

Professional Career Development in Health and Social Care (LCHS 4009)

ASSIGNMENT 2

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Acknowledgement of AI use: I confirm that I have not used AI to complete my work.

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Practical Portfolio

Introduction:

A portfolio is an organised collection of evidence that demonstrates a person's knowledge, skills, learning, achievements and professional development in health and social care, it may include completed work, certificates, reflective accounts, feedback and records of practical experience. A portfolio helps to show personal progress and supports ongoing learning and career development (Health and care Professional Council 2023).

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Whittington Hospital NHS Trust

Radiographic Assistant - Wood Green CDC

The closing date is 17 August 2026

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Job summary



Ask



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Professional Profile

A reliable, hardworking and trustworthy professional with extensive experience in security, community leadership and customer service. A dedicated Church Warden with strong organisational, communication and problem-solving skills, committed to supporting people from diverse backgrounds. Currently developing knowledge in health and social care through further education while maintaining a strong commitment to safeguarding, teamwork and high professional standards. Able to work independently or as part of a team and always focused on delivering excellent service.

Key Skills

- Excellent communication and interpersonal skills
- Strong customer service and public relations
- Teamwork and collaboration
- Leadership and organisational skills
- Conflict resolution and problem-solving
- Health and safety awareness
- First Aid knowledge
- Security and safeguarding awareness
- Time management and reliability
- Ability to remain calm under pressure
- Record keeping and attention to detail
- Adaptable, dependable and professional

Education and Qualifications

South Bank Colleges, London

- OCNLR Level 2 Extended Certificate in Skills for Further Study in Health and Human Science (Completed October 2023)
- OCNLR Level 2 Diploma in Skills for Professions in Health and Social Care (Completed December 2022)

Highfield Qualifications

- Highfield Level 2 Award for Door Supervisors in the Private Security Industry (June 2021)
- Highfield Level 3 Award in Emergency First Aid at Work (RQF) (May 2021)

Strengthening Families, Strengthening Communities

- Inclusive Parenting Programme (Completed July 2019)

Saint John's Secondary School, Ghana

- GCE Advanced Level (A Levels), 1994–1996
- GCE Ordinary Level (O Levels), 1988–1993

Employment History

Church Warden

Holy Innocent Church, London

2010 – Present

Key Responsibilities

- Support the day-to-day management and administration of church activities.
- Welcome and assist members of the congregation and visitors.
- Help organise community events and meetings.
- Ensure the church premises are safe, secure and well maintained.
- Work closely with clergy and volunteers to support church operations.
- Promote safeguarding and a welcoming environment for all.

Security Officer**Vision Integrated Security Solutions, Huntingdon, Cambridgeshire**

2002 – 2004

Key Responsibilities

- Protected people, property and assets.
- Carried out regular patrols and security checks.
- Responded professionally to incidents and emergencies.
- Completed incident reports and maintained accurate records.
- Delivered excellent customer service while ensuring site safety.

Security Officer**Temple Security, Hounslow, London**

2001 – 2002

Key Responsibilities

- Controlled access to premises.
- Monitored security procedures and maintained a safe environment.
- Assisted visitors and responded appropriately to incidents.

Security Officer**ISM Management, Leyton, London**

2000 – 2001

Key Responsibilities

- Conducted routine patrols.
- Maintained security standards.
- Reported incidents and supported site operations.

Warehouse Parking Personnel**Lorrettes Associates, Surrey Quays, London**

1999 – 2000

Key Responsibilities

- Directed vehicles safely within the site.
- Assisted customers and visitors.
- Maintained an organised and safe parking environment.

Additional Information

- Qualified Emergency First Aider.
- Experienced in working with people from diverse backgrounds.
- Committed to continuous professional development.
- Flexible, punctual and able to work shifts and weekends when required.

References

References are available upon request.

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Personal Statement

I am applying for the Radiographer Assistant position because I am passionate about providing compassionate care and supporting patients throughout their healthcare journey. I enjoy working with people, treating everyone with dignity and respect, and making a positive difference in their experience. I believe this role is an excellent opportunity to combine my education in health and social care with my practical experience in working with the public while building a long-term career within the NHS.

I have completed an OCNLR Level 2 Diploma in Skills for Professions in Health and Social Care and an OCNLR Level 2 Extended Certificate in Skills for Further Study in Health and Human Science at South Bank Colleges. These qualifications have given me a good understanding of person-centred care, effective communication, safeguarding, infection prevention and control, confidentiality and the importance of working safely. They have also strengthened my understanding of supporting patients with kindness, empathy and professionalism.

My previous employment in the security industry taught me how to remain calm under pressure, assess situations quickly and communicate clearly with people from different backgrounds. In these roles, I was responsible for ensuring the safety of staff and visitors, responding appropriately to incidents and working as part of a team. These experiences helped me develop resilience, patience and the ability to make sensible decisions in challenging situations. I understand that these qualities are equally important when supporting patients in a busy radiology department.

