

Skills for the Workplace

Module Assignment Submission

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By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

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Section 1: Know how to identify development needs

1.1 Identify learning styles for self and another

There are many different learning styles available today for myself and another.

SWOT

SWOT analysis in a learning style many people use it a technique to identify our strengths weaknesses opportunities and threats.

You can use swot for yourself and another to identify how well you are doing and what to improve and how you can improve with your learning.

HUNNIE AND MUMFORD

Hunnie and mumford is a quiz it asks you questions and by answering the question you identify how you learn it was developed by peter honey and alan mumford.

It identifies four distinct learning styles Activist, Theorist, Pragmatist and reflector.

VARCK

Vark is another learning style this is another one where you take a quiz to identify how you learn

It also identify how we learn and has four different Visual, Auditory, Reading/writing and Kinesthetic.

While taking the quiz it identifies myself and another learning styles and whether we agree with our results.

Myself results with honey and mumford suggests that I am a reflector, I agree with this because I like to stand back and watch to learn and observe from many different angles, I collect data from others and like to think it through before making a decision

Myself results from the varck suggest I am a mild kinesthetic learner, I agree with this also because I do like to be hands on when learning I find it easier to learn by actually doing a task rather than read from a book.

Another's results suggest that they are a reflector also with the honey and mumford they also agree with this because they learn more by being hands on also.

1.2 Use a simple technique for identifying development needs for self & another

SWOT Person 2	
STRENGTHS Team working Skills and knowledge Communication	WEAKNESSES <i>Computer knowledge</i> <i>Time management</i> <i>Writing skills</i>
OPPORTUNITIES Training Learning Promotion	THREATS <i>Covid</i> <i>Staff shortage</i> <i>Funding</i>

1.3 Identify potential barriers to learning for self and another.

For myself I want to pursue my studies further I want to develop computer knowledge because this a strong barrier for myself , I find this a strong barrier and takes up to much of my time.

Childcare can also become a Barrier sometimes for me because it can be difficult to do my online classes if I am interrupted with children while online so I have to find sitters which is difficult in the evenings ,I also to need to build up more confidence when speaking in a classroom. I get very nervous of just the thought of speaking out in a classroom and have no confidence is this at all.

For another to pursue their studies further they need to time manage they duties better and they also have a strong barrier with their computer knowledge this can take up a lot of unnecessary time they also have a barrier with covid this barrier causes a lot of hardship in the workplace with staff shortage and having to do more hours in work .

1.4 Explain how these barriers to learning can be overcome.

Theses barrier can be overcome by taking a computer course by taking a computer course I will find I will have a lot more time to do my course work because I spend way to much learning how things work on the computer, talking to my tutor also helps in many ways.

And asking family to help with child care would be a great help then when I am online I can concentrate better and take more notice of what is being said and take notes better and learn more. My confidence is a strong barrier I could try an overcome these by going out of my way to get out of my comfort zone setting small goals can help in this situation because by setting small goals and achieving them this would be a start to building up my confidence then I could start making bigger goals.

Covid is a very strong barrier in every person's life at this time it affects all parts of our life and is a very strong barrier, to overcome this is difficult for everyone it has effected the way we learn we can no longer go to the classroom to learn it as to be online ,if our

internet goes down then we cant attend classes so then the tutor records the lesson which in a way helps us a lot because we can listen to them when we want.

Covid is a threat to every workplace, in my workplace it leaves us with staff shortages all the time and we are pressured to do more hours which then gets hard.

This is one barrier that is hard to overcome but with the help of managers and tutors

And all working together will help us to overcome has much as we can.

Section 2: Know how to develop self & others to achieve organisational objectives

2.1 Analyse learning/development options to meet needs of self & another.

The SWOT analysis is an brilliant way of learning to self-develop it appreciates your strengths, weakness, opportunities and threats.

EVERY WEAKNESS HAS A CORRESPONDING STRENGTH

WEAKNESSES INTO STRENGTHS

I first need to identify my weaknesses i need to be honest with myself. once i have identified my weaknesses I can find ways to turn them into my strengths with my opportunities,

For example one of another weaknesses is computer knowledge by learning a computer course would be a great advantage on writing their assignments not only would it help them with writing and spelling it would also save themselves time because one of their weaknesses is time- management and to help give themselves more time

Confidence is another weakness of myself positive thinking, more training and setting small goals will start to bring me more confidence when I achieve small goals in will inspire me to set bigger goals

Strengths into opportunities

When working on your weaknesses they become strengths and then those strengths start becoming opportunities for example working on my strength will give me more opportunities in my workplace if I do well on my course it will give me a promotion in my work. It will also give me the confidence to speak out in a classroom ,speaking out in a class room is a weakness so I need to turn this into a strength I could also do this by taking to my tutor and helping me to turn this into a strength .

