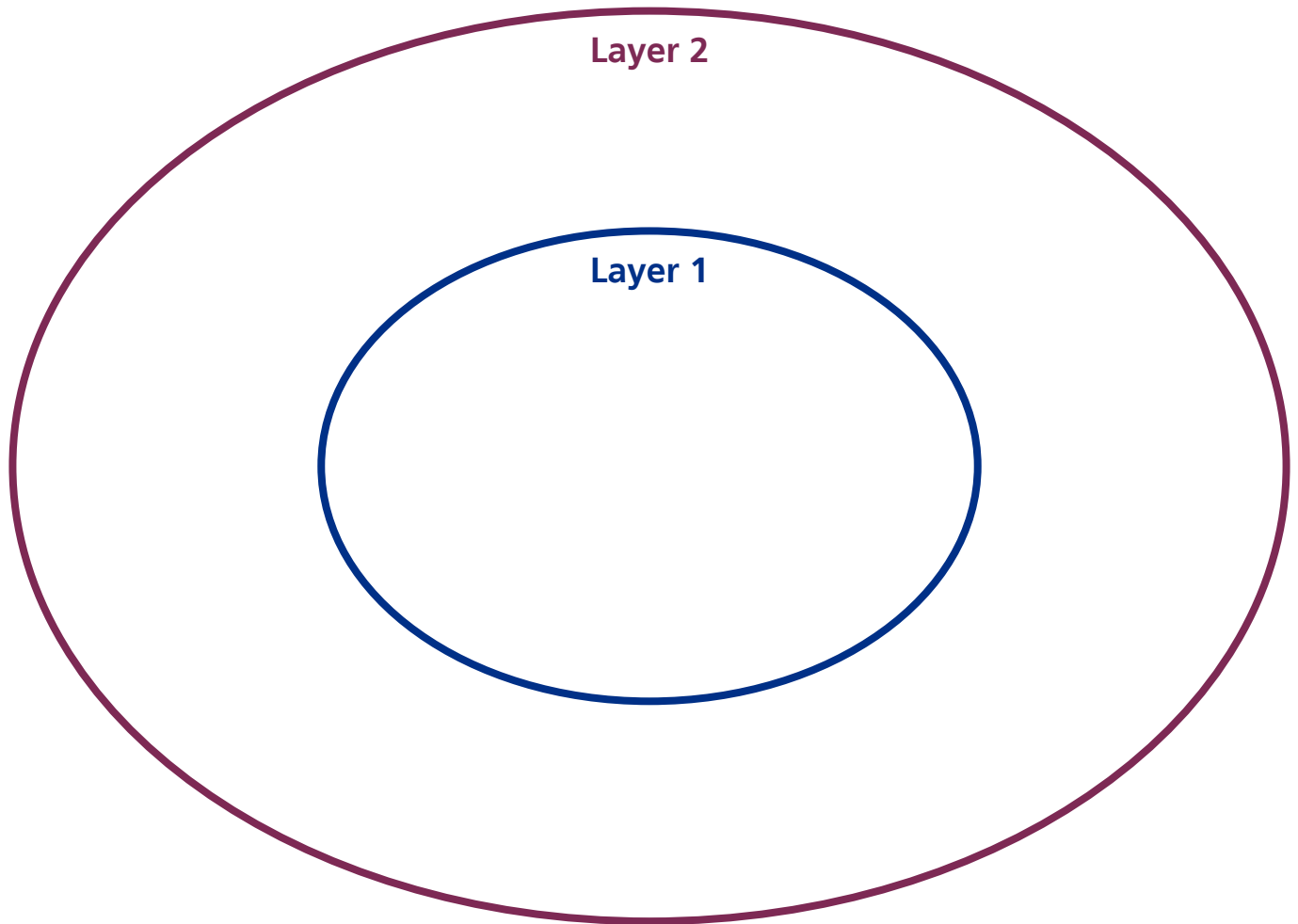


# Worksheet 1

## Activity 1: My skills

### Your skills and experience

In layer 1, write down your skills and qualities. In layer 2, write down examples of experiences when you have used your skills and qualities.



