knowledge of the activities I will teach when on placement	I will part take in the training in order for me to be qualified before instructing the children.	I will take notes and make sure I know all procedures before my instructing examinations.	By passing the examination and making sure I have all procedures noted down to check before my first session.
Time keeping/ responsibilities	I will make sure I have everything planned the night before I have sessions and I will also make sure I rest well the night before so that I'm never late to anything.	I will make up a planning routine for the night before sessions so that everything I need for the next day is ready.	I will practice by ticking off what I need to do one by one until it becomes routine.

Cover letter

Andre Dias

07913947259

Andredias341@gmail.com

I am writing about the activity instructor job vacancy and about how I believe I am suitable for it. In the past few years I have developed good knowledge on how to work with children and also a passion for working with children and being of help on so little as any good experience or in any skill a child is developing and that is why I believe I am not only suitable but also enforcing of what the company's purpose is about. I am currently doing a International Sports Management course at the University of Wales Trinity Saint David which has coaching as one of its subjects which allows me to coach children on a weekly basis for the past two University years now, I also took a Sports Development course in college which also consisted of coaching at local schools and together it has given me a really good experience and ability to work with children and to also develop other good work skills like session planning, time keeping and appropriate communication when dealing with different people at all ages; following this letter is my curriculum which can be found below for more details about me. Thank you for your time and I hope to see you soon.

Andre Dias

Curriculum Vitae

ANDRE DIAS
39, Eastlands Park, Bishopston – Swansea SA3 3DQ · Mob. 07913947259
Andredias341@gmail.com

I moved from Brazil to Swansea, Wales in 2013 where I couldn't speak the English language. I started school in July the same year and after 4 months I could speak, write and read in English perfectly, achieving 9 GCSE's in only 2 years. I am now in my second year at the University of Wales Trinity Saint David, attending International Sports Management Course and have recently worked for 3 months for PGL as Activity Instructor, as part of my coursework experience.

I am a friendly, dedicated, approachable, highly motivated and energetic person with great passion for helping people to succeed. I love football and by having been playing since I was 3 years of age, I have developed great skills through the years by both training and playing. I am a very focused and reliable person, I love working with people, especially children and I look forward to joining Freedom Leisure as I am sure I will gain a great experience, learn new skills to succeed in my field and to contribute to the company growth and being part of the team.

EXPERIENCE

MAY 2019 – AUGUST 2019

ACTIVITY INSTRUCTOR, PGL

Lead and supervise groups of students from 7 to 16 years of age, in the outdoors activities, ensuring their safety and teaching skills and techniques relevant to the activity being undertaken. Activities: Aeroball, Survival, Problem Solving, Sensory Trail, Buggy Building, Ball Sports.

SEPTEMBER 2018 – APRIL 2019

ACTIVITY INSTRUCTOR, LC2

Lead and supervise groups of primary students in the indoors activities, ensuring their safety and teaching skills and techniques relevant to the activity being undertaken. Activities: Football, Basketball, Badminton and a variety of activities tailored for each group.

SEPTEMBER 2017 – APRIL 2019

WAITER, COMPASS EVENTS – LIBERTY STADIUM

Working as casual staff on match days and at social events at the Liberty Stadium greeting customers and helping them with any requirements or concerns, they might have during the event. Dispense all beverages to the company standards and legal requirements, cash handling.

SEPTEMBER 2014

GYM ADMINISTRATOR, SWANSEA UNIVERSITY SPORTS DEPARTMENT

Undertaking a one-week work experience placement, gaining valuable experience within a variety of areas such as learning skills, working with others and social skills.

Responsible for the school athletics events organizing all equipment for the children, Receptionist, greeting members and students, problem solving, administrative duties, gym facilities inspection.

EDUCATION

SEPTEMBER 2017 TO PRESENT

INTERNATIONAL SPORTS MANAGEMENT, UNIVERSITY OF WALES TRINITY SAINT DAVID

MAY 2019

STA LEVEL 2, STA SAFETY TRAINING AWARDS

STA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator

SEPTEMBER 2015 TO JULY 2017

SPORTS DEVELOPMENT, GOWER COLLEGE

Btec in Sports Development

SEPTEMBER 2013 TO JULY 2015

GCSE'S, BISHOPSTON COMPREHENSIVE SCHOOL

9 GCSE's

- Maths C
- English C
- Spanish A
- Portuguese A
- Btec Sports A
- ASDAN A (Equivalent of 2 GCSE's)
- Construction A (Equivalent of 2 GCSE's)

SKILLS

- Great passion for sports in special for football
- Excellent customer service skills
- Friendly, dedicated, approachable, highly motivated and energetic

Fluent in Portuguese Language

- Fluent in Spanish Language
- MS Office and Social Media

ACTIVITIES

In my spare time, I enjoy playing football and going to the gym regularly in order to improve my skills and to stay fit. I also play for the university's football team during term time. I also enjoy travelling, listening to music, watching films on Netflix and walking my dogs.

Review of pre-placement experience

So far my pre placement experience has been good, I have everything planned and am ready to go out on placement although it is a bit nerve wrecking when you have to leave home to go work at a new place with people you've never met before, the process before placement has been going smooth due to my placement provider having a connection with my university so all the paperwork that I have to ask my provider to fill has been filled already as they already have an experience with it and make sure they fill the paperwork and send it directly to my lecturer which is really good and makes the paperwork side of my placement a lot easier.