

Module Title: Professional Career Development

Module number: BMSW4005_BIRM

Guidance BMSW4005 – Task 3 – Reflective portfolio 2000 + 10% (75 marks)

Before reading this guidance, please ensure that you have read the assignment brief in full, this is available on the BMSW 4005_BIRM Moodle Page.

Title Page	All of your submissions must include a title page that clearly states your name, your students' number, the module code and title, your lecturer's name, and your assignment title. The words in this section do not count towards your word limit.
Contents Page	List the different sections of your report with corresponding page numbers. The words in this section do not count towards your word limit.
Introduction ≈100 Words	State the aim of your report and what you will be including in your report. This section should introduce your reader to the content of your report, briefly stating what will be discussed and the context. Here you may also highlight key theories, models/tools, and literature that you will be discussing within the report.
Based on taught concepts, think of a career path /job you will like to apply for and discuss the strategies you will deploy to explore the employment opportunity ≈1000 Words	1). Before Identifying the job of your choice a. Know yourself: Identify your personality type and the career path that will suit your personality Use self-awareness analytical tools to evaluate yourself (abilities, qualities, strengths, weaknesses, motivations) e.g personality test result, Johari Window and SWOT analysis; hence reason(s) for your career choice

	b. State/Identify the career options available to you What career options can you explore based on your personality/self-awareness. List and rank them according to your preference and choose the most important to you. (Ask yourself, do I have the required qualification, experience, strengths, and abilities to work in this industry.
	c. Research your options What are the relevant sources of these options/opportunities Indeed, My future, Prospect, LinkedIn, Target Job What strategies will you choose to search/apply through
	d. As the world of work is changing be observant of the emerging trends. How can you leverage the emerging opportunities that fit your abilities? (use at least 4 in-text citations)
Assess the concepts you have learned from this module - ≈1000 Words.	- Setting goals and objectives (SMART) (use at least one citation) - UK Employment law and career development (use at least one citation) - Learning theories (at least one citation) - Self-awareness methods (at least one citation) - Mock interview and open book experience Describe each, assess why these concepts are useful and reflect on how your understanding of these have developed you as a professional.
Conclusion (≈100 words)	Summarise the important points that you have made, and reiterate your main points of reflection.
Reference Page	All information sources should be listed in Harvard Style with a full reference for each. <u>UWTSD Harvard referencing guide</u>

	References should be organised in alphabetical order. You should have used a minimum of eight credible and reliable sources of published information. The words in this section do not count towards your word limit
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