# Information sheets A

## Example CV

John Smith  
10 Healthy Street  
Anytown  
Anyshire AN1 2AN  
07755 757575  
john.smith@gmail.com

This section shows your contact details – the people offering the job may need to call, email or write to you to send you information or offer you an interview. Make sure these details are clear.

### WORK HISTORY AND EXPERIENCE

#### **Cardiac physiology support worker, Leicester General Hospital October 2021 – present**

In my role as a support worker I enjoyed gaining my registration qualification part time and learning the different aspects of working in a busy cardiology department, including:

- helping cardiac physiologists to carry out electrocardiogram (ECG) procedures
- assisting in follow-up appointments to check if a patient's pacemaker is working correctly
- being present during operations to help monitor heart function
- updating patient records and assisting in organising follow-up appointments with patients.

This section shows how previous things you have done will help you to do the job well. Start with the most recent job first. Make sure you include the dates and explain any gaps. Include volunteering roles too.

#### **Volunteer, Glenfield Hospital, Leicester October 2020 – September 2021 (7.5 hours a week)**

During my year out after A levels, I spent time as volunteer at Glenfield Hospital. This introduced me to working with patients young and old and helped me to gain confidence talking to them and their families.

I also found out about how some of the hospital departments worked and talked to staff about what was involved in their jobs. My responsibilities included:

- getting hot and cold drinks for patients and their families, interacting with them and letting nurses know if they felt unwell
- reassuring patients about their treatment and helping them to ask doctors and nurses if they had any questions
- assisting patients to move around, take walks and go to the toilet.



# Information sheets A (cont'd)

## Example CV

### Retail assistant, B&Q, Leicester August 2019 – September 2020 (part time)

Whilst completing my A levels, I worked at a busy branch of B&Q as a weekend staff member. I was responsible for:

- providing good customer service and helping customers to find the products they needed
- making sure my section of the shop was kept tidy and in line with health and safety standards
- helping to compile rotas for weekend staff
- taking cash and credit card payments and handling takings according to company procedure.

### EDUCATION AND QUALIFICATIONS

**July 2019:** BSc (Hons) degree in clinical physiology, De Montfort University, Leicester (2:1).

**July 2015:** 3 A levels in Biology (B), Chemistry (B) and French (C).

**June 2013:** 9 GCSEs, including Maths (6), English Language (5), English Literature (4) and double award Science (5, 5).

### MY SKILLS

- I have a calm and confident approach to my work and am happy talking to patients and their families
- I am able to analyse test results and record them accurately
- I enjoy working with other people as part of a team
- I am confident using computers and other machines and equipment regularly
- In my spare time I volunteer at Glenfield hospital and enjoy playing tennis and making my own short films.

### REFERENCES

'References available on request' shows that you know responsible people who will vouch for you.

