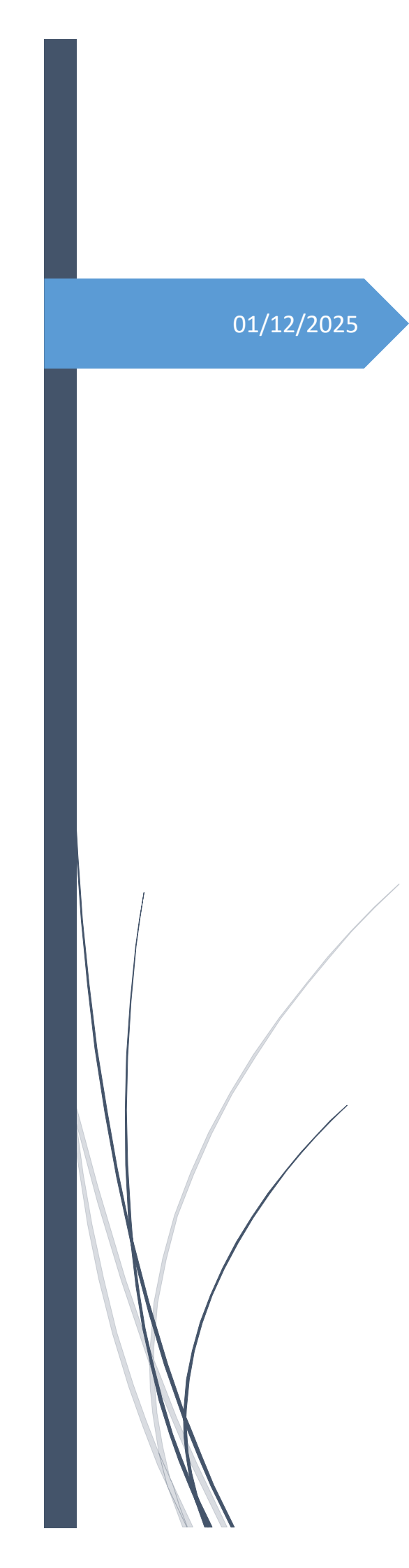




01/12/2025

Employability and career development LCLM4005

Selection of in-class tasks

Avril Fernandez 2426450

Job adverts comparison :

Spanish Teacher/Tutor

1. <https://uk.indeed.com/viewjob?jk=382ab6bdc33a52f&from=appshareios>
2. <https://uk.indeed.com/viewjob?jk=255d0a5250ad355f&from=appshareios>
3. <https://uk.indeed.com/viewjob?jk=3d82a38794e281af&from=appshareios>
4. <https://uk.indeed.com/viewjob?jk=4c3cec50a553230f&from=appshareios>

1st : Spanish Teacher at Ven language services, the skills and areas of knowledge required for this job are:

- Adaptability
- Language skills, strong knowledge of Spanish grammar
- Punctuality
- Excellent organisational skills
- IT skills
- A recognised qualification in teaching Spanish or equivalent

2nd: Spanish Teacher for under 5's, the skills and areas of knowledge required for this job are:

- Experience teaching
- Language skills
- Punctuality
- Ability to multitask
- Adaptability
- Patience

3rd: Secondary Spanish Teacher, the skills and areas of knowledge required for this job are:

- Excellent language skills
- Team working
- Proven experience teaching Spanish
- Punctuality
- Patience

4th: Spanish club leader, the skills and areas of knowledge required for this job are:

- Language skills
- enthusiastic
- Love working with children
- Reliable

The four adverts are looking for Spanish tutors. However, their respective hiring companies require different educational levels and qualifications to obtain the job. The first two are more focused on merit-based hiring, depending on your academic achievements, as well as a perfect knowledge of Spanish culture and grammar and previous experience, while the other two focus more on the time management, availability to relocate and the pronunciation of both English and Spanish languages, as well as their right to work, DBS, and other non-academicals types of documents. Nevertheless, they all share key skills and knowledge required, such as:

- Punctuality
- Language skills
- Communication
- Adaptability
- Experience teaching kids
- IT
- Perfect pronunciation

SWOT analysis

Strengths:

One of my most valuable strengths is my patience. Whether working with colleagues or classmates, assisting customers, or learning new tasks, I remain calm and composed, which allows me to handle pressure and problem-solve effectively. I am also a reliable person who consistently follows through on commitments, manages responsibilities effectively, and maintains a strong sense of integrity in my work and university. Additionally, I am a confident communicator. I can express myself clearly and professionally in different environments; this skill is further supported by my ability to speak multiple languages. Being multilingual not only helps me to improve communication but also helps me connect with diverse people, understand different cultural perspectives, and work more effectively in multicultural settings. These strengths also help me to have other skills like leadership, teamwork, and customer-facing roles.

Weaknesses:

Although I have many positive qualities, I recognize that there are areas I can improve. Sometimes, I take on too much responsibility because I want to be helpful, which leads me to unnecessary stress. I can also be overly self-critical when I feel I could have done better. Learning to set boundaries and practicing more self-compassion are areas I continue to work on. Additionally, I am still improving my technical skills in certain areas as well as my pronunciation skills.

Opportunities:

My communication abilities and multilingual background open doors for opportunities in roles involving customer service, international communication, leadership, and community engagement. Continued training and professional development help me expand my skills and prepare me for advancement. There are also opportunities to take on more collaborative projects, which would continue to build my experience and confidence.

Threats :

The main threats, in my opinion, come from external factors such as competitive job markets and rapidly changing industry requirements. However, by continuing to learn, adapt, and keep building my own strengths, I can reduce these risks. Maintaining consistency and staying proactive it will help me remain resilient and competitive.

I don't have much previous work experience as I am still young, studying and learning but I do have some knowledge translating from French to English, I have been working in this sector for almost two years now, and I can confirm that it has changed me as a person and made me gain a lot of experience and knowledge, Additionally, I undertook a work placement with ERASMUS at San Fulgencio company in Alicante while I was studying L2 business at my previous college in which I stayed for 2 years studying Business management. I also have some experience teaching, as after college I stopped studying for a while and focused on teaching children IT, Maths, and French but it is not registered as I was kind of self-employed. It helped me gain skills like patience, multitasking, and punctuality, and made me become more independent and mature as a person. Furthermore, I am now studying at a British university called University of Wales Trinity stDavid and I am now finishing my first academic year, which can already potentially bring me job opportunities. This year taught me to understand a wider range of skills required in the workplace, improve my English, and overall prepared me for what I could expect in the future. I plan to continue studying and pursuing a master's degree or an equivalent qualification.

Some Proof:



Personal Development

Avril continued to develop her skills and improved upon her obvious existing ones. She has performed very well and has a confident bright personality and gets on well with her colleagues and is keen to participate, attentive with a friendly and very helpful personality. She loves to be useful to the team, research's well, is a problem solver, with a mature and caring attitude. She was a great asset to the project. Her ability to contribute to scheduling of projects and work to them was unquestionable and brought a particular fresh business expertise to the final client proposal.

Attendance and punctuality

Avril has had perfect attendance and punctuality since she started her placement. A well-presented, diligent young lady that could see the bigger picture and took her responsibilities seriously.

Professionalism and attitude

Avril has shown a keenness to learn and improve and has been highly professional in what was sometimes a challenging environment. She is focused, with huge potential and showed leadership qualities, happy to share and work within a team environment, but confident enough to work on her own. She is self-motivating and has an excellent work ethic.

Any additional comments

I would not hesitate to recommend Avril for a role in this sector which with continued support and encouragement aid her success. We wish her well for the future.

We were very pleased to be involved in such a worthwhile project and hope we may help again with further placements.

Signed

San Fulgencio Tourism Dept
Programme Director

Signed

CROYDON COLLEGE
Position



San Fulgencio Tourism Dept
Concejalías de Turismo, Comercio, Relaciones
Intermunicipales,
Mediadores y Prensa

Reference

I can confirm that Avril FERNANDEZ HILDAO undertook an ERASMUS work placement for SAN FULGENCIO TOURISM DEPT between April 20th 2023 to April 10th 2023. Erasmus is the European Union programme for Education, Training, Youth and Sport.

