

Student name: Segun Ikudehinbu

Module: Professional Career Development

Module code: LCHS4005

Lecturer: Lloyd Beharry

Submission Date: 10/05/2023

Career Development Planning

1.0 Introduction

Employability refers to one's ability to get employed, maintain an employment position, and be able to obtain new employment if needed. For one to be employable, he or she needs to be able to get and maintain a satisfying job. It is a considerable process that gets better over time. It starts with preparation to gain the ability to secure a satisfying job. In this regard, acquiring the job should not be prioritized over preparing for it.

Preparedness for employment entails various aspects, including the set of skills that an employer would be looking for in an employee as well as the attributes and experiences an employee has developed over time. Employees develop all these skills through education and experience in other roles (Saunders and Zuzel 2010). This explains why employability is a learning process and not a product, as some people might think. It keeps on developing because one does not stop learning even after securing their first job, and employers expect their employees to have a growth mindset.

Besides personal development and growth, employers expect employees to be hardworking, team players, and respectful. They expect employees to have a positive attitude and respect for their co-workers. This way, employers can be assured of sustaining a cheerful workplace atmosphere. A happy workplace leads to high employee morale, which in turn

provides an excellent experience for all (Chan, Fong, Luk, Ho, Robbie 2017). Employees are encouraged to focus on aspects of their job that they enjoy. They should also push themselves to get even more accomplished, but more importantly, they are expected to surround themselves with positive-minded colleagues whenever possible.

Another expectation of employees by their employers is being neat and organized. Neatness not only refers to dressing properly but also maintaining proper organization of their working environment, including their desks. While some may overlook neatness, it helps present a positive outlook about an individual. Employees are expected to dress appropriately for their work environment. Dressing neatly helps portray a professional image, which is paramount for the organization in front of the general public. Many organizations have a specific dress code that is expected of every employee within the organization. Even without a strict dress code, dressing properly can help an employee stand out or even get noticed, which can help steer their career to greater heights, especially when their job performance is equally excellent (Chan et al. 2017). The other employers' expectations of their employees include being punctual, being dependable, being collaborative, being motivated, and showing readiness to learn from their mistakes.

2.0 The employment relationship

A good employment relationship is needed to achieve organizational goals and objectives. Both employers and employees have specific expectations of each other. An amicable employer-employee relationship is achieved only when there is a balance between these expectations. Sometimes this balance is achievable through company policies and laws created to regulate employment relationships. The laws of interest as far as regulating employment relationships in the United Kingdom (UK) are concerned include the Health and Safety Act (1974), the Employment Act (1998), and the Equality Act (2010).

The Health and Safety at Work Act (1974)

The Health and Safety at Work Act (1974) defines the basic structure and authority for encouraging, regulating, and enforcing safety, health, and welfare at the workplace in the UK. This Act provides general definitions of duties for employees, contractors, and employers. It also defines the duties of suppliers, those of persons taking care of work premises, those controlling and maintaining the premises, and every other person making their contributions to the organization. Through the Act, regulations have become enforceable through Statutory Instrument, which has established systematic public supervision by creating the Health and Safety Commission as well as the Health and Safety Executive (Report of the Committee on Health and Safety at Work 1972). These two agencies have merged to increase their extensive enforcement powers with the backing of criminal sanctions that extend to heavy fines and a maximum imprisonment of two years. In addition, the Health and Safety at Work Act (1974) offers an important interface with European Union (EU) law governing health and safety and the workplace.

The UK joined the EU in 1972, and since then, much health and safety regulation in the country has been tuned to comply with EU laws. In this regard, the Act's Statutory Instruments are being enacted with the goal of implementing the EU directives. For instance, the Act complies with Directive 89/391/EEC, which is an EU directive aimed at introducing improvement measures for workers' health, safety, and wellbeing at the workplace. Therefore, the Health and Safety at Work Act (1974) ensures that employers implement all the necessary measures and policies that promote health and safety at the workplace. Employees are also supposed to follow all health and safety policies outlined by their employers to ensure a healthy and safe working environment.