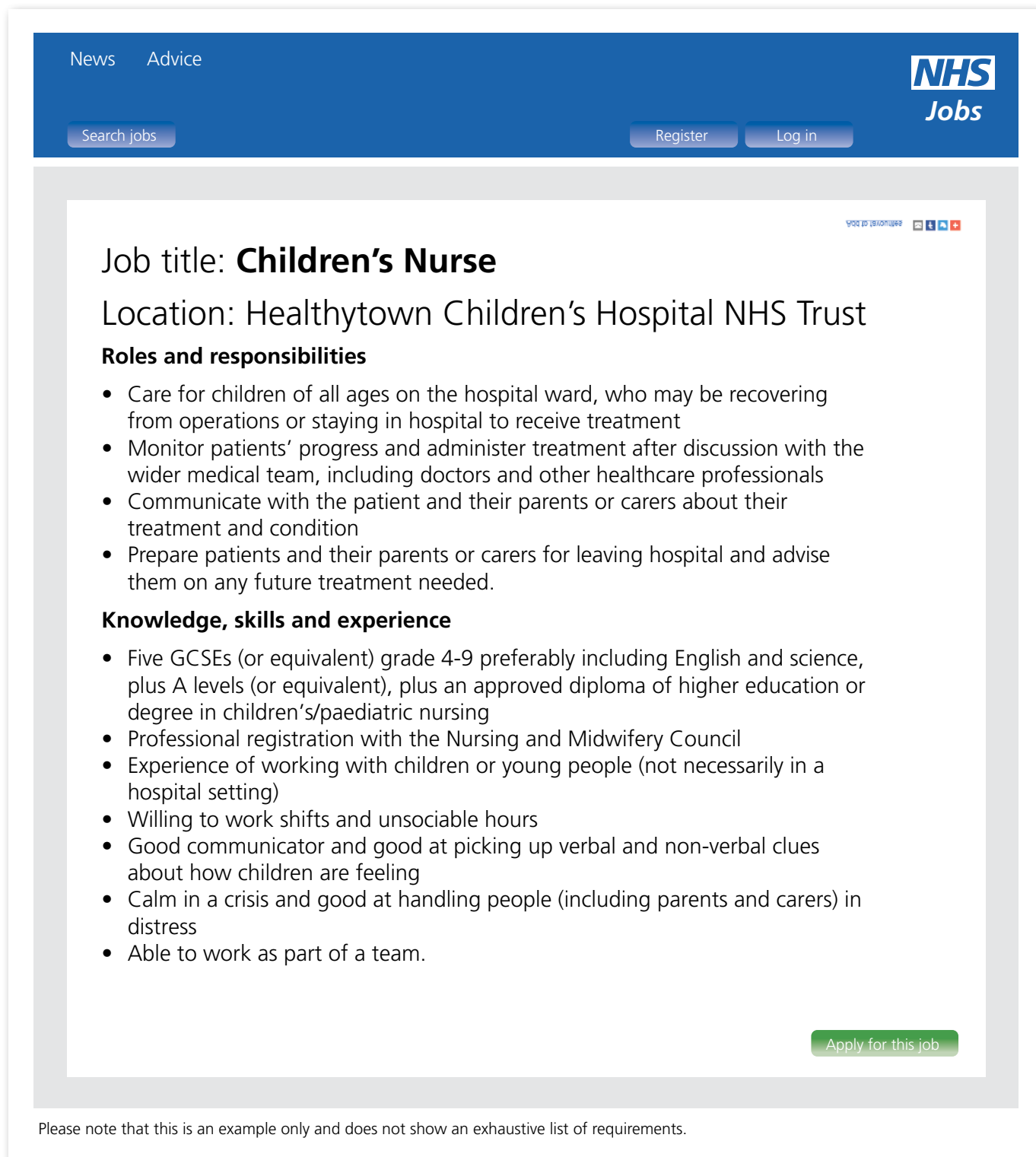
You will need to find out what qualifications are necessary for the job you have chosen. Will you need a degree? In what subject? What are the entry requirements?

In this section you can show that you understand what kinds of skills are needed to do the job. You should check the job description to see what skills are listed. In an interview, you would need to be able to give an example of a time when you had demonstrated this skill or quality.




# Information sheets B

## Job description example 1



The screenshot shows the NHS Jobs website interface. At the top, there are navigation links for 'News' and 'Advice', a search bar with the text 'Search jobs', and buttons for 'Register' and 'Log in'. The NHS logo and the word 'Jobs' are in the top right corner. The main content area features the job title 'Children's Nurse' and the location 'Healthytown Children's Hospital NHS Trust'. Below this, there are sections for 'Roles and responsibilities' and 'Knowledge, skills and experience', each followed by a bulleted list of requirements. At the bottom right of the job description, there is a green button that says 'Apply for this job'. A disclaimer at the bottom of the page states: 'Please note that this is an example only and does not show an exhaustive list of requirements.'

News Advice

 **Jobs**

Search jobs Register Log in

Job title: **Children's Nurse**

Location: Healthytown Children's Hospital NHS Trust

**Roles and responsibilities**

- Care for children of all ages on the hospital ward, who may be recovering from operations or staying in hospital to receive treatment
- Monitor patients' progress and administer treatment after discussion with the wider medical team, including doctors and other healthcare professionals
- Communicate with the patient and their parents or carers about their treatment and condition
- Prepare patients and their parents or carers for leaving hospital and advise them on any future treatment needed.

