

Professional career development.

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Modul name: Professional career development.

Modul code: BMSW4005_LON.

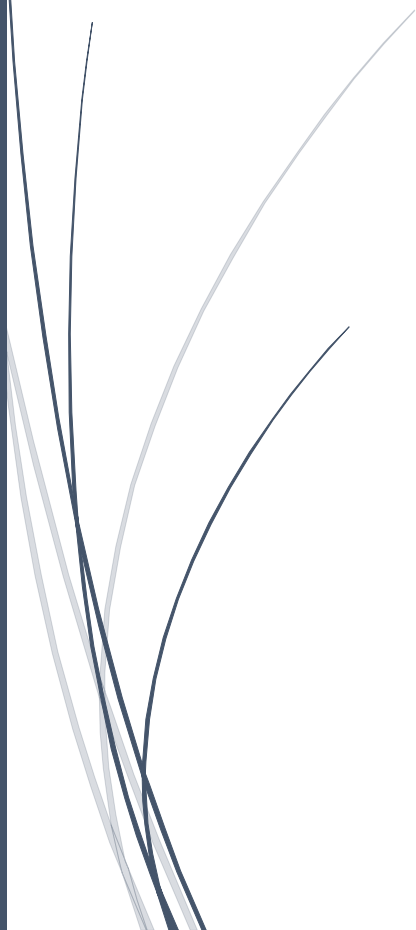


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Introduction.

This report is based on my personal reflection about career development. I am studying currently at Trinity Saint David University. I am studying level 4. Certificate for workplace. Health and social care. In this essay I will write about my personal reflection on the career development, by demonstrating and understanding about the skills and knowledge that I gain from first and second term of studies.

Role play.

Finally towards ending my maternity allowances, I decide to have a degree. With my previous job where I work as a nanny, I understand that I want to work in the future with kids and families. To help them with their problems and encourage them for a better future. I decide to apply for university to get a degree in Health and social care. Throughout both terms of studying Health and Social Care, on Moodle, Professional Career Development, I learnt about the skills and knowledge that I need to have and to develop. For the future employment, this is a good opportunity to study about all skills that I need, to become a good Social Care worker. I will use Gibbs' module of reflection. "Reflection is part of learning and thinking. We reflect in order to learn something or we learn as a result of reflection" (Moon, 2004). Before to apply and to start to study at the university I have no idea about all those skills and all the knowledge that a Social Worker needs. In our day's employers looking for fully skilled workers and with a degree. Therefore, with role play that we did in class at the university about Job application, I understand more about jobs, employers and how to make a good application for a job, by application form and role play what I did in class. About interview that we did in role play, I understand about the steps of interview, what to do correctly and how to create a good impression for employer. Studying the case, about job description, to understand the job description, person's specification the needs that needed for you and be prepared before interview. I never did an interview before, and I did not know exactly what to do and how to react in this case of situations. With teacher help, with studying, reading and preparation before role play, helps me to achieve this with success. I can tell about success because of feedback forms that I receive from my colleagues, which I will attach in the appendix. Where I was marked with excellent, very good and good/average. Maybe it could be much better if I have before a little experience in the job interview. I have good

comments about my confidence, about job knowledge good understanding about job. Role play was like an exercise in class, but I felt so nervous and I have big emotion on that time. Patient skill that I think I have, can make control on myself and I tried to be calm. Because I was prepared and confident in what I know and what I must talk, I went to the final of interview without problem or complication in conversation. With a good confidence skill, I felt confident but all at once nervous. Employers need employees with a good motivation skill, communication skill. Communication is important for employer and employee to understand each other. Communication skill that I have, and I developed when I am studying by communicating with colleagues, teacher, all so at my previous work never had a miss understood or complain about my communication. Communication is important for employer and employee to understand each other. Communication skill is not just about speaking, there is about writing, listening and understanding. For a good social worker communication is very important, they need to understand the patient and to have a good rapport in communication with others. Having a good communication skill is a good key to success. With a good confidence skill, people can demonstrate about their confidence in what they know. Leadership skill, teamwork skill, organization skill, patient and ability to work under pressure skill. All these skills I think I have, I learnt about it and practice at the previous work, but I need to develop it more and more. Motivation skill are that skill that can motivate all the time to do things and job with empathy and can motivate other people to do so. Employers look for good skilled employees, with a good background experience.