The Employment Rights Act (1998)

The Employment Rights Act (1998) is an Act of Parliament focused on employees' rights and dispute resolution. According to the Act, parties to a dismissal case are allowed to

agree that the dispute is to be referred to arbitration. The agreement is required to be in writing. This has been the case since 1998 because the Act was meant to empower the Advisory, Conciliation, and Arbitration Service (ACAS). The goal was to form arbitration hearings to act as an alternative to dispute resolution in employment tribunals. In this regard, an ACAS officer directs the conciliation process by providing an arbitrator. Once the dispute reaches arbitration, there is the benefit of finality. However, if serious irregularities manifest in the final decision or the arbitration acts beyond the established powers or jurisdiction, the party in dispute can challenge such a decision. The challenge was initiated under the Arbitration Act (1996). With this Act, employment relationships are maintained since a legal resolution can be achieved in the event of any arising disputes between employees and their employers.

The Equality Act (2010)

The Equality Act (2010) was passed purposely to consolidate, update, and supplement previous Acts and Regulations against discrimination and inequality at the workplace in some parts of the UK, including Scotland, England, Wales, and partially Northern Ireland. The Act aligns with the goals of the Equal Treatment Directives of the EU. Unlike the EU directives on equal treatment of employees, the Equality Act 2010 also protects workers against discrimination based on nationality or citizenship (GOV.UK 2013). It further extends the rights of individuals in other aspects of life other than the workplace. For instance, it touches on discrimination against people due to their personal beliefs, religion, age, disability, gender reassignment, and sexual orientation.

Employer and employee responsibility

Employers and employees have specific responsibilities for ensuring a good employment relationship. Employers are required to establish clear policies and make them known to every employee before they settle into the organization as part of their team. They

can instill the policies through awareness campaigns. On the other hand, employees have the responsibility of understanding all company policies, including the terms of employment. It is also the responsibility of employees to seek clarification when certain policies and employment agreements are not clear enough to make a personal decision (Hamilton 1972). Depending on the nature of policies, employees have the right to accept, decline, or advocate for changes in certain policies and regulations governing the workplace.

2.1 The Recruitment Process

The recruitment process involves various steps, including advertisement, job description, person specification, application form, and shortlisting. The first step is advertising. Employers advertise open positions to make the positions known to the public. Advertisement is done via various channels to attract potential candidates, engage them, and hire the most qualified. The advertisement for a job position involves specific strategies, processes, and technologies that make it possible for recruiters to reach all targeted candidates within the shortest time possible. The advertisement should highlight the job description and qualification requirements. The advertisement should specify the mandatory skills and other requirements, such as experiences, as well as any additional skills that could be of added advantage to the applicants.

The employer should then provide the directives for application or proposal submission. This could entail providing the applicants with a custom application form to fill out, which is an excellent way of obtaining all the needed information about each applicant. A specific deadline for the job application should also be specified. Lastly, the selection process takes place to weed out the least qualified candidates. The remaining candidates can then be shortlisted to participate in interviews to select the most qualified candidate. From personal experience, the interview is mainly meant to test the candidates' character, their willingness to offer themselves to the world, and their direct account of their abilities.

The Interview-Reflection on Role Play

Reflecting back on the day I conducted my interview; I realize that the interview was more than just a test of my abilities. It was a test of my character and my willingness to put myself out there. It was a chance for me to take charge of my life and show what I was capable of. In life, we often face situations that challenge us and push us out of our comfort zones. We tend to shy away from these situations or hold back due to self-doubt or fears of failure. But that day, I took the initiative to step up and showcase my skills. It was a reminder that we are capable of doing great things when we put our minds to it. I also recognize that my preparation was key to my success. I had spent hours researching the company, practicing my responses, and reviewing my resume. This allowed me to approach the interview with a clear mind and a confident attitude. I knew what I wanted to say and how I wanted to present myself, and I believe that this made all the difference.

The interview changed my feelings and perceptions about life, and from that day on, I have approached life with a new perspective. I no longer hold back or shy away from situations that challenge me. Instead, I embrace them as opportunities to grow and push my limits. It was a significant turning point for me, and it has impacted my approach to life in many positive ways. To be honest, I really felt good during the interview. I was able to provide accurate and helpful responses to the interviewer's questions. It was an empowering feeling to know that all the work I had put into preparing for the interview had paid off. I was proud of myself for being able to communicate my thoughts clearly and confidently.

