



LEVEL 4 ASSESSMENT SPECIFICATION

Student name:	Jordana Nunes De Moura Oliveira	Student ID number:	2510588
Programme:	Cert HE Business Skills for the Workplace		
Module:	Employability and Career Development		
Module code:	LCLM4005	Contribution to Overall Module Assessment (%):	50%
Module Leads:	Dr. Inderjit Grewal - London Dr. Sujeewa Herath - Birmingham	Internal Verifier:	Dr. Lizeta Demetriou Naomi Doerge Dr. Chung Lai Johnny Wan Fatima Hashmi
Assignment Title:	Portfolio of written tasks	Word count (or equivalent):	1,500 words
Submission deadline:	Week 11 Tuesday 18th of August by 10:00 am	Return date of provisional marks & written feedback:	14th of September
Submission method:	All written assessments, where practical and possible, must be submitted via Turnitin unless otherwise instructed by the Lecturer. (Please DO NOT put this assessment specification into Turnitin or it will match many similarities with other students' submissions.) Alternative submission method (if applicable): Late submission of the assessment will result in a late penalty mark: Work which is submitted up to 1 week late will be capped at 40% for the first attempt and will be awarded a mark of 0% for re-assessment. Late submission penalties may be lifted only if there is an approved extenuating circumstances claim. Work submitted more than 1 week late will be considered as a non-submission and will not be marked. The work may be considered as a submission for reassessment if offered by an Examining Board or if there is an approved extenuating circumstances claim.		

Task 1 – Job Advert Comparison and Key Skills

I selected two current London pastry-chef vacancies advertised on Indeed: Pastry Chef at Jamie Oliver's Catherine Street in Covent Garden and Pastry Chef at Cornucopia by Clare Smyth in Chelsea. The first role offers £14.50 per hour and describes a dedicated pastry kitchen producing restaurant desserts, ice creams, cakes and afternoon tea. The second offers from £38,500 per year and focuses on pastry production, quality control, menu development and supporting junior team members (*Indeed, 2026a; Indeed, 2026b*).

The adverts share several important technical and transferable requirements. Both emphasize consistency, precision, organization, cleanliness, food safety and the ability to work effectively with other kitchen staff. Jamie Oliver's advert specifically asks for pastry knowledge, mise en place, recipe knowledge, portion control, allergen awareness, temperature records, labelling and COSHH/health and safety knowledge. Cornucopia similarly requires strict quality control, an organized pastry kitchen, food safety and hygiene, and collaboration with senior chefs (*Indeed, 2026a; Indeed, 2026b*). These requirements reflect the wider importance of attention to detail and quality control in modern employment. The World Economic Forum (2025) identifies resilience, leadership, creative thinking, analytical thinking and dependability/attention to detail as important workplace skills.

A key skill I could use in my future role is organization. Pastry work depends on accurate preparation, timing and consistency. In a busy service, I would use a detailed preparation list to prioritize creams, doughs, fillings, decorations and plated desserts, while monitoring storage, labelling and hygiene. This would reduce delays and help the team deliver consistent products. My previous experience as a Back of House Coordinator at Nando's and as a Subway manager has already developed my ability to organize people and tasks under pressure. Therefore, organization is not only a skill required by both adverts; it is a skill I can transfer directly into a professional pastry kitchen and later into my own café. I would also use communication as a supporting skill. If a dessert component is running late, unavailable or below standard, communicating the issue early allows the pastry team to adjust the service plan rather than discovering the problem at the pass. This is especially important because both

adverts expect staff to maintain effective working relationships and communicate issues to senior chefs. In this way, my existing workplace experience gives me a realistic starting point, while the pastry role would help me develop greater specialist confidence professionally.

Task 2 – Self-Assessment and Evidence of Readiness

Employability is more than simply obtaining a qualification. Yorke (2006) describes employability as a combination of achievements that supports the ability to gain and sustain employment, while Dacre Pool and Sewell's (2007) Career EDGE model highlights learning, work experience, generic skills, emotional intelligence, career development learning and self-efficacy. My Level 4 Business Skills for the Workplace course therefore complements my practical kitchen experience by developing both workplace knowledge and transferable business skills.

My SWOT analysis identifies the following.

Strengths. My first strength is resilience. Kitchen environments can be physically and mentally demanding, especially during busy service periods, and I have learned to remain focused when problems occur. This is supported by my experience at Nando's as a Back of House Coordinator and by my previous management experience at Subway. Resilience is also highly relevant to current employability expectations because the World Economic Forum (2025) ranks resilience, flexibility and agility highly.

My second strength is communication. Kitchens require clear communication about orders, preparation, timings, stock and problems. My leadership experience as a Subway manager required me to communicate instructions, support colleagues and maintain standards.