2.2 Identify support mechanisms for the development of self & another

SUPPORT MECHANISMS

- TUTOR
- MANAGER
- COMPUTER COURSE
- FAMILY
- SETTING GOALS

2.3 Prepare development plans for yourself and another person

Part 1: Personal Analysis

See SWOT Analysis in 1.2

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
I WANT TO COMPLETE THIS COURSE	Constant studying Turning up for my lessons	Tutor Manager family	By submitting my work and reading up on the feedback and what I need to do better	09/09/21
I WANT TO LEARN MORE COMPUTER KNOWLEGDE	Find a computer course and keep practising on a computer	Computer course	I will measure success when I know I can attach item to assignments and spend less time trying	01/06/21
I WANT TO COMPLETE LEVEL 6	Constant studying complete my level 4&5	Tutor Family Management students	By working hard turning up for my lessons and researching things I need to learn	09/09/23

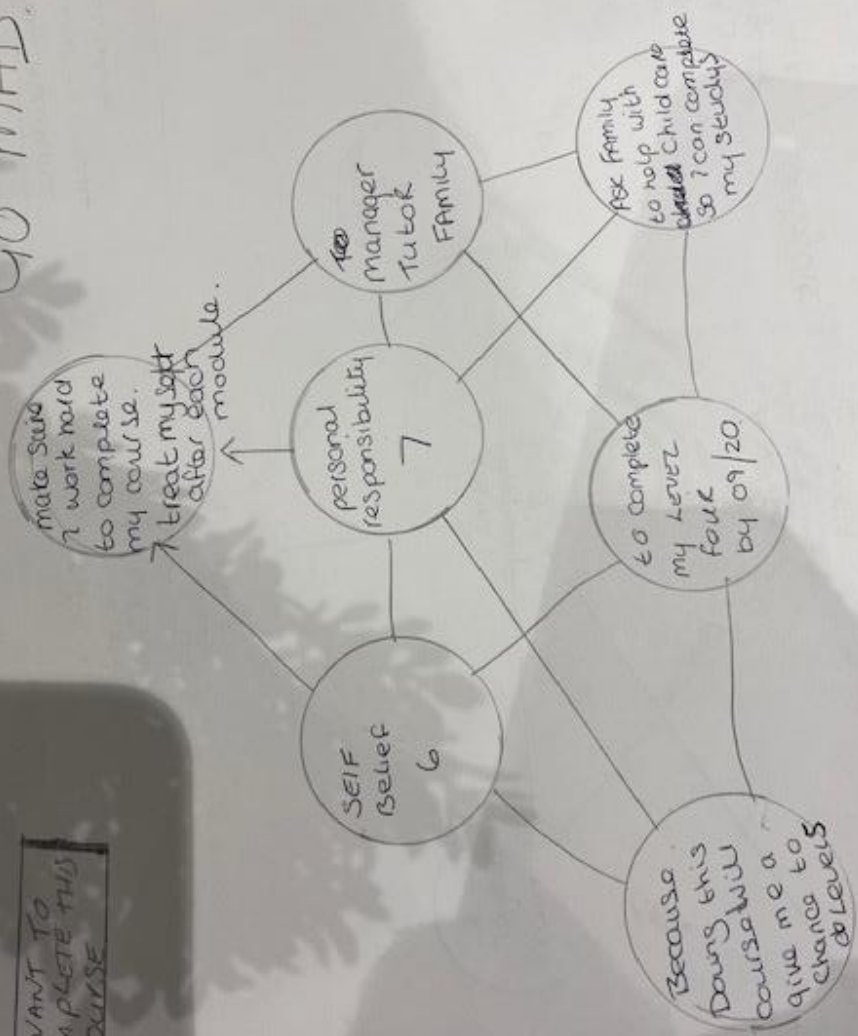
Part 3: Personal Objectives

Short Term Goals (next 12 months)
Computer course
Medium Term Goals (2-3 years)
Finish and complete my level 5
Long Term Goals (3-5 years)
Finish and complete my level 6

2.4 Method used to monitor the development of self & another.

GO MAD

I WANT TO
COMPLETE THIS
COURSE



Section 3: Know how to prepare for the recruitment process

Reflection on the recruitment process

Choose the Reflection model you are using and reference it – providing a d



3.1 Description

I have applied for a job as a senior carer at Cefn Coed Hospital I so the vacancy online.

I have sent a job application with a CV and cover letter and is waiting a reply.

