

Module Code: LCLM4005_BIRM

Module Title: Employability and career development

Assessment Title: Reflective report

COMPONENT:2

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Task 1: Compare Job Adverts (Business Administration and Plumbing)

1.1 This task compares two job adverts:

A business Administration Assistant and a Plumbing Technician to identify key skills and knowledge required for each profession. The Business Administration job advert focuses on organisational skills, communication, computer literacy, and the ability to manage office tasks such as scheduling, record keeping, and customer service. Employers expect candidates to have good teamwork, attention to detail, and knowledge of software such as Microsoft Office. In contrast, the Plumbing job advert highlights technical skills, problem-solving ability, physical strength, and knowledge of safety regulations. Plumbers are expected to install and repair pipes, maintain water systems, and follow health and safety standards while working on construction or maintenance sites.

Both job adverts share some common skills, including communication, teamwork, time management, and problem-solving. These shared skills are essential because both professions require workers to interact with clients, follow instructions, and complete tasks efficiently. For example, communication is necessary in business administration to deal with customers and colleagues, while in plumbing it is required to understand client needs and explain repairs clearly.

One shared skill that is particularly important is communication. Communication is essential in both professions because it ensures that tasks are completed correctly, instructions are understood, and customer satisfaction is achieved. In business administration, poor communication can lead to mistakes in documentation and scheduling, while in plumbing it can result in incorrect installations or safety risks. Therefore, strong communication skills are crucial for success in both careers and help improve productivity and professional relationships.

Business administration and plumbing job adverts require different skills and knowledge. Business administration roles focus on communication, organisation, and IT skills, as employees manage office tasks, data, and customer interactions. In contrast, plumbing jobs require practical skills, technical knowledge, and problem-solving abilities to install and repair water systems. However, both roles share common skills such as teamwork, time management, and reliability. One key shared skill is problem-solving, which is important because both professions require identifying issues and finding effective solutions, whether handling business tasks or fixing plumbing systems efficiently.

Task 2. Self-assessment

Self-assessment is an important part of developing business skills for the workplace because it helps individuals understand their strengths, weaknesses, and readiness for employment. Reflective practice allows individuals to evaluate their abilities and plan for improvement, which is essential for career development (Kolb, 1984). My chosen career goal is to become a plumber, and I am currently studying Business Skills for the Workplace to develop the professional and personal skills needed for employment. Using a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats), I can assess my readiness and plan for my future career (MindTools, 2022).

One of my main strengths is my strong work ethic and reliability. Through my work experience as a warehouse operative, construction labourer, and Amazon delivery driver, I have developed the ability to work hard, follow instructions, and complete tasks efficiently. In the warehouse role, I learned how to work as part of a team, meet deadlines, and stay organized while handling stock and equipment. These skills are important in the workplace because employers value reliability and teamwork (CIPD, 2023).

As a construction labourer, I gained practical experience in a physically demanding environment, where I learned the importance of safety, teamwork, and following site regulations. This role helped me understand how construction projects work and gave me valuable experience that is relevant to plumbing, as both involve working on building sites and using practical skills. Working as an Amazon delivery driver also helped me develop independence, problem-solving skills, and customer service abilities. I learned how to manage my time, plan delivery routes, communicate with customers, and work under pressure to meet delivery targets, which are key employability skills (Skills You Need, 2023).

Another strength is my communication and teamwork skills. In all my previous jobs, I communicated with supervisors, co-workers, and customers, which improved my confidence and ability to work with others. Good communication is essential in plumbing because plumbers must interact with clients, contractors, and team members. The Business Skills for Workplace course is helping me develop professional communication and teamwork skills, which are necessary for career success (CIPD, 2023).

However, I also recognize some weaknesses that I need to improve. One weakness is my lack of confidence in formal situations such as interviews or presentations. Reflective learning helps individuals identify weaknesses and work on improving them (Kolb, 1984). To overcome this, I plan to practice interview skills, participate more in class discussions, and improve my confidence in professional communication. Another weakness is that I need more technical knowledge and qualifications in plumbing, which I aim to gain through training and apprenticeships.

There are many opportunities that can help me achieve my career goal. The Business Skills for Workplace course provides essential employability skills such as communication, teamwork, time management, and problem-solving. Apprenticeships and vocational training programs are also important because they provide practical experience and technical knowledge needed in skilled trades like plumbing (UK Government, 2023). My previous construction experience also gives me an advantage in understanding work environments and safety procedures.

Despite these opportunities, there are also threats and challenges that I must consider. Competition in the job market is a major challenge, as many people apply for apprenticeships and trade jobs. To succeed, I must continue improving my skills and gaining experience. Another challenge is the physical demands of plumbing and construction work, which require strength and safety awareness. Continuous learning and skill development are important to remain competitive in the workplace (CIPD, 2023).

In terms of evidence of readiness for employability, my work experience demonstrates that I am prepared for the workplace. Working as a warehouse operative shows my ability to follow procedures and work in a structured environment. My construction labourer experience shows my understanding of practical work and safety on site, which is directly related to plumbing. My role as an Amazon delivery driver demonstrates independence, time management, and customer service skills, which are important in any job (Skills You Need, 2023).

Feedback from supervisors and colleagues has helped me improve and grow professionally. Positive feedback about my reliability and teamwork motivates me to continue developing my skills and achieving my career goals. Reflective practice and continuous improvement are essential for long-term career success (Kolb, 1984).

In conclusion, my self-assessment shows that I have strong work ethic, teamwork, and practical skills that support my readiness for employment in the plumbing industry. While I need to improve my confidence and technical qualifications, I am taking steps to achieve my goals through education, training, and work experience. My experiences as a warehouse operative, construction labourer, and Amazon delivery driver provide strong evidence of my readiness for the workplace. By continuing to develop my business and practical skills, I am confident that I can achieve my goal of becoming a successful plumber.

Task 3. Employment Goals and Personal Development Plan

3.1 employment goals Based on my SWOT analysis, I identified key weaknesses such as limited work experience, lack of advanced technical skills, and low confidence in professional communication. To address these weaknesses, I have set both short-term and long-term employment goals that align with my career aspirations. My short-term goal is to secure an entry-level position or internship within the next 6–12 months to gain practical experience and improve workplace communication skills. This is important because it will help me build confidence, develop professional networks, and understand industry expectations. My long-term goal is to obtain a stable full-time position in my chosen field within 3–5 years and progress into a leadership role. This aligns with my career aspiration of becoming a skilled and experienced professional who can contribute effectively to organizational success.

To achieve these goals, I have developed a personal development plan that focuses on improving skills, gaining experience, and tracking progress. I will complete online courses to improve technical and communication skills, attend career workshops, and apply for internships and part-time jobs. I will also seek mentorship and regularly update my resume and LinkedIn profile. Progress will be measured through completed certifications, job applications submitted, interview invitations, and feedback from supervisors or mentors. By following this structured plan, I will be able to overcome my weaknesses, strengthen my professional abilities, and move closer to achieving my employment goals.

3.2 Gantt Chart (6-Month Plan)

Activities	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
SWOT Review & Goal Setting						
Job/Internship Applications						
Workshops & Networking						
Interview preparation						

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