The role play helps me to understand and practice an interviewee and interviewer what can be used in the future in career development. I must develop and practice more my knowledge and skills for a better future employment.

Personal strengths.

On this fast-moving world, organisations are becoming more diverse. This means the knowledge and skills that an employee has, that need to be more investigated, because they could find some challenges in the workplace. At the University I learnt about self-motivation. "Self-motivation process of orientation in student effort to initiate and regular their cognitions, effects and behaviours" (Schunk and Zimmerman, 2012). This means that self-motivation is very

important for student to understand their learning and goal what wanted to be achieved. By self-motivation squid that I done online, which I will attach on the appendix. I can understand about my self-motivation that I am a motivated person in what I am doing. I, all the times spend more time and effort on setting goals and work hard to achieve those goals. A motivated person is a person who know what need and what wont. For example, a highly motivated student who wont in the future be come a Social worker will have greater satisfaction when receive a high score when studying than a student who have poor self-motivation. Therefore, when I receive a good feedback and a good mark, I am all the time happy and proud, this thing gives me more courage and ambition to learn. Employers in our days look for fully skilled workers and good self-motivation skill. Skill that most of the workers need to have.

Swot analyses.

Swot analyse help me to understand and to learn about my strengths, weakness, opportunities and threats. "Swot examines Strengths, Opportunities, Weakness and Threats, to select and implement the best strategy to achieve goals" (Abdel-Basset et all, 2018).

About my swot analyses my strengths are that I am a person who learn from mistakes, for example, if I arrived late on a job then next day, I will be first. Discipline, determination and responsibilities are my strength. I like discipline and I am a disciplined person, for example, in class during the lessons time, most of the students talk and do not listening to teacher, I try all the time to listen and to be responsible of what I have to do. At the work, responsibilities are the most important.

Weakness for me are those things such as confusing, when I am not sure about something make me confuse, for example when I start to study, I was confused about everything because difficulty of experience and shy person. Sometimes I know how to do and how to speak, but I am shy and not sure about my knowledge. Most of the time I take too much responsibility about things, so this make me stressful. Because of my weakness, lock of knowledge makes me sad.

Opportunities that I have are very important for me and my future employment. First opportunity that I consider the most important is opportunity to study. Throughout my study I can develop my knowledge and to overcome my weakness to build trust and confidence in myself. Using skills in different ways helps me to understand the outcomes of my weakness and prepare me for the

future employment. After finishing my studies, the big opportunity is to develop my career and to be ready for employment.

Now the biggest threat for me is my exams, because of my English skills as I did not learn at my home school in Moldova, exams are harder for me as English is not my first language. Another threat to me is Brexit, because I am not from the UK and Brexit can change the laws of employment and migration laws. As Brexit goes on over the years it will get harder to find a job and be employed by an employer. Without a proper qualification and knowledge, it will be hard to find a good financial and proper job.

STRENGTH	WEAKNESS
Ability to learn from mistake. Discipline and termination. Communication. Responsible. Patience.	Difficulty of experience. Shy person. Confusing. Too much responsibility. Lack of knowledge.
OPPORTUNITIES	THREATS
Enhancing personal development. Using skill in different way. Developed my career. Opportunities to study.	English skills. Exams. Brexit. Difficulties of finding job.

Time management.