My personal analysis of the interview process is that it equipped me with the values of preparation and perseverance. It reminded me that great things can only be achieved through hard work and dedication. It has inspired me to strive for excellence in everything I do and to embrace challenges without fear. My boldness and confidence were at their peak, and I think

that really shone through during the interview. I was able to showcase my skills and abilities, and I feel that I left a positive impression on the interviewer.

I realize that the interview was not just about showcasing my technical skills or experience. It was also about demonstrating my personality and approach to work. I made an effort to be friendly, curious, and engaged throughout the conversation, and I think this helped me stand out as a candidate. It was a reminder that in addition to one's qualifications.

In conclusion, that interview was one of the best days of my life because it taught me valuable lessons that have impacted my life positively. I am grateful for the experience, and it will remain etched in my memory as a reminder of what is possible when we believe in ourselves and work hard towards our goals.

3.0 Career Development

Career development is the responsibility of both the employer and the employee. The employer has the responsibility of ensuring that employees get opportunities to advance their skills and grow their careers. The organization in particular should make sure that development opportunities exist to avoid losing the potential of employees. Such opportunities are needed for employers because they provide them with the chance to understand the specific skills and abilities of employees that are necessary in determining who qualifies for a promotion and who requires specific training. Management in particular should provide mentorship opportunities to expand individuals' capabilities and improve their work performance.

Individual employees have their own responsibility for ensuring that they gain the skills and experiences needed to advance in their careers. Whether the employer offers opportunities for development or not, individual employees should look for ways of gaining the skills and knowledge they would need to move to a higher level in their career journeys.

From a personal perspective, for instance, I need to gain additional skills so that I can stand out.

I need to gain skills such as empathy, compassion, patience, communication, flexibility, and organizational skills. I intend to gain empathy and patience skills through self-training and experience with various people within my workplace. I will gain communication and time management skills through education and training. Through work experience gained from volunteering, internships, and part-time work, I will learn to be flexible and how to be organized as an employee.

4.0 Conclusion

Career development planning is necessary for an amicable employment relationship. It involves establishing important strategies to develop one's employability, which is a continuous process. For an individual to become increasingly employable, he or she needs to keep gaining more skills and experience. An employee would ultimately do better in a particular career if he or she was keen on maintaining good employment relations with the employer. However, this would be facilitated by fair employment policies that align with the laws that govern employment relationships.

References

- Chan, Cecilia K.Y.; Fong, Emily T.Y.; Luk, Lillian Y.Y.; Ho, Robbie 2017. "A review of literature on challenges in the development and implementation of generic competencies in higher education curriculum." *International Journal of Educational Development*. 57: 1–10.
- GOV.UK. 2013, February 27. *Equality Act 2010: guidance*. [Online] Accessed May 10, 2023: <https://www.gov.uk/guidance/equality-act-2010-guidance>
- Hamilton, A. 1972. "Safety and Health at Work: The Robens Report." *British Journal of Industrial Medicine*, 30(1), pp. 87-91.
- Report of the Committee on Health and Safety at Work* (1972) Cmnd 5034; "Factory safety Bill should await committee's report". *The Times*. 13 February 1971. p. 19, col A.
- Saunders, V. and Zuzel, K. 2010. "Evaluating Employability Skills: Employer and Student Perceptions". *Bioscience Education*. 15 (1), pp. 1–15.

APPENDIX

Figure 1: SWOT Analysis of Strengths and Weaknesses

PERSONAL DEVELOPMENT PLAN				
NAME	SEGUN VICTOR IKUDEHINBU	Target Job/career Example: Teacher, Manager, Business Person	SUPPORT WORKER	
TIME PERIOD	From: 2023		To: 2025	
What Skills do I need to achieve my goal?				
SKILLS	How Will I get them	What resources or support will I need?	What can prevent me from achieving my goals: (unemployment, illness	How long should it take
Empathy and compassion. Patience. Communication skills. Flexibility. Organisation. Time management. Basic computer skills	Education and training. Work experience Volunteering internship Part work	Training. Access to resources. Supervision. Professional development. Collaboration Emotional support. Communication tools. Documentation.	Lack of education or training. Limited work experience. Personal issues or barriers. Lack of motivation. Discrimination or bias.	2 years

Five Questions Asked

- 1. What are the risks and hazards associated with the job/tasks that employees are required to perform?*

Physical Risks: Support workers may be required to lift and move patients, which can lead to musculoskeletal injuries. In addition, they may experience violence or aggression from clients, which can result in bruises, cuts, or even fractures.