I have receive an email asking me to go for an interview

I have an interview at 10 am on Monday morning with a Mr Griffiths

I am nervous but excited at the same time.

3.2 Feelings

On Sunday evening the day before I was very nervous about the interview haven't had one for many years ,I was thinking about what to wear will I say the wrong thing what should I do when we first meet

Do I shake his hand ,but then I remember things are not the same these days there would be no hand shake and I must not forget to wear a mask ,

Well I have decided to dress smart not over do it though , I have my outfit ready and of course my mask.

All night I been tossing and turning why am I so nervous I kept saying to myself it only an interview but I really didn't want to mess up.

Well after a very unsettled night I was up showered early to early really now I have time to think and its making me more nervous, coffee time for about the fourth time !!.

It's time to go and I am shaking really nervous.

I arrived at the place for the interview there were two other people waiting sitting with masks on we sat there quietly waiting only speaking to say good morning. my name was call and I went into the interview room.

3.3 Evaluation

Well the interview has been done and I don't know why I was so nervous ,he was a really nice gentleman we introduced ourselves and he order two coffees

I found the interview to have gone really well we discussed what he want in the role of senior carer

And I felt that I could deliver what he needed being in care work for so many years I felt I could do the role.

- We discussed salary and how I felt about it
- We discussed plans and goals for the company
- We discussed working as a team
- Training that is available
- We talked about covid

I did feel that I could have done better being more prepared for the interview.

I didn't take a list of all my training ,I could have done this because to be honest I have had so much training I couldn't remember everything at the interview when he was asking .

So my next interview I will make sure I have everything ready in a nice file.

3.4 Analysis

3.4 Analysis

My strengths going to my interview for this role was that I have been in care work for many years

And the training that I have had is a good strength for this role

Being a carer as given me lots of training I have a lot of certificates to show which is also a positive for this role

My weaknesses is my confidence and making a good senior.

What is needed in this role I know I can deliver but I am nervous about getting things wrong

My opportunities there is having a good manager who seems supportive and is willing to help me become a good senior..

My threats are a few when you work in the care business will I be able to deal with difficult families and staff ,will all staff want to work as a good team because over the years I seen many staff just not willing to work as a team and in this workplace it is very important that we all work together to deliver what is needed for the patients .

After analysis everything I thing I would like the job and with the help of the nurses and manager and would have enough support to become a good senior carer

3.5 Conclusion

Well I feel I am a good candidate for the role ,I have lots of experience training that's is required.

I do feel that I could have done better in the interview by being more prepared and not being so nervous having confidence in myself that I can do the role with what is expected of me.

All in all I thought the interview went well more so because I have been called in for a second one which I will be more prepared for and not so nervous.

3.6 Action Plan

Looking at my learning development the actions I need to take are completing a computer course would be one off my first priorities because it would help me so much with my assignments .

My childcare arrangements would also help me a lot so I need to arrange child care in advance for my course work ,I need to get a dairy and plan ahead.

When looking back at my interview I realised that if I had made more of an effort to prepare myself I think things would have gone better like preparing all my certificate ready to should at the interview.

So the next interview will be a lot better next time I will have everything in place and try not to be too nervous, I could also have a read up about interviews and how to go prepared.