At the University I learnt about time management. Time management help me to manage my time and organise my time. What is important, not important, urgent and not urgent. "Time and how to manage it is one of the things that are very important for humans" (Karim and Kandy, 2011). Time separation by months, days and hours help to understand and to know how the time can be spend and which part is most important and urgent. Time management that I learnt at the University, which I will attach on appendix, help me to develop my time management skill. I develop my time management plan, where I understand how to manage the time, what is urgent and important, for example, exams and deadline are urgent and important now. This cannot wait and I have urgent to spend time on doing my exams. The important but nor urgent in my development plan is about reading, researching, take my degree that need more time. Urgent, but not important are about to waste time on things that are not urgent but are important to be done. Not urgent and not important majority of students spend their time on social media, TV. For employment is important to know how to manage with your time and to have a good tome management skill.

Personal development plan.

From first term I start to learn and write my Personal development plan. Personal development plan is very important for students, it helps with the aim of motivating student to take responsibility of their learning. "Personal development plan it impacts on student's retention by clarifying career goals and increasing motivation toward the chosen degree programme" (Monks et al,2006). Personal development plan has an important support and motivation for students. My development plan that I done in the first term, help and motivated me with my studies. All the time when I felt like I stuck and do not know what to do I look at my development plan and I have refreshed my memory in what I must do. This ear my development plan is about my studies, what I want to learn and to achieve by the third term. I want to improve my communication skill, level of English, speaking, and learning skill, that I think is done. Compare with the beginning when I start to learn, now I can communicate

better, with my colleagues and teacher. To improve my IT skills, now I can work better, I learnt about PowerPoint, Excel word and more. By April 2020 I must learn and to achieve with success my degree in health and social care.

Conclusion.

This year of study help me to learn and understand what is important for an employee and the importance of the skills that need for employment. Those skills that I learnt will help me in the future employment. About the strength, weakness, that I have, but I must develop more for the future.

References.

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Schunk, D.H. and Zimmerman, B.J. eds., 2012. *Motivation and self-regulated learning: Theory, research, and applications*. Routledge.

Abdel-Basset, M., Mohamed, M. and Smarandache, F., 2018. An extension of neutrosophic AHP–SWOT analysis for strategic planning and decision-making. *Symmetry*, 10(4), p.116.

Monks, K., Conway, E. and Dhuigneain, M.N., 2006. Integrating personal development and career planning: The outcomes for first year undergraduate learning. *Active Learning in Higher Education*, 7(1), pp.73-86.

Karim, S. and Kandy, M., 2011. Time management skills impact on self-efficacy and academic performance. *Journal of American Science*, 7(12), pp.720-726.

Appendix A.
Role play.

NHS STANDARD APPLICATION FORM

Please fill in the application form below. Do not type/write using only capital letters and please remember to check it carefully, as once the form has been submitted it cannot be changed. If you wish to apply on-line you can do so at www.jobs.nhs.uk.

Please note that questions marked with an asterisk * are mandatory and therefore must be answered.

For Office Use Only

Online Reference Number:

APPLICATION FOR EMPLOYMENT WITH

Your Organisation Name here

APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type/write using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Job reference number	682316
Job title	SPECIALIST FAMILY WORKER
Department	

Personal Details

Title	MRS
*Surname/Family name	MOROZAN
*First name	OXANA
Middle name	
Name in which you are registered with a professional body (if applicable)	
UK national insurance number	SN99442A
Address	2 SWINDON LANE
*Postcode/Zip code	RM3 9R7
*Country	UK
Home telephone number	

Mobile telephone number (only if UK registered)	07424 51 5984	
NHS Jobs can send text messages to UK registered mobile for key activities associated with applications. Tick this box if you wish to receive updates by text message?	☒	
Work telephone number		
Preferred telephone number	☐ Home ☒ Mobile ☐ Work	
Your email address	ceana@mail.ru	
*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?		
☒ Yes ☐ No		
If you have answered 'No' above, you must answer these questions:		
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.		
☐ Highly Skilled Migrant Programme/Tier 1 ☐ Post Graduate Doctors and Dentists ☐ Indefinite Leave to remain/enter ☐ Tier 5 Temporary Workers ☐ Work Permit/Tier 2 ☐ Dependant / Spouse visa ☐ Working Holiday Visa/Tier 5 Youth Mobility ☐ Clinical attachment visa ☐ Refugee ☐ Tier 4 student ☐ Other, please specify below ☐ Visitor		
Please supply details of any visa currently held:		
Visa number: Start date: (DD/MM/YY) Expiry date: (DD/MM/YY) Details of any restriction:		
Does your visa have a condition restricting employment or occupation in the UK?		
☐ Yes ☐ No		
Are you an NHS professional returning to practice?	☐ Yes	☒ No

APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

Job reference number	682316	Online reference number	
Job title	SPECIALIST FAMILY WORKER		
Department	FAMILY AND KIDS		

Education & Professional Qualifications

All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject/Qualification	Place of study	Grade/result	Year obtained
LEVEL 4. HEALTH AND SOCIAL CARE	UNIVERSITY OF WALES	L4	2020

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking, together with the date completed or to be completed by.

Course title	Training provider	Duration	Year completed
IT COURSES	HAROLD HILL	1 month	2019
FIRST AID	REACT FIRST	2 month	2017
ESSOL	NEWHAM COLLEGE	2 years	2016

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

* Please indicate your UK Professional Registration status * ☐ I do not have the relevant UK professional registration status ☐ I have current UK professional registration relevant for this post ☐ UK professional registration required and applied for ☐ UK professional registration required but not yet applied for ☒ I am a student ☐ Not required for this post

If professional registration is not required then go to **Employment History**.

If you have answered 'I have current UK professional registration relevant for this post' then please enter the relevant details below.			
Professional body	Membership or registration type	Membership/Registration number	Expiry/renewal date
Health and Social care	STUDENT	1817133	2020

Employment History

Please record below the details of your full employment history beginning with your current or most recent first. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

Start date of continuous NHS service (If applicable) (MM/YYYY)	
Months since most recent employment ended (if applicable)	

Current/most recent employer (reference always required)

Employer name	IVETA LALE		
Address	102 High Road RM6 4BA		
Type of business	CHILD CARE	Telephone number	07801240821
Your job title	NANNY		
Start date (MM/YYYY)	10.10.2016	End date (MM/YYYY)	01.01.2019
Grade		Salary	21.000
Reporting to (job title)		Period of notice	2 mont
Reason for leaving (if applicable)			
I start to study at the university.			
Brief description of your duties and responsibilities			
Care after 2 year child. Take care of him, go with him to play grounds, park, care after him 8 hour/day. Take him to school, after school, cooking for him dinner. Helping with home work.			

Previous Employer 1

Employer name	MOROZAN FAMILY.
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Address	23 A HAROLD COURT RD RM3 0YU		
Type of business	Full time parent	Telephone	07424515984
Your job title	Care after family.		
Start date (MM/YYYY)	05.01.2013	End date (MM/YYYY)	09.09.2016
Grade	Mum	Salary	-
Reporting to (job title)		Period of notice	-
Reason for leaving (if applicable)			
My daughter start the nursery and I start to work in other area.			
Brief description of your duties and responsibilities			
Care after my 3 family members. Cooking, cleaning, home work. Managing conflicts between two kids. Good communication.			

Previous Employer 2

Employer name	Go Green London LTD		
Address	10 BROADWAY HOCKLEY SS5 5EL		
Type of business	PAINTER	Telephone	07812416982
Your job title	Painter and Decorator		
Start date (MM/YYYY)	09.2011	End date (MM/YYYY)	11.2012
Grade		Salary	17.000
Reporting to (job title)		Period of notice	2 weeks
Reason for leaving (if applicable)			
I went in maternity leave.			
Brief description of your duties and responsibilities			
Manage with the team. Be on time at work. Finishing the job in time. Painting and decorating. Communication, team work, responsibilities for delivery.			

Previous Employer 3

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	

References

Fields marked with an asterisk (*) are mandatory

Please provide the names and full contact details of your referees.

