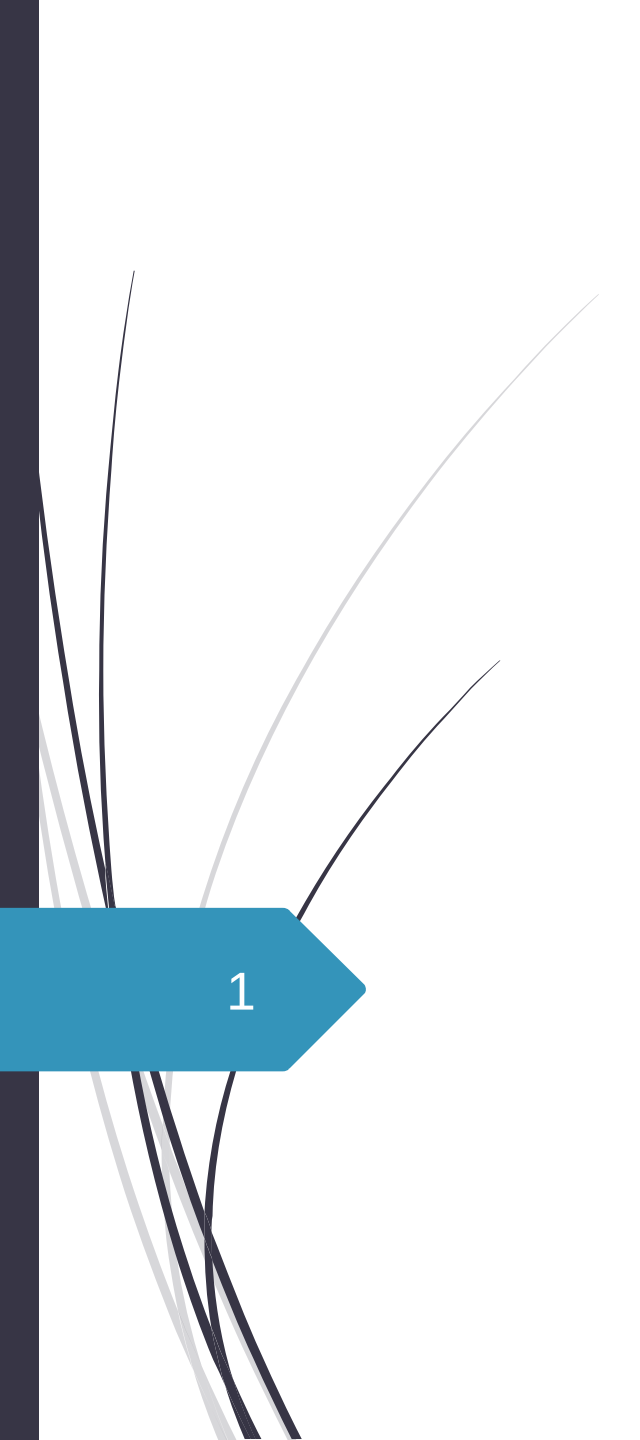




ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001 – GWS1

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MY INTENDED CAREER

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WHAT IS MY INTENDED CAREER?

❖ HR Advisor

WHAT DOES A HR ADVISOR DO?

- ❖ Work within a company's Human Resources department
- ❖ Supporting the business and the needs of its employees
 - ❖ Recruiting employees
- ❖ Dealing with employees' data, contracts and giving advice
 - ❖ Helping with grievances and disciplinary hearings
- ❖ Providing training and development to move forward in their roles

CURRENT SKILLS SET

- ❖ **Interpersonal skills - friendly and approachable**
 - ❖ **Recruitment experience**
 - ❖ **Negotiation and persuasion skills**
- ❖ **Administration, organisational and interviewing skills**
 - ❖ **Good listener**
 - ❖ **Team player**

WHAT SKILLS WILL I NEED TO GAIN?

- ❖ Knowledge of recruitment law
- ❖ Recommended to have a CIPD qualification

What specifically do I need to learn or develop?	Timescales	What resources will I need?	How do I plan on doing this?
❖ Qualification - CIPD Level 3 Foundation Certificate in People Practice	❖ 8 months, part time	❖ Laptop and internet ❖ Free time ❖ Pay fees	❖ Organise childcare ❖ Find out costs and interest free finance options
❖ Employment - HR Assistant. This will give me insight to HR department	❖ 3 – 12 months	❖ Apply for roles	❖ I have to demonstrate that I have transferrable skills for this role
❖ Training in Recruitment Law	❖ 3-6 months	❖ Laptop and internet ❖ Pay fees £350	❖ Book training course when available

<u>STRENGTHS</u> ❖ Experience in Administration and Recruitment ❖ Strong communication ❖ Enjoy working with people	<u>WEAKNESSES</u> ❖ Conflict management – might be difficult if I am friends with colleagues
<u>OPPORTUNITIES</u> ❖ Can use my current skills and knowledge to progress ❖ Help company and employees	<u>THREATS</u> ❖ Competitive market ❖ Course might be too expensive for me to invest in ❖ Will be difficult to find part time role

LITERATURE REVIEW

Maitin, T.P. (2003) explains that the development of human resources can impact the organisation's success, e.g. processes such as recruitment, payroll and maintaining the company's rules and regulations.

CONCLUSION

- ❖ Realistic long-term goal
 - ❖ Transferrable skills set, personal attributes and experience
 - ❖ Eligible for CIPD Level 3 qualification
- ❖ Personal development plan will guide me to accomplish my goal
- ❖ HR play a vital role within an organisation – good career choice

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- ❖ www.reed.co.uk
- ❖ www.rec.uk.com
- ❖ Maitin, T.P., "Dynamic Human Resource," The Indian Journal of Commerce, Vol. 56, No. 283, April-September, 2003, p.85