My third strength is organization. I currently make cakes and desserts, so I already understand the importance of planning ingredients, equipment, preparation time and finishing work. My experience as a Back of House Coordinator also strengthened my ability to manage competing tasks. Organization is particularly relevant to the two

selected vacancies because both require efficient pastry production, cleanliness and consistent quality (*Indeed, 2026a; Indeed, 2026b*).

Weakness. My main weakness is perfectionism. High standards are valuable in pastry, but excessive perfectionism can slow production and make it difficult to accept that a task is sufficiently complete. In a professional kitchen, timing is as important as appearance. I therefore need to develop the ability to distinguish between essential quality standards and minor details that do not materially improve the product. I will address this through time limits, feedback from experienced chefs and reflection after each production session.

Opportunities. My current cake and dessert work gives me an opportunity to build a pastry portfolio. I can photograph products, record recipes and costs, collect customer feedback and develop a distinctive style. My business course also gives me an opportunity to connect culinary skills with future entrepreneurship. Opening my own café means I need pastry, budgeting, customer service, marketing, staffing and operations knowledge.

Threats. The main threats are competition in London's hospitality market, changing customer expectations, ingredient costs and the demanding nature of kitchen work. Food safety is another critical responsibility. The Food Standards Agency (*2025a*) states that food businesses must provide accurate allergen information and manage allergens effectively, while the Health and Safety Executive (*2025*) highlights risks associated with cleaning chemicals, wet work and cooking environments. My development must therefore include compliance as well as creativity.

Evidence of readiness. I already have practical evidence that I can work in professional food environments. My experience at Nando's demonstrates exposure to back-of-house coordination and teamwork; my café chef experience demonstrates direct food preparation; my Subway management experience provides evidence of leadership and responsibility; and my current cake and dessert work demonstrates ongoing commitment to pastry. In addition, studying Business Skills for the Workplace at Level 4 shows that I am actively developing business awareness rather than relying only on practical experience. These experiences create a strong foundation, although I still need

to strengthen specialist pastry knowledge, formal food-safety competence and confidence in controlling perfectionism.

A further development need is specialist pastry knowledge. My current cake and dessert work is useful, but professional pastry kitchens require a broader technical range and disciplined production systems. I should therefore seek opportunities to learn from experienced pastry chefs and practice techniques that are less familiar to me. The Jamie Oliver vacancy, for example, refers to ice cream, restaurant desserts, cakes and afternoon tea, while the Cornucopia vacancy emphasizes seasonal creations and plated desserts (*Indeed, 2026a; Indeed, 2026b*). Developing across these areas would make my experience more relevant to higher-level roles.

My readiness can also be evidenced through my ability to combine practical and business perspectives. My Business Skills for the Workplace course encourages me to think about employability, communication and professional development, while my management experience gives me an understanding of staffing, standards and customer expectations. This combination is valuable for my long-term ambition because a café owner needs to understand product quality and business operations. *GOV.UK (2026)* also notes that people starting food businesses need to plan, register appropriately and establish food-safety procedures. Therefore, my future development should connect culinary excellence with responsible business management.

Overall, my readiness is based on practical experience, leadership, communication, resilience and business learning. However, employability is developmental rather than a fixed condition. I need to continue reflecting on my performance and close the gaps between my abilities and the pastry roles I want to obtain.

SWOT Summary

Strengths	Resilience, communication, organization, kitchen and management experience.
Weaknesses	Perfectionism, need to broaden specialist pastry techniques and formal food-safety competence.
Opportunities	Pastry portfolio, professional pastry employment, further training, business learning, future café ownership.

Threats	London hospitality competition, ingredient costs, customer expectations, demanding kitchen environment, food-safety risks.
----------------	--

Task 3 – Employment Goals and Personal Development Plan

My short-term employment goal is to secure a professional pastry-chef position in London within the next 6–12 months. I want to use this role to strengthen my technical pastry skills, especially consistency, plated desserts, chocolate work, decoration, recipe control and high-volume production. This goal directly responds to the development gaps identified in my SWOT analysis and would provide experience relevant to the two selected job adverts.

My long-term goal is to become a highly competent pastry chef and, within approximately five years, progress towards opening my own café. Owning a café would allow me to combine pastry, customer service and business management.

My Personal Development Plan is as follows. First, within three months, I will complete or refresh relevant food-safety and allergen training and apply the learning consistently in my current food work. This is important because food businesses must manage allergens and maintain safe food procedures (*Food Standards Agency, 2025a; Food Standards Agency, 2020*). Second, within six months, I will build a portfolio of at least 15 professional-quality pastry products, recording ingredients, methods, costs and customer feedback. Third, I will reduce the impact of perfectionism by using production time limits and requesting monthly feedback from experienced colleagues or chefs. I will measure progress through reduced preparation times and fewer occasions where I delay completion over minor details. Finally, within 12 months, I will apply for suitable pastry roles and review at least ten job descriptions to identify recurring skill requirements. These actions will be supported by my university resources, professional chefs, online food-safety guidance and my existing workplace experience. The plan follows a continuous-development approach because employability requires reflection, learning and career development rather than a one-time achievement (*Dacre Pool and Sewell, 2007*). I will review the plan every three months and adjust targets according to

feedback, job requirements and business opportunities. This review will keep the plan realistic and connected to my career direction.