- References must cover a 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.
- Your referee could be an HR department, line manager or someone in a position of responsibility.
- You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your application, as this is a mandatory field.
- If you are a student or trainee this should include a teacher/tutor at your school/college or university.
- If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
- Emails for employers must be a valid work email address and not the referee's personal email address unless the email being provided is covering a gap in work history or the employer no longer exists and the referee being used is a personal/character referee.
- All reference requests will be verified by the recruiting employer.

Referees may be approached before interview, unless you state otherwise below.

Referee 1

* Type of reference	☐ Current employer ☒ Previous employer ☐ School/College/University/Higher Education ☐ Personal/Character		
Title	Reference		
*Surname/Family name	LALE Oxana	* First name	IVETA OXANA
*Relationship	Employer		
Employer name	IVETA LALE		
Referee job title	NANY		
*Address	102 High Road		
*Postcode/Zip code	RM6 4BA		
Telephone	07801240821	*Country	UK
*Referee email address	costafan@mail.ru	Fax	
Period this reference covers	From: (MM/YYYY) 01 2019 To: (MM/YYYY) 01. 2022		

Supporting Information

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer- what is unique to you – what sets you apart from your peers).

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

* Supporting information (Please continue on additional sheets if necessary).

I want to apply for a Specialist Family Worker, because I love to work with kids, and families.

I have had a degree. Certificate for workplace. Health and Social care.

I work before with a family and I take care after a 2 year child. I take care of him 3 years till he get 5 years.

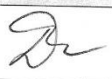
I am a fully motivated person who work with empathy, and enthusiasm in what I am doing. I have a good communication skill, problem solving skill, decision making, work under pressure skill, negotiation skill. Those skills I learn through my studies, and I developed it in time when I work, and I have as well a good team work skill. I have a fully driving licence.

Additional Personal Information

Preferred employment type	☒ Full time	☐ Part time	☐ Job share	☐ Secondment
	☐ Flexible hours			

Declaration

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration			
Signature			
Name	OXANA	Date	05.12.19

Where did you see this vacancy advertised?			
☒ NHS website ☐ Google ☐ Search engine ☐ Facebook ☐ Twitter ☐ Find a Job ☐ LinkedIn ☐ Careers fairs ☐ Other website ☐ National newspaper	☐ Local newspaper ☐ British Medical Journal ☐ British Dental Journal ☐ Health Service Journal ☐ College of Occupational Therapists ☐ Community Care ☐ Health Service Journal	☐ Doctor ☐ Therapy Weekly ☐ Nursing Times ☐ GP ☐ Hospital Doctor ☐ Pharmaceutical Journal ☐ Podiatry Now ☐ RCN ☐ Physiobob	☐ Nursing Standard ☐ Other Professional Journal ☐ Civil Service Jobs ☐ Civil Service Jobs – job alert email ☐ Jobs Go Public ☐ Radio advertising ☐ Other

MONITORING INFORMATION

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre-employment checks and creation of your personal record if you are appointed.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of

- their age and sex;
- their race which includes colour, nationality, ethnic or national origin;
- their religion or belief, including a lack of any belief;
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian

The Equality Act 2010 also protects people who are married or in a civil partnership.

* Please state your date of birth	
* Please indicate your gender	☐ Male ☒ Female ☐ I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
☒ Married ☐ Single ☐ Civil partnership ☐ Legally separated	☐ Divorced ☐ Widowed ☐ I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Which of the following options best describes how you think of yourself?	
☐ Heterosexual or Straight ☐ Gay or Lesbian ☒ Bisexual	☐ Other sexual orientation not listed ☐ Undecided ☐ Not stated (person asked but declined to provide a response)

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
Asian or Asian British ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Any other Asian background	Mixed ☐ White & Asian ☐ White & Black African ☐ White & Black Caribbean ☐ Any other mixed background	Other Ethnic Group ☐ Chinese ☐ Any other ethnic group ☐ I do not wish to disclose this
Black or Black British ☐ African ☐ Caribbean ☐ Any other Black background	White ☐ British ☐ Irish ☒ Any other White background	