**Knowledge, skills and experience**

- Five GCSEs (or equivalent) grade 4-9 preferably including English and science, plus A levels (or equivalent), plus an approved diploma of higher education or degree in children's/paediatric nursing
- Professional registration with the Nursing and Midwifery Council
- Experience of working with children or young people (not necessarily in a hospital setting)
- Willing to work shifts and unsociable hours
- Good communicator and good at picking up verbal and non-verbal clues about how children are feeling
- Calm in a crisis and good at handling people (including parents and carers) in distress
- Able to work as part of a team.

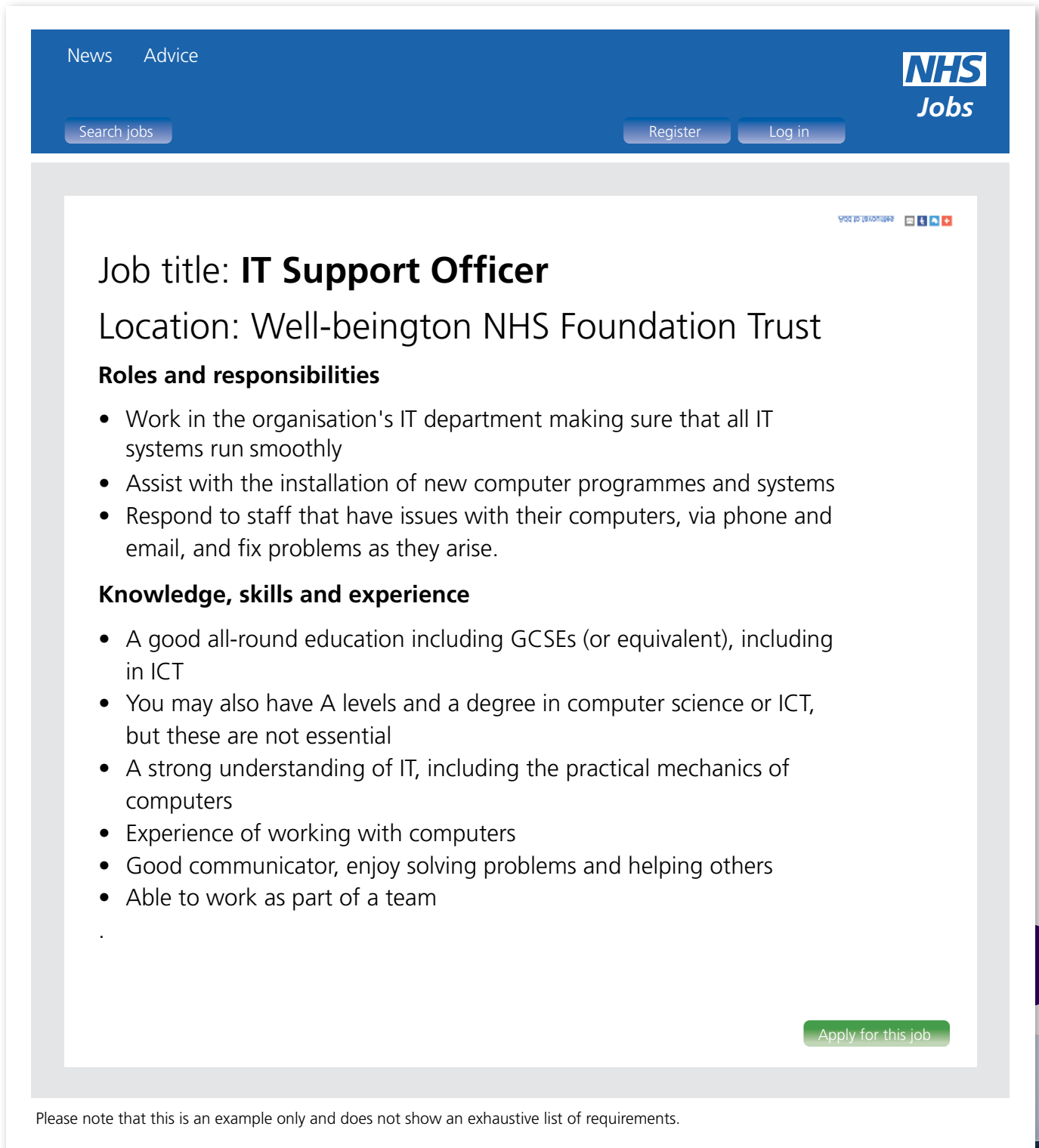
Apply for this job

Please note that this is an example only and does not show an exhaustive list of requirements.