Personal Development Plan at a Glance

Development area	Action	Timeline	Resources	Measure
Food safety & allergens	Complete/refresh training and apply procedures	0-3 months	FSA/GOV.UK guidance; training provider	Certificate/competence and correct procedures
Pastry portfolio	Produce and document 15 products	0-6 months	Kitchen ingredients, feedback	15 documented products and customer feedback
Perfectionism	Use time limits and monthly feedback	0-12 months	Chefs/colleagues, reflection log	Faster completion an fewer unnecessary delays
Career progression	Apply for pastry roles and analyse 10 adverbs	6-12 months	Indeed, CV, university careers support	Applications submitted and recurring skills identified
Café ownership	Build business knowledge and a concept plan	1-5 years	Business course, mentors, market research	Draft business plan and realistic launch pathway

References

Advance HE (2006) Yorke, M., Employability in higher education: what it is – what it is not. Available at: <https://www.advance-he.ac.uk/knowledge-hub/employability-higher-education-what-it-what-it-not> (Accessed: 17 August 2026).

Food Standards Agency (2020) Safer food, better business for caterers. Available at: <https://www.gov.uk/government/publications/safer-food-better-business-for-caterers> (Accessed: 17 August 2026).

Food Standards Agency (2025a) Allergen guidance for food businesses. Available at: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses> (Accessed: 17 August 2026).

Health and Safety Executive (2025) COSHH and the catering industry – key messages. Available at: <https://www.hse.gov.uk/coshh/industry/catering.htm> (Accessed: 17 August 2026).

Indeed (2026a) Pastry Chef – Jamie Oliver, London WC2B 5JY. Available at: <https://uk.indeed.com/viewjob?jk=93d93df74fa8e6ad> (Accessed: 17 August 2026).

Indeed (2026b) Pastry Chef – Cornucopia by Clare Smyth, London SW1W 8NL. Available at: <https://uk.indeed.com/viewjob?jk=8a68f549562f969f> (Accessed: 17 August 2026).

UK Government (2026) Starting a food business. Available at: <https://www.gov.uk/guidance/starting-a-food-business> (Accessed: 17 August 2026).

World Economic Forum (2025) The Future of Jobs Report 2025. Geneva: World Economic Forum. Available at: <https://www.weforum.org/publications/the-future-of-jobs-report-2025/> (Accessed: 17 August 2026).

Yorke, M. (2006) Employability in higher education: what it is – what it is not. York: Higher Education Academy.

Appendix A – Indeed Job Advert Evidence

Appendix A1 – Jamie Oliver: Pastry Chef

Indeed listing: <https://uk.indeed.com/viewjob?jk=93d93df74fa8e6ad>

Pastry Chef

Jamie Oliver

London WC2B 5JY

£14.50 an hour – Permanent, Full-time

Position

As a member of Jamie's Pastry team, you will work in a dedicated pastry kitchen.

Products include restaurant desserts, ice creams, cakes and afternoon tea, with high-profile event catering.

Key requirements highlighted in the advert:

- Efficient time keeping, presentation, attention to detail and workflow.
- Good pastry knowledge and skills, with willingness to learn and develop.
- COSHH, health and safety, allergens, temperature records, labelling, blast chilling and cleanliness.
- High standards of mise en place, plating, recipe knowledge and portion control.
- Teamwork, communication and support for training colleagues.
- Strong organization and ability to work under pressure and manage multiple tasks.
- Prep lists, opening/closing procedures and attendance at training.

Benefits include meals on shift, transport links, training and development opportunities, and a 42-hour working week.

Appendix A2 – Cornucopia by Clare Smyth: Pastry Chef

Indeed listing: <https://uk.indeed.com/viewjob?jk=8a68f549562f969f>

Pastry Chef

Cornucopia by Clare Smyth

18–22 Holbein Place, London SW1W 8NL

From £38,500 a year – Permanent, Full-time

Role

Cornucopia by Clare Smyth is a luxury bistro in Chelsea. The Pastry Chef will support pastry production and work closely with the Head Pastry Chef to maintain high standards.

Key responsibilities highlighted in the advert:

- Daily pastry production with consistency, precision and excellence.
- Collaboration on menu development and seasonal creations.
- Strict quality control for pastry preparations and plated desserts.
- An organized, efficient and clean pastry kitchen.
- Training and development support for junior pastry team members.
- Maintaining the highest food safety and hygiene standards.

The advert describes a creative and supportive environment, with opportunities to grow within a reputable restaurant group.