- 2. Are appropriate safety equipment and protective gear available to employees and being used correctly?*

Gloves, gowns, and masks: These can prevent the spread of disease and infection when dealing with patients who have illness.

- 3. What measures are in place to prevent injuries and accidents, and how are they communicated to employees?*

Incident reporting and investigation: Employers should have systems in place for employees to report any incidents or accidents. These incidents should be investigated to determine the cause(s) and what can be done to prevent similar incidents from occurring in the future.

- 4. Are regular safety inspections and risk assessments conducted to identify potential health and safety hazards in the workplace?*

During safety inspections and risk assessments, employers should look for any potential hazards that could adversely impact the health and safety of support workers, such

Training and informing employees about safe work practices and emergency procedures is critical to ensuring the safety of support workers. Here are some ways employers can accomplish this:

5. *How are employees trained and informed about safe work practices and emergency procedures?*

Safety meetings: Employers should frequently hold safety meetings focused on educating the support workers about safe work practices. This would help to keep the employees up-to-date about any changes to procedures and safety protocols, and focused on workplace safety as a primary concern.

Job application form

Application for **SUPPORT WORKER**

Your details

Name: SEGUN VICTOR IKUDEHINBU

Education and training

Please give details:

- A high school diploma or GED is typically required to become a support worker.
- An associate's or bachelor's degree in social work, psychology, or a related field may be preferred by some employers.
- Some roles may require additional education specific to the job, such as training in medical care or behavioral therapy.

Training:

- Most support worker positions require on-the-job training that can last anywhere from a few days to several months.

- Training may include shadowing experienced workers, classroom instruction, and hands-on learning.
- Ongoing training is also commonly provided to ensure support workers are up-to-date on best practices, safety protocols, and any changes to policies or regulations.
- Some states have mandatory training requirements for certain types of support workers, such as those who work with individuals with disabilities or in healthcare settings.

Additionally, support workers may choose to pursue certifications to demonstrate their knowledge and skills in a particular area of support work, such as Certified Nursing Assistant (CNA), Certified Home Health Aide (CHHA), or Certified Peer Recovery Specialist (CPRS).

Qualifications

Please give details:

NVQ L3 diploma in health and social care (June 2015 June 2009 GCSE certificate

Employment history

Your current or most recent employer

Name of employer: Profad care Agency

Job title: HEALTHCARE/SUPPORT WORKER BAND 3

Length of time with employer: (01/ 2018- /Till date) (Working within different ward)

Reason for leaving: I leaved because i want a new challenges

Duties: I support the disability

- Supporting with personal care when required while promoting their independence
- working according to the policy guidance of the hospital
-

Care plane review and assessment • Supporting and showing concern, empathy and compassion to patients • Maintain clinical records using the documentation tools /chart • Ability to use own initiatives • Ensure the

holistic care of patient including physical care and maintain clinical competence and skills by undertaking a competency base training programme, and signing off by the head nurse • Good effective communication • Ensure the safety of patients by monitoring and reporting all concerns and changes in their condition • Demonstrate safe clinical care adhering to relevant policies in relation to personal care for patients

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Security Officer. I protect property, buildings, valuable goods and worked in the hospital guarding the patients and directing them where to go in the building.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

I am applying for this job because I strongly believe that my skills and experience match the requirements of the role. I have always been passionate about [insert relevant field] and have been continuously working towards acquiring new knowledge and skills to excel in this field. In my previous roles, I have achieved remarkable success in [insert relevant achievement]. I am confident that I can bring this level of excellence and more to this job. Furthermore, I am excited at the opportunity to be part of a company that values [insert relevant company values] and promotes [insert relevant aspects of the company culture]. In terms of skills and qualifications, I possess all the necessary credentials for this job, including [insert relevant qualifications]. Moreover, I am a quick learner, have excellent communication skills, and have a proven track record of being a self-starter and team player. I am confident that I would be able to hit the ground running and contribute significantly to the company's success.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

JUDE 07367070456

WWHITE 07985656075

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Segun Victor Ikudehinbu

Signature: SI

Date: 14.03.2023