Alongside my employment, I have served as a Church Warden at Holy Innocent Church since 2010. This voluntary leadership role has strengthened my communication, organisation and teamwork skills. I regularly work with people of different ages, cultures and backgrounds, helping to organise activities and providing support to members of the community. This experience has reinforced my commitment to treating everyone with compassion, fairness and respect.

I also hold a Level 3 Award in Emergency First Aid at Work, which has increased my confidence in responding appropriately during emergencies while remaining calm and reassuring to those around me. I understand the importance of following policies, maintaining patient safety and recognising when concerns need to be escalated to senior colleagues.

I appreciate that the role of a Radiographer Assistant involves preparing patients for examinations, assisting radiographers, moving and positioning patients safely, maintaining a clean clinical environment and ensuring patient comfort throughout imaging procedures. I understand the importance of protecting patient confidentiality, following infection prevention procedures and working within professional boundaries. I am physically fit, organised and willing to learn new skills while following instructions carefully.

I share the NHS values of compassion, respect, teamwork and commitment to quality care. I am dependable, punctual and always willing to support colleagues to ensure patients receive the best possible service. I am eager to continue developing my knowledge and skills within diagnostic imaging and I am committed to providing safe, effective and person-centred care to every patient. I would welcome the opportunity to contribute positively to your radiology team and to develop my career within the NHS while delivering the high standards of care that patients deserve.

Task 3 of 4 (approx. 800 words)

STRENGTHS	WEAKNESS	OPPORTUNITIES	THREATS
My previous experience as a church warden has enabled me to develop strong interpersonal and organisational skill that are directly relevant to the role of a Radiography Assistant. The position required me to communicate with people from diverse backgrounds, provide support within the community and promote an inclusive environment where individuals felt respected and valued. These experiences have strengthened my ability to build rapport with patience and contribute to person centred care. Working as a security guard has further developed my communication, conflict resolution and observation skills. I have learned to remain calm under pressure assess situations quickly and respond professionally while maintaining the safety of others. These qualities are	Although I have developed many transferable skills through my previous role, I recognise that I have limited direct experience within a radiography department. I need to improve my understanding of diagnostic imaging procedure, patient positioning techniques and safe operations of radiographic equipment also need to develop greater confidence in applying clinical knowledge within a health care environment. These limitations can be addressed through practical experience, workplace training and continuous professional development.	The role of Radiography Assistant offers an excellent opportunity to apply my existing transferable skills while gaining specialised clinical experience. Working alongside qualified radiographers will allow me to develop practical knowledge of imaging procedures patient care infection prevention and radiation safety will also have opportunities to attend professional training courses develop new competences and build a strong foundation for future career progression. In the long term, this experience could support my ambition to study Diagnostic Radiography and become a registered radiography.	A potential challenge is the competitive nature of health care recruitment particularly for applicants with limited clinical experience. In addition, advances in imaging technology require health care professionals to continuously update their knowledge and skills. The role can also be physically and emotionally demanding requiring resilience when supporting patients who may be in pain vulnerable or distressed. To overcome these challenges, I will remain committed to lifelong learning, maintaining professional standards and seeking opportunities to expand my knowledge and clinical competence.

valuable in the health care settings where patients may be anxious, distressed, or required reassurance during imaging procedures.			
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In conclusion my experience as a church warden, security guard and first aider has provided me with valuable transferable skills including communication, teamwork, conflict resolution, health and safety awareness, leadership and inclusive practice. These strengths provide a solid foundation for working as a Radiography assistant. Although I need to develop my clinical knowledge and practical experience in medical imaging, I am motivated to learn and committed to delivering companionate safe and person-centred care. I believe that my exiting skills combined with ongoing professional development will enable me to make a positive contribution within radiography department (Gurel and Tat,2017; Helms and Nixon,2010; Sarsby,2016).

b) Develop a Personal Development Plan (PDP) outlining at least three clear and achievable goals that will help you prepare for and progress within this specific role. Describe how you will develop these areas over the next two years and how you will monitor and evaluate your progress.

Personal Development Plan (PDP)

My aim over the next two years is to build the knowledge, skills, and professional behaviours required to become a confident and competent Radiography Assistant. This plan focuses on three realistic and achievable goals that will support my professional development and improve the quality of care I provide to patients.

Goal 1: Improve Communication and Patient Care Skills

Effective communication is essential when supporting patients who may feel anxious or uncertain before imaging procedures. Over the next two years, I will improve my verbal and non-verbal communication by observing experienced colleagues, asking for regular feedback, and attending communication and patient-centred care training provided by my employer. I will also develop my ability to communicate with patients from different cultural backgrounds and those with additional communication needs.

I will monitor my progress by reflecting on patient interactions, recording learning in a reflective diary, and discussing my performance during supervision meetings and annual appraisals. Positive feedback from colleagues and patients will help me evaluate my improvement.