# Information sheets B

## Job description example 2



The screenshot shows the NHS Jobs website interface. At the top, there are navigation links for 'News' and 'Advice', a search bar with the text 'Search jobs', and buttons for 'Register' and 'Log in'. The NHS Jobs logo is in the top right corner. The main content area features the job title 'IT Support Officer' and the location 'Well-beington NHS Foundation Trust'. Below this, the 'Roles and responsibilities' section lists three bullet points: working in the IT department, assisting with new computer programmes, and responding to staff issues. The 'Knowledge, skills and experience' section lists seven bullet points: GCSEs in ICT, A levels or a degree in computer science, a strong understanding of IT, experience with computers, good communication skills, and the ability to work in a team. A green 'Apply for this job' button is located at the bottom right of the job description area. A disclaimer at the bottom of the page states: 'Please note that this is an example only and does not show an exhaustive list of requirements.'

News Advice



Search jobs Register Log in

Job title: **IT Support Officer**

Location: Well-beington NHS Foundation Trust

**Roles and responsibilities**

- Work in the organisation's IT department making sure that all IT systems run smoothly
- Assist with the installation of new computer programmes and systems
- Respond to staff that have issues with their computers, via phone and email, and fix problems as they arise.

**Knowledge, skills and experience**

- A good all-round education including GCSEs (or equivalent), including in ICT
- You may also have A levels and a degree in computer science or ICT, but these are not essential
- A strong understanding of IT, including the practical mechanics of computers
- Experience of working with computers
- Good communicator, enjoy solving problems and helping others
- Able to work as part of a team