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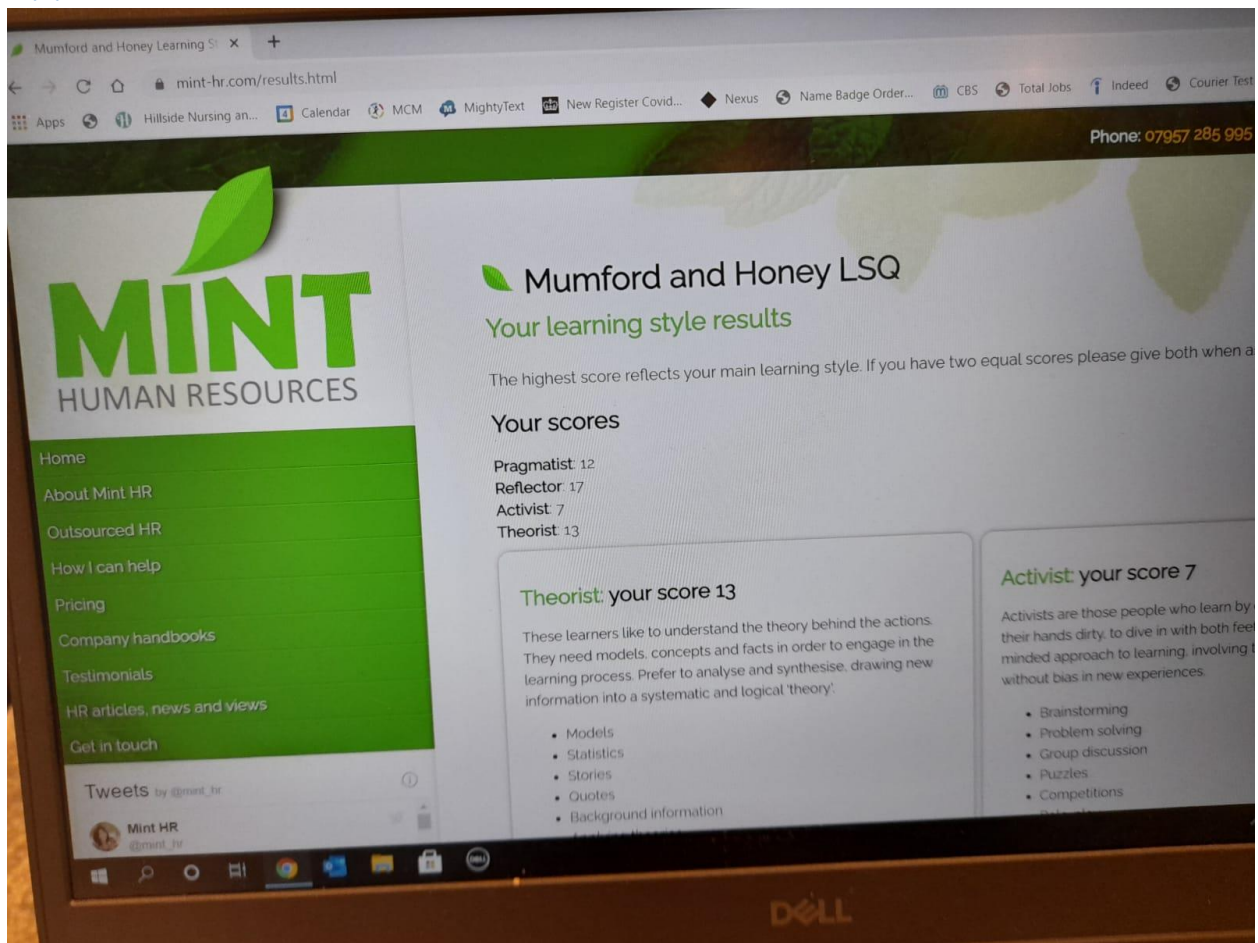
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Appendix A



10. When I assemble an object...	I look at the picture first and then maybe read the directions.	I read the directions, or I talk aloud as I work.	I usually ignore the directions and figure it out as I go along.
11. When I interpret someone's mood...	I examine facial expressions.	I rely on listening to tone of voice.	I focus on body language.
12. When I teach other people...	I show them.	I tell them, write it out, or I ask them a series of questions.	I demonstrate how it is done and then ask them to try.
Total	Visual: <u>8</u>	Auditory: <u>1</u>	Tactile/Kinesthetic: <u>3</u>

The column with the highest total represents your primary processing style. The column with the second-most choices is your secondary style.

Your primary learning style: Visual

Your secondary learning style: Kinesthetic

Now that you know which learning style you rely on, you can boost your learning potential when working to learn more. For instance, the following suggestions can help you get more from reading a book.

If your primary learning style is visual, draw pictures in the margins, look at the graphics, and read the text that explains the graphics. Envision the topic or play a movie in your thoughts of how you'll act out the subject matter.

If your primary learning style is auditory, listen to the words you read. Try to develop an internal conversation between you and the text. Don't be embarrassed to read aloud or talk through the information.

If your primary learning style is tactile/kinesthetic, use a pencil or highlighter pen to mark passages that are meaningful to you. Take notes, transferring the information you learn to the margins of the book, into your journal, or onto a computer. Doodle whatever comes to mind as you read. Hold the book in your hands instead of placing it on a table. Walk around as you read. Feel the words and ideas. Get busy—both mentally and physically.

More information on each style, along with suggestions on how to maximize your learning potential, is available in the book *Learn More Now* (Hoboken, NJ: John Wiley & Sons, 2004).

A previous version of this assessment was published in *Learn More Now: 10 Simple Steps to Learning Better, Smarter, and Faster* (Hoboken, NJ: John Wiley & Sons, March 2004). Learn about the book and read an excerpt at <http://www.marciacconner.com/learnmorenow/>. Join the Ageless Learner mailing list to receive information about issues related to assessments and learning across the lifespan at <http://www.agelesslearner.com/okrus.html>.