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
☐ Atheism ☐ Buddhism ☒ Christianity ☐ Hinduism	☐ Islam ☐ Jainism ☐ Judaism ☐ Sikhism	☐ Other ☐ I do not wish to disclose this

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here:
<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

* According to the definition of disability do you consider yourself to have a disability?	☐ Yes ☒ No ☐ I do not wish to disclose this information
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Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.	
☐ Physical impairment	☐ Learning disability/difficulty
☐ Sensory impairment	☐ Long-standing illness
☐ Mental health condition	☐ Other
If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the person specification?	
☐ Yes ☐ No	

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Safeguarding (Fields marked with an asterisk (*) are mandatory)

This section of the application form will only be viewed by those who need to see it as part of the recruitment process.

The organisation will treat any information disclosed in the strictest confidence.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

*** Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

☐ Yes ☒ No

If you have answered YES, you now have two options on how to disclose this information. *

- ☐ I want to disclose the information now
- ☐ I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

*

Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

- ☐ Yes ☒ No

If you have answered YES, you now have two options on how to disclose this information. *

- ☐ I want to disclose the information now
- ☐ I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the cautions, reprimands or final warnings including the date and sentence administered in the space below

Specialist Family Worker

12 Month Fixed Term Contract

Engage and empower. Make a difference to the most vulnerable children's and families.

Innovation, creativity and the courage to do things differently; this is how we work. This is your opportunity to be part of Makesafe, a dynamic and driven specialist team within Children's Social Care working with children who go missing and are at risk of exploitation. This is gritty work, but passion and dedication are rewarded with relationships with the most characterful and exceptional children and families you'll ever meet. You'll be the trusted adult in their life with the power to make a difference and help them build a brighter future. Because we're Bracknell Forest.

What it's like working in our team...

Makesafe is a close-knit team of energetic self-starters. Work is fast-paced and responsive. We face challenges by pulling together and trying out ideas. We work collaboratively with BFC colleagues and partners from other organisations to keep children safe. We are a successful team with an excellent reputation; the standards we work to are exceptionally high because we care about the children we work with.

You will be supported to carry out the following duties, responsibilities and training...

- Undertaking Return Home Interviews for Children from other areas that are placed in Bracknell Forest
- Building trusted relationships with vulnerable children that go missing and are at risk of exploitation
- Developing relationships with placing Local Authorities to encourage close partnership working and communication to help keep children safer
- Developing relationships with the organisations that run residential and semi-independent care provision for children in Bracknell
- Contributing to multi-agency meetings in Bracknell Forest and placing Local Authority areas that assess risk and action plan for children who go missing and are vulnerable to exploitation

The benefits you will experience are...

- Regular opportunities for development with internal and external training courses.
- An inclusive and social working environment.
- A supportive team with regular management supervision.
- Flexible working opportunities including a flexi-time scheme.
- A great office location next to travel links and the regenerated town centre.
- Internal sports and social club opportunities.
- Discounted leisure centre and gym membership.
- Supermarket discount.
- An interest free loan for a rail season ticket.

What we're looking for...

A driven, resilient and passionate self-starter who can work both independently and pull together with other team members when needed. A creative thinker who brings ideas to the table. Exceptional social skills; someone who can build rapport quickly and bring the best out of colleagues and the children we work with.

Interview date

Interviews will be held on Friday, 6 December 2019

Want to ask us a question?

For an informal discussion or to ask any questions about this role. Please contact:

Nick Young

Exploitation Prevention Manager

07826 953 564

682316 Ref. number

Interview Feedback Form

Date: 5/12/2019

INTERVIEWEE: OKAN MORGAN

INTERVIEWER: Maria Quaglin

SCORE: 5=Excellent, 4=Very Good, 3=Good/Average, 2=Poor, 1=Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	Confident and relaxed, engaged in conversation.
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☒	☐	☐	☐	☐	

SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☒	☐	☐	☐	☐	Knowledge and understanding about the job. Examples from previous experience. Very good ending of interview.
Aligned answers with the needs of the company	☐	☒	☐	☐	☐	
Demonstrated skills with examples	☒	☐	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☐	☒	☐	☐	☐	
Understood the position	☐	☒	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	
Focused on strengths; avoided weaknesses	☐	☒	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☒	☐	☐	☐	☐	
Asked appropriate questions of the interviewer	☒	☐	☐	☐	☐	
Spoke clearly and at a reasonable volume	☒	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☐	☐	☒	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	

<u>OVERALL PREPARATION</u>					☒	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW. h r s
POINTS AVAILABLE <u>100</u>										
POINTS EARNED <u> </u>										
GRADE <u> </u> %										

Interview Feedback Form

Date: _____

INTERVIEWEE: OXANA MOROZAN INTERVIEWER: MARIA CURAGALU

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	
Maintained eye contact	☒	☒	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☐	☒	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☒	☐	☐	☐	
Aligned answers with the needs of the company	☒	☐	☐	☐	☐	
Demonstrated skills with examples	☐	☒	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☒	☐	☐	☐	☐	
Focused on strengths; avoided weaknesses	☒	☐	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☐	☒	☐	☐	☐	
Asked appropriate questions of the interviewer	☐	☒	☐	☐	☐	
Spoke clearly and at a reasonable volume	☒	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☐	☒	☐	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	
OVERALL PREPARATION						
	☐	☐	☐	☐	☐	
POINTS AVAILABLE <u>100</u> POINTS EARNED <u> </u> % <u> </u> GRADE <u> </u>						
LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW. <u>M. Curagal</u>						

Interview Feedback Form

Date:

INTERVIEWEE: OXANA MOROZAN INTERVIEWER: MARIA CURAGU

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☐	☒	☐	☐	☐	No
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☐	☒	☐	☐	☐	
Displayed confidence	☒	☐	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☒	☐	☐	☐	No
Aligned answers with the needs of the company	☐	☒	☐	☐	☐	
Demonstrated skills with examples	☐	☒	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	
Focused on strengths; avoided weaknesses	☒	☐	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☐	☒	☐	☐	☐	
Asked appropriate questions of the interviewer	☒	☐	☐	☐	☐	
Spoke clearly and at a reasonable volume	☐	☒	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☐	☐	☒	☐	☐	
Did not talk negatively about previous employer(s)	☐	☒	☐	☐	☐	
OVERALL PREPARATION						
	☒	☐	☐	☐	☐	
LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW.						
POINTS AVAILABLE <u>100</u> POINTS EARNED <u> </u> GRADE <u> </u> %						

Interview Feedback Form

Date: _____

INTERVIEWEE: OXANA MOROZAN INTERVIEWER: MARIA CURTICU

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☐	☒	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☒	☐	☐	☐	☐	
Aligned answers with the needs of the company	☐	☒	☐	☐	☐	
Demonstrated skills with examples	☒	☐	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	
Focused on strengths; avoided weaknesses	☐	☒	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☐	☒	☐	☐	☐	
Asked appropriate questions of the interviewer	☒	☐	☐	☐	☐	
Spoke clearly and at a reasonable volume	☒	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☒	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	
POINTS AVAILABLE 100 POINTS EARNED _____ GRADE _____ % LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW.						

Maria

Appendix B.

Self-motivation



SELF-MOTIVATION QUIZ

For each statement, circle the score in the column that best describes you (based on the above scale). Please answer questions as you actually are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong direction'.