Goal 2: Develop Technical Knowledge and Safe Working Practice

To become more effective in the role, I will strengthen my understanding of radiography equipment, infection prevention, radiation safety, and patient positioning. I plan

to complete all mandatory training, study relevant NHS guidance, and learn from qualified radiographers during daily practice.

I will evaluate my progress by successfully completing training courses, demonstrating safe working practices, and requesting regular feedback from senior staff. I will also review any learning needs identified during performance reviews and create action plans to address them.

Goal 3: Prepare for Career Progression

My long-term career goal is to progress towards becoming a qualified diagnostic radiographer. During the next two years, I will research university entry requirements, strengthen my academic knowledge where necessary, and seek opportunities to gain additional clinical experience. I will also attend relevant workshops and continue developing professional skills such as teamwork, organisation, and problem-solving.

I will monitor my progress by reviewing my development every six months, updating my portfolio with evidence of training and achievements, and assessing whether I have met the entry requirements for further study. Regular discussions with my manager and mentors will help me identify areas for further improvement and keep my career goals on track.

Conclusion

This Personal Development Plan provides a structured approach to achieving my professional goals as a Radiography Assistant. By improving my communication skills, expanding my technical knowledge, and preparing for future career progression, I will continue to develop as a safe, compassionate, and effective member of the healthcare team. Regular reflection, feedback, and ongoing learning will enable me to evaluate my progress and make continuous improvements throughout the next two years.

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Critical Reflection on Component 1 Presentation Assessment Using Gibbs' Reflective Cycle

Introduction

Reflection is an important part of professional learning because it helps individuals evaluate their performance, identify strengths, and recognise areas for improvement. Gibbs' Reflective Cycle (1988) provides a structured framework that encourages reflection through six stages: description, feelings, evaluation, analysis, conclusion, and action plan. This reflection examines my experience of delivering my Component 1 presentation, considering the verbal feedback provided by my lecturer and how it will influence my future academic and professional development.

Description

For Component 1, I delivered a presentation based on my chosen health and social care topic. The presentation required me to research evidence, organise information logically, and communicate key points clearly to an audience. I used presentation slides to support my discussion and aimed to explain the topic in a clear and professional manner while demonstrating my understanding of the subject.

Feelings

Before the presentation, I felt nervous because I wanted to perform well and communicate my ideas effectively. Speaking in front of others made me anxious, and I was concerned that I might forget important information or speak too quickly. However, as I progressed through the presentation, I became more confident and felt more comfortable explaining the content. After receiving feedback from my lecturer, I felt encouraged because my preparation and knowledge of the topic were recognised. At the same time, I understood that there were areas where I could improve, which motivated me to continue developing my presentation skills.

Evaluation

Overall, I believe the presentation was successful. I had prepared thoroughly, my slides were well organised, and I was able to explain the main concepts clearly. My lecturer commented positively on the structure of my presentation, the relevance of the information, and my understanding of the topic. This feedback confirmed that my preparation had been effective.

The lecturer also identified areas for improvement. I was advised to maintain more consistent eye contact with the audience, reduce my reliance on reading directly from the slides, and slow my pace when speaking. Looking back, I recognise that my nerves affected my confidence and occasionally reduced my ability to engage fully with the audience. These observations have helped me identify practical ways to improve future presentations.

Analysis

Reflecting on the experience has helped me understand that effective presentations require more than accurate information. Communication skills, confidence, audience engagement, and clear delivery are equally important. Although I demonstrated good subject knowledge, my anxiety influenced my presentation style. This highlighted the importance of practising not only the content but also delivery techniques.

The lecturer's feedback was valuable because it identified specific behaviours that can be improved through regular practice. Improving eye contact will help create a stronger connection with the audience, while reducing dependence on presentation slides will allow my delivery to appear more natural and confident. Speaking at a slower pace will also improve clarity and give the audience more time to understand the information being presented. These skills are particularly important in healthcare, where clear and effective communication supports safe practice and positive patient experiences Gibbs (1998).

Conclusion

This presentation was a valuable learning experience that increased both my knowledge and my awareness of my presentation skills. I discovered that careful preparation is one of my strengths, but I also recognised that confidence and delivery require further development. The constructive verbal feedback from my lecturer has given me clear guidance on how I can improve my future academic presentations and develop skills that will also benefit my professional career in healthcare.

Action Plan

To improve future presentations, I will practise speaking aloud more regularly before assessments and seek opportunities to present in small groups to build confidence. I will rehearse without reading directly from my slides, focus on maintaining eye contact, and pay greater attention to my speaking pace. I will continue asking lecturers and peers for constructive feedback after presentations and use reflective practice to monitor my progress. By following this action plan, I expect to become a more confident and effective communicator, which will support both my academic success and my future role as a Radiography Assistant.

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