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Le
here

arning styles results go

Questionnaire

Thank you for contributing to our research!

Your VARK Results

Your learning preference:
Mild Kinesthetic

People with your preference like:
practical exercises, experiences, examples, case studies, trial and error, things that are real, ...

Full information about your preference is available in your **VARK Academic Profile** or **Business Profile** (approx. US\$9.95).
[View Example Profile](#)

Your scores were:

- Visual 1
- Aural 5
- Read/Write 6
- Kinesthetic 9

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Conflu

Appendix B

Employee Application
Quiznos Sub

Social Security # _____ Independently owned and operated by Quiznos

NAME LAST DYER FIRST DONNA MIDDLE _____ DATE 7/11/20

Address 180 Pendergast Rd CITY SWANSEA STATE MA ZIP 01945

PHONE _____ CELL/BEEP/OTHER _____ EMAIL dmy5120@gmail.com

Position Applied For Senior Care Assistant Salary Requirement 15.000

Date Available to Start Immediately

Summarize your Special Skills or Qualifications:

Availability	Days / Hours
Monday	7 - 4
Tuesday	7 - 4
Wednesday	7 - 4
Thursday	7 - 4
Friday	7 - 4
Saturday	7 - 4
Sunday	7 - 4

Type of Employment desired ☐ Full-Time ☒ Part Time ☐ Temporary ☐ Seasonal

ARE YOU AT LEAST 18 YEARS OF AGE? ☒ YES ☐ NO

Have you ever worked for or applied to Quiznos before? ☒ YES ☐ NO IF YES, when?

Give Date, Location, and Type of Work:

Do you have any relatives in our employ? ☐ YES ☒ NO

If YES, Give name(s), Relationship(s), and Work Location(s):

Is there any Legal Reason why you cannot be employed in this country? ☐ YES ☒ NO

If YES, explain:

Have you ever pled "guilty", "no contest", or been convicted of a crime? ☐ YES ☒ NO

If YES, explain the nature of the Offense, Date and Penalty:

Answering "yes" to these questions does not constitute an automatic rejection for employment
Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered

Driver's License number if applicable to position: _____ State: _____

Who referred you to us? In-house advertisement

REFERENCES: PLEASE furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed

NAME Mr. D Jones PHONE 792 43119

ADDRESS 48 Gell Gwynne Rd CITY Swansea STATE MA ZIP _____

NAME Mrs. S. Williams PHONE _____

ADDRESS 40 Pantycelyn Rd CITY Swansea STATE MA ZIP 01945

J ob application goes here

Appendix C

CV goes here

Donna Dyer

180 Penderry road,

Swansea

SA5 7TS

Mobile 07902911094

Email dmj5103@gmail.com

PROFESSIONAL SUMMARY

I am a psychiatric carer who is dedicated to patients who are suffering with mental health problems

WORK EXPERIENCE

At present I am working at Cefn Coed psychiatric hospital and have been there for 15 years.

My role as a carer is to support patients with care ,personal hygiene and help with their daily Exercise .

I work as a part time of a team under the supervision of a registered mental health nurse (RMN).

I am honest and punctual and trustworthy person who can work as a team.

I have a certificate for health and safety at the workplace and also manual handling course.

I also have good written and communication skills

EDUCATION AND TRAINING

NVQ level 2

Manual handling

First aid

QUALIFICATIONS

G.C.S.E English

G.C.S.E Maths

G.C.S.E Biology

London chamber of commerce shorthand (advanced)

London chamber typing (intermediate)

Currently studying skills in the workplace U.W.T.S.D

KEY SKILLS

- Caring and confident

- Teamwork
- Ability to work under pressure
- Work on own initiative
- Punctual
- Good time keeping
- Handling aggressive patients
- C.P.R first aid

References available on request

-

Appendix D

07/November 2020

Mr S Griffiths

Senior Nursing Offices

Cefn Coed hospital

Cockett

Swansea

SA4 0GH

Dear Mr Griffiths

RE:Senior care assistant vacancy

As a highly skilled care assistant at cefn coed hospital I was made aware of the vacancy which has arisen

For a senior carer .

My experience aligns well with the qualification and experience which is asked for as a senior carer

As you are aware I have worked at cefn coed hospital for 15 years and am certain I would make a valuable addition to your team

.

With my experience as a carer I am adept in following care plans and managing schedules,

I have a passion for improving individuals quality of life and I am eager to put my drive and commitment to work for patients as a contributing team member.

Please review my attached resume for additional details regarding my expertise and career achievements.

I will follow up to request an appointment to discuss how my experience and background meets your needs

Thank you for your time and consideration

Your sincerely

Donna dyer