

Comparing Job Adverts

To explore the current job market and understand employability requirements, four job adverts were selected: Delivery Driver, Bus Driver, Warehouse Operative, and Security Officer. These roles are suitable for candidates with practical experience and a strong sense of responsibility. All positions require reliability, time management, and good communication skills.

The Delivery Driver role focuses on punctuality, route planning, and customer interaction. It requires safe driving, attention to detail, and the ability to work independently while meeting deadlines.

The Bus Driver position emphasises safety, responsibility, and customer service. Strong concentration, patience, and clear communication with passengers are essential, especially in busy urban environments.

The Warehouse Operative advert highlights physical fitness, teamwork, and time management. Accuracy, reliability, and following health and safety rules are key requirements for this role.

Finally, the Security Officer role focuses on observation, professionalism, and problem-solving. It requires responsibility, calm behaviour under pressure, and clear communication when dealing with the public.

Across all adverts, the most common skills are reliability, time management, communication, and responsibility. These skills are especially important in roles that involve public safety, logistics, and customer service.

Self-Assessment and Evidence of Readiness

To evaluate my employability, a SWOT analysis was conducted.

Strengths

I have extensive experience working as a driver, which has helped me develop strong time management skills, a high sense of responsibility, and good road safety awareness. I am reliable, punctual, and able to work independently. I communicate

clearly with clients and colleagues and remain calm in stressful situations. These strengths align well with roles such as Delivery Driver, Bus Driver, and Security Officer.

Weaknesses

One of my weaknesses is limited experience with digital technologies used in modern workplaces, such as mobile apps or online systems. Additionally, returning to education later in life can be challenging. However, I am motivated to learn and improve my skills step by step.

Opportunities

Living and studying in the UK provides me with opportunities to access stable employment in transport, logistics, and security sectors. Training courses and licences can improve my job security and support career progression.

Threats

Physical fatigue and strong competition in the job market may present challenges. Changes in technology and regulations also require continuous learning. Recognising these threats helps me prepare and adapt.

Evidence of Readiness

I have demonstrated my employability through many years of professional driving experience. I have a strong record of safe driving and punctuality. Previous employers valued my responsibility, discipline, and professional attitude. My decision to continue my education shows motivation and commitment to self-improvement.

Employment Goals and Personal Development Plan

Short-Term Goals (Next 6–12 months)

1. Improve knowledge of UK road regulations and workplace safety
2. Develop basic digital skills for navigation systems and work-related apps
3. Maintain physical fitness to meet job demands

4. Apply for stable driving or security-related roles

Long-Term Goals (Next 2–5 years)

1. Secure long-term employment as a professional driver or in a related role
2. Obtain additional licences or certifications (e.g. CPC, security training)
3. Maintain a stable work–life balance and job security

Personal Development Plan (PDP)

Goal	Action	Timeline	Resources	Measurement
Improve digital skills	Learn to use navigation and work-related apps	Within 6 months	Online tutorials, college support	Confident use of digital tools
Improve road safety knowledge	Study UK driving regulations	Ongoing	Official DVSA materials	Safe driving record
Maintain physical health	Regular exercise and rest	Continuous	Health guidance	Sustained energy and fitness
Gain stable employment	Apply for driving and security roles	6–12 months	Job websites, agencies	Job interviews or employment

Alignment with Career Aspirations

This Personal Development Plan aligns with my goal of maintaining stable and secure employment. My professional driving experience, combined with continued learning, increases my employability. By improving digital skills and maintaining high safety standards, I will remain competitive and reliable in the job market.