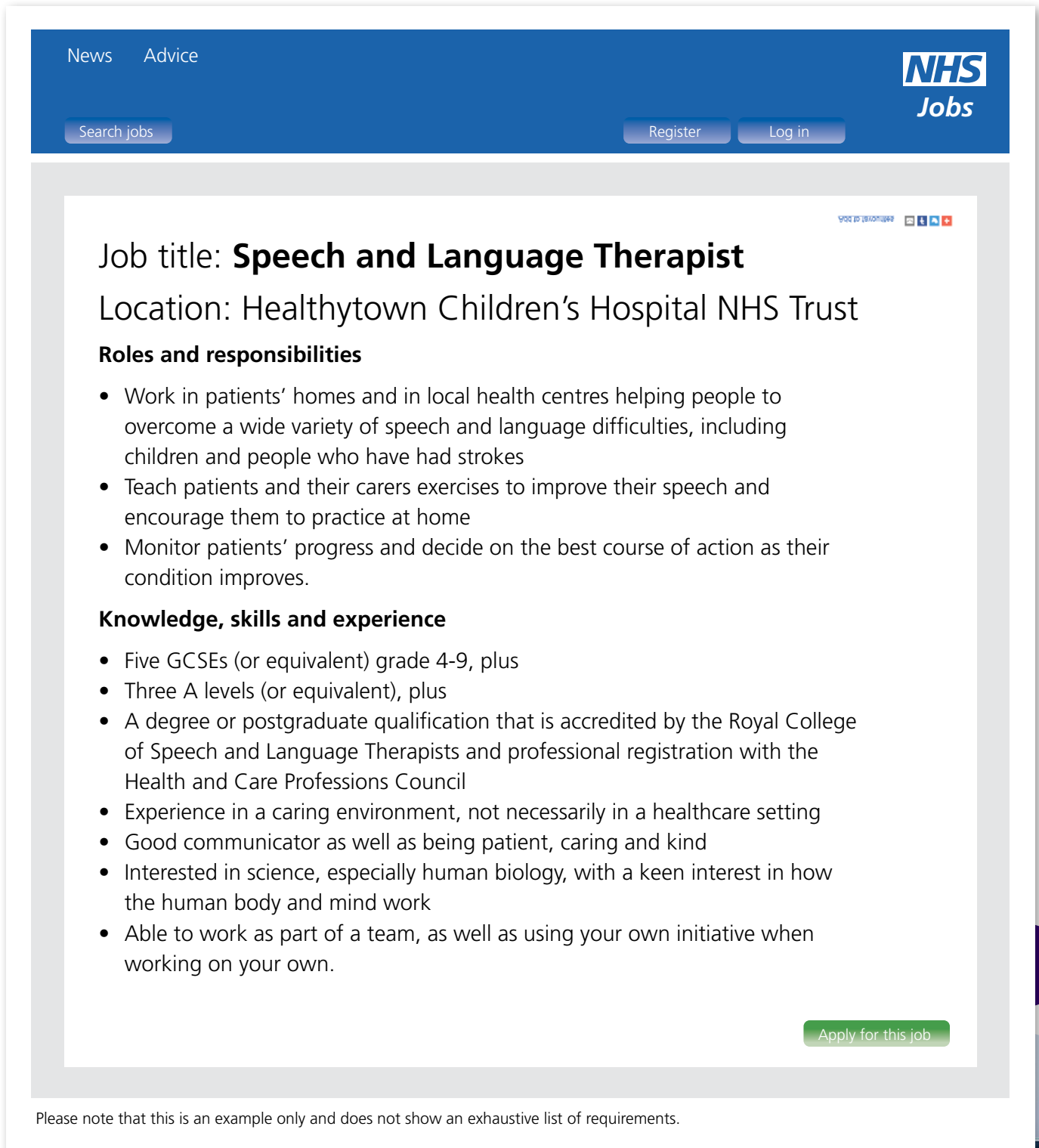
Apply for this job

Please note that this is an example only and does not show an exhaustive list of requirements.




# Information sheets B

## Job description example 3



The screenshot shows the NHS Jobs website interface. At the top, there are navigation links for 'News' and 'Advice', and the NHS Jobs logo. Below this is a search bar with 'Search jobs' and buttons for 'Register' and 'Log in'. The main content area features the job title 'Speech and Language Therapist' and the location 'Healthytown Children's Hospital NHS Trust'. It lists roles and responsibilities, knowledge, skills, and experience requirements, and includes an 'Apply for this job' button. A disclaimer at the bottom states: 'Please note that this is an example only and does not show an exhaustive list of requirements.'

News Advice



Search jobs Register Log in

Job title: **Speech and Language Therapist**

Location: Healthytown Children's Hospital NHS Trust

**Roles and responsibilities**

- Work in patients' homes and in local health centres helping people to overcome a wide variety of speech and language difficulties, including children and people who have had strokes
- Teach patients and their carers exercises to improve their speech and encourage them to practice at home
- Monitor patients' progress and decide on the best course of action as their condition improves.

**Knowledge, skills and experience**

- Five GCSEs (or equivalent) grade 4-9, plus
- Three A levels (or equivalent), plus
- A degree or postgraduate qualification that is accredited by the Royal College of Speech and Language Therapists and professional registration with the Health and Care Professions Council
- Experience in a caring environment, not necessarily in a healthcare setting
- Good communicator as well as being patient, caring and kind
- Interested in science, especially human biology, with a keen interest in how the human body and mind work
- Able to work as part of a team, as well as using your own initiative when working on your own.

[Apply for this job](#)