Not at all	Rarely	Sometimes	Often	Very often
1	2	3	4	5

I'm unsure of my ability to achieve the goals I set for myself.	1	2	3	4	5
When working on my goals, I put in maximum effort and work even harder if I've suffered a setback.	1	2	3	4	5
I regularly set goals and objectives to achieve my vision for my life.	1	2	3	4	5
I think positively about setting goals and making sure my needs are met.	1	2	3	4	5
I use rewards (and consequences) to keep myself focused. For example, if I finish my report on time, I allow myself to take a coffee break.	1	2	3	4	5
I believe that if I work hard and apply my abilities and talents, I will be successful.	1	2	3	4	5
I worry about deadlines and getting things done, which causes stress and anxiety.	1	2	3	4	5
When an unexpected event threatens or jeopardizes my goal, I tend to walk away, set a different goal, and move in a new direction.	1	2	3	4	5
When I come up with a really good idea, I am surprised by my creativity. I figure it is my lucky day, and caution myself not to get used to the feeling.	1	2	3	4	5
I tend to do the minimum amount of work necessary to keep others (teacher, parents, boss) satisfied.	1	2	3	4	5
I tend to worry about why I won't reach my goals, and I often focus on why something probably won't work.	1	2	3	4	5
I create a vivid and powerful vision of my future success before embarking on a new goal.	1	2	3	4	5
TOTAL:					47

SCORING: A lower score indicates you may need to learn strategies to increase motivation.

44-60 high - Wonderful! You get things done, and you don't let anything stand in your way. You make a conscious effort to stay self-motivated, and you spend significant time and effort on setting goals and acting to achieve those goals. You attract and inspire others with your success. Treasure this – and be aware that not everyone is as self-motivated as you are!

28-43 moderate - You're doing OK on self-motivation. You're certainly not failing – however, you could achieve much more. To achieve what you want, try to increase the motivation factors in all areas of your life.

12-27 low - You allow your personal doubts and fears to keep you from succeeding. You've probably had a few incomplete goals in the past, so you may have convinced yourself that you aren't self-motivated – and then you've made that come true. Break this harmful pattern now, and start believing in yourself again.

Source: "How Self-Motivated Are You?" Mind Tools : Essentials for an Excellent Career. www.mindtools.com

Student Development Center

ADM 230

318-797-5365

Appendix C.

Time management.

TIME MANAGEMENT

Name: Oxana Morozan.

	URGENT	NOT URGENT
I M P O R T A N T	• Take care about my family. • Attend lessons at the University. • Emergencies. • Deadlines for exams. • Preparation for exams. • Last minute preparation.	• Planning • Read, learn, research. • Build relationship. • Plan for future. • Take my degree. • New work opportunities. • Meet new friends.
N O I M P O R T A N T	• Non important calls. • Non important mails. • To meet with my friends. • To clean my house. • To spend time on cooking.	• Social media. • Lying on tv. • Stay on internet without reason.

Appendix D

Personal development plan.

Development plan

NAME:	OXANA	Student NUMBER:	1817133
COVERING THE PERIOD FROM:	JUNE 2019	TO:	APRIL 2020

This record sheet is for your guidance only - you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
To improve my level of English, writing, speaking and learning.	I will try to be present on all lessons at University. And focus on lessons. I will speak more in English with my friends and colleagues. I will read magazines news, books and journals. I will watch English tv programme with subtitles.	First, I need my family support. I will need more free time to learn. Books, internet. Good communicator.	I will improve my knowledge in speaking, writing. I will can communicate and write fluently.	December 2019.

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
I want to learn IT skills for beginners.	I will book some IT courses. I will learn from internet about IT skills.	I need a laptop (what I have it), internet access. A good teacher.	I will know how-to do researches, how to work on a computer.	December 2019.
To improve my communication skills.	I will communicate more with my colleagues at the University. I will learn and read more about communication skill.	I will need books to read, internet to learn. Friends, teacher to communicate and yearning to learn.	I will can communicate better and have a good communication skill.	December 2019.
To learn about more skills what a social worker need.	To be present into all classes, read, research and learn about all skills.	I will need to read more about those skills, learn and listening to teacher. Family support and time.	I will have all skills that a good social worker needed.	April 2020
To improve my self-confident skill.	To read and learn more about self-confident.	I will need books, information about self-confident. Internet and good teacher.	I will be more confident in my knowledge's and in myself.	April 2020.
To take my degree.	To learn, read, research, do the exams.	I will need books, internet, time, and ability to learn.	I will can find a job, I will improve my knowledge in Health and social care.	April 2020.