SAN FULGENCIO TOWN HALL covers the inhabitants of the Vega Baja of the Segura River, San Fulgencio. Its geographical location defines its characteristics and uniqueness of agricultural villages, quiet and traditional culture, represented in the rich archaeological heritage existing in the municipality and finally, co-exists with its proximity to the beaches of the Costa Blanca. Working with a variety of organisations throughout the EU and the UK, employers and training institutions which specialise in the business of Travel and Tourism and the Hospitality industry, the focus of our Tourism and Travel Department is the marketing of the Valencian Region particularly to overseas markets to develop and deliver activities to match our Coastal communities including sports activities, student tours, recreation provision with the main objective to bring tourism back to this area post pandemic where many outlets and service providers were severely affected.

The main tasks carried out by Avril during this placement were:

- Working within a team to research the area for schools
- Tour travel provision
- Participate in field research and document outcomes
- Contribute to visual and written material for final report
- Liaise with IT colleagues to provide data for client presentations and final report
- Liaise with Sports delivery colleagues to gain data for client



Self-Employment Goals

Short-term goals:

One of my short-term goals is to improve my problem-solving skills. I want to learn how to understand a problem, think about different solutions, and choose the best option. This goal is important to me because the workplace often brings challenges, and being able to solve them quickly and calmly will make me more effective. Another short-term goal is to learn how to manage my time better. I often miss class or important dates because I don't manage it correctly. Time management is important because it reduces stress and helps me complete work on time, and attend to every scheduled thing that I have pending. A third short-term goal is to gain basic knowledge of teamwork. This means understanding how to share ideas, respect different opinions, and support my team members, which, by now, seems impossible to me to complete teamwork tasks successfully, as I am used to always working by myself. These short-term goals help me build a strong foundation for future workplace success.

Long-term goals:

One of my long-term goals is to build a successful career in the business field. This could include working in management, customer service, office administration or even having my own business. This goal is important to me because it gives me direction and motivates me to keep learning and not give up. Another long-term goal is to develop strong leadership skills. I want to be able to guide others, solve problems, and make good decisions. Leadership skills will help me grow my career and take on greater responsibilities. A third long-term goal is to continue learning even after I finish university. I want to attend workshops, learn new technologies, and stay updated on business trends. This lifelong learning will help me to be a must-have and appealing in the work industry, as well as keep training my brain, so I don't lose key factors.

All these goals support and contribute to my dream of having a professional, stable, and rewarding career in the business world. The short-term goals help me build practical skills I need right now, while the long-term goals prepare me for future growth. Together, they guide me toward becoming a confident and overall capable business professional.

Personal development plan:

Personal Development Plan

Goal	Actions	Timeline	Success Measures
Improve problem-solving skills	• Practice framework (IDEAL, 5 Whys, Root Cause Analysis) • Take an online critical-thinking course • Do weekly case studies • Write out solutions before making	3–6 months	• Better decision-making • Clearer reasoning explained in assignments • Noticeable improvement from peers or
Manage time more effectively	• Use a weekly planner/calendar • Apply Pomodoro Technique • Break tasks into small steps • Reduce distractions • Set daily top 3	1–3 months	• Positive teammate feedback • Fewer misunderstandings • Smooth study/work routine
Build a successful career in business	• Explore business areas (HR, marketing, finance, etc.) • Apply for internships • Attend networking events • Build LinkedIn profile • Create a portfolio	3–6 months	• Gain internships • Positive supervisor feedback • Clear preferred career path
Develop strong leadership skills	• Attend leadership workshops • Volunteer as team lead in projects • Practice public speaking	1–3 years	• Lead at least one project • Increased confidence • People ask if for guidance
Continue	• Set yearly learning	Ongoing	• Skills increased

I created a specific personal development plan from my short-term and long-term goals, outlining specific actions I will take, I included timelines, and success measures.