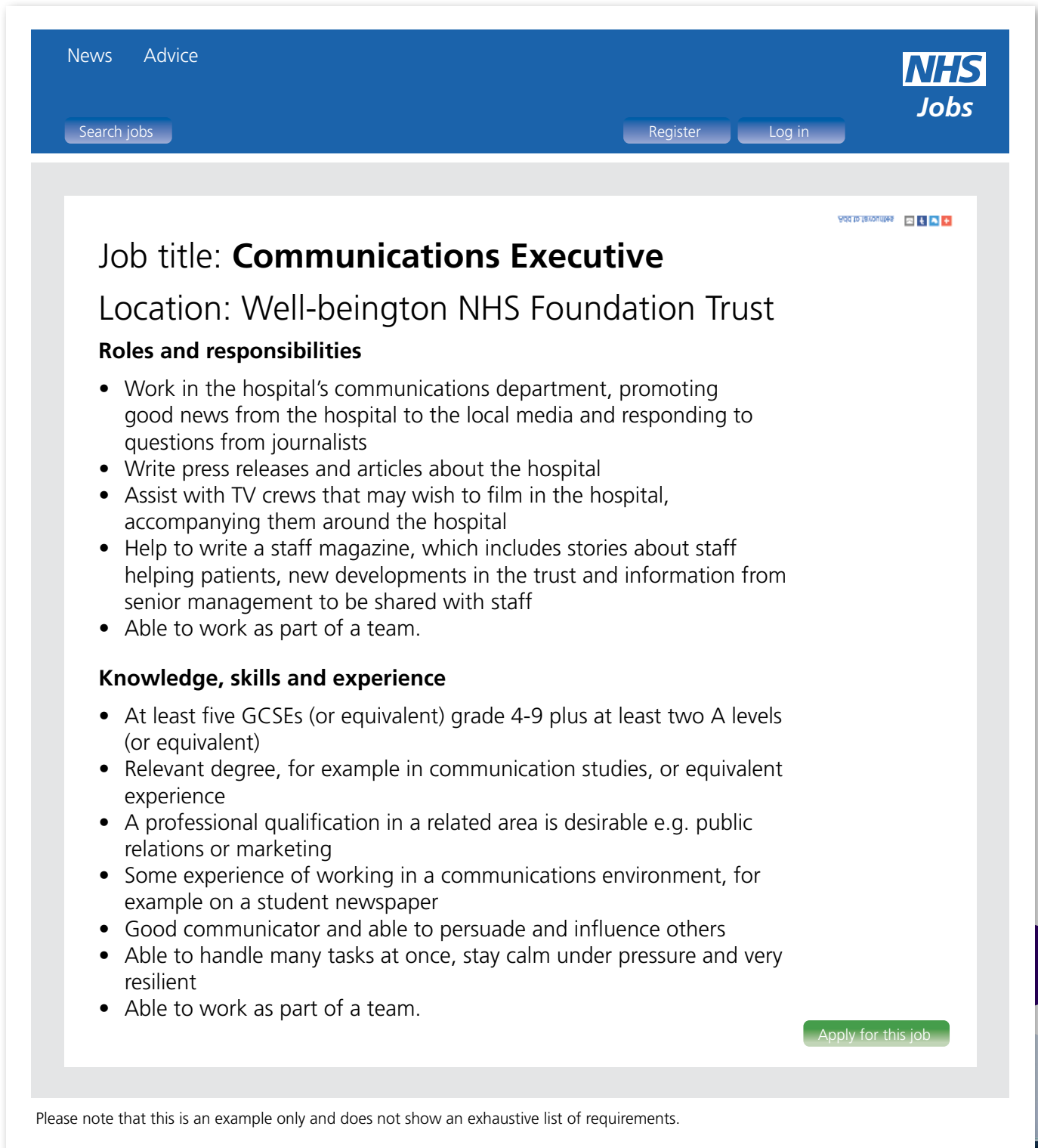
Please note that this is an example only and does not show an exhaustive list of requirements.





# Information sheets B

## Job description example 4



The screenshot shows the NHS Jobs website interface. At the top, there are navigation links for 'News' and 'Advice', a search bar with the text 'Search jobs', and buttons for 'Register' and 'Log in'. The NHS logo and the word 'Jobs' are in the top right corner. The main content area features the following text:

Job title: **Communications Executive**

Location: Well-beington NHS Foundation Trust

**Roles and responsibilities**

- Work in the hospital's communications department, promoting good news from the hospital to the local media and responding to questions from journalists
- Write press releases and articles about the hospital
- Assist with TV crews that may wish to film in the hospital, accompanying them around the hospital
- Help to write a staff magazine, which includes stories about staff helping patients, new developments in the trust and information from senior management to be shared with staff
- Able to work as part of a team.

**Knowledge, skills and experience**

- At least five GCSEs (or equivalent) grade 4-9 plus at least two A levels (or equivalent)
- Relevant degree, for example in communication studies, or equivalent experience
- A professional qualification in a related area is desirable e.g. public relations or marketing
- Some experience of working in a communications environment, for example on a student newspaper
- Good communicator and able to persuade and influence others
- Able to handle many tasks at once, stay calm under pressure and very resilient
- Able to work as part of a team.

An 'Apply for this job' button is located at the bottom right of the job description area.

Please note that this is an example only and does not show an exhaustive list of requirements.

