



Skills for the Workplace

Module Assignment Guide

Module No:	BMSK4005
Module Title:	Professional Career Development : Assignment Guidance Notes

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Section 1: Know how to identify development needs

1.1 Identify learning styles for self and another

Using the two recognised models as shown on Moodle, identify your own learning styles. Discuss the findings from the models used on both yourself and another person

1.2 Use a simple technique for identifying development needs for self & another.

Begin by conducting a **SWOT** analysis on self and the other person. Create two separate SWOT tables (as shown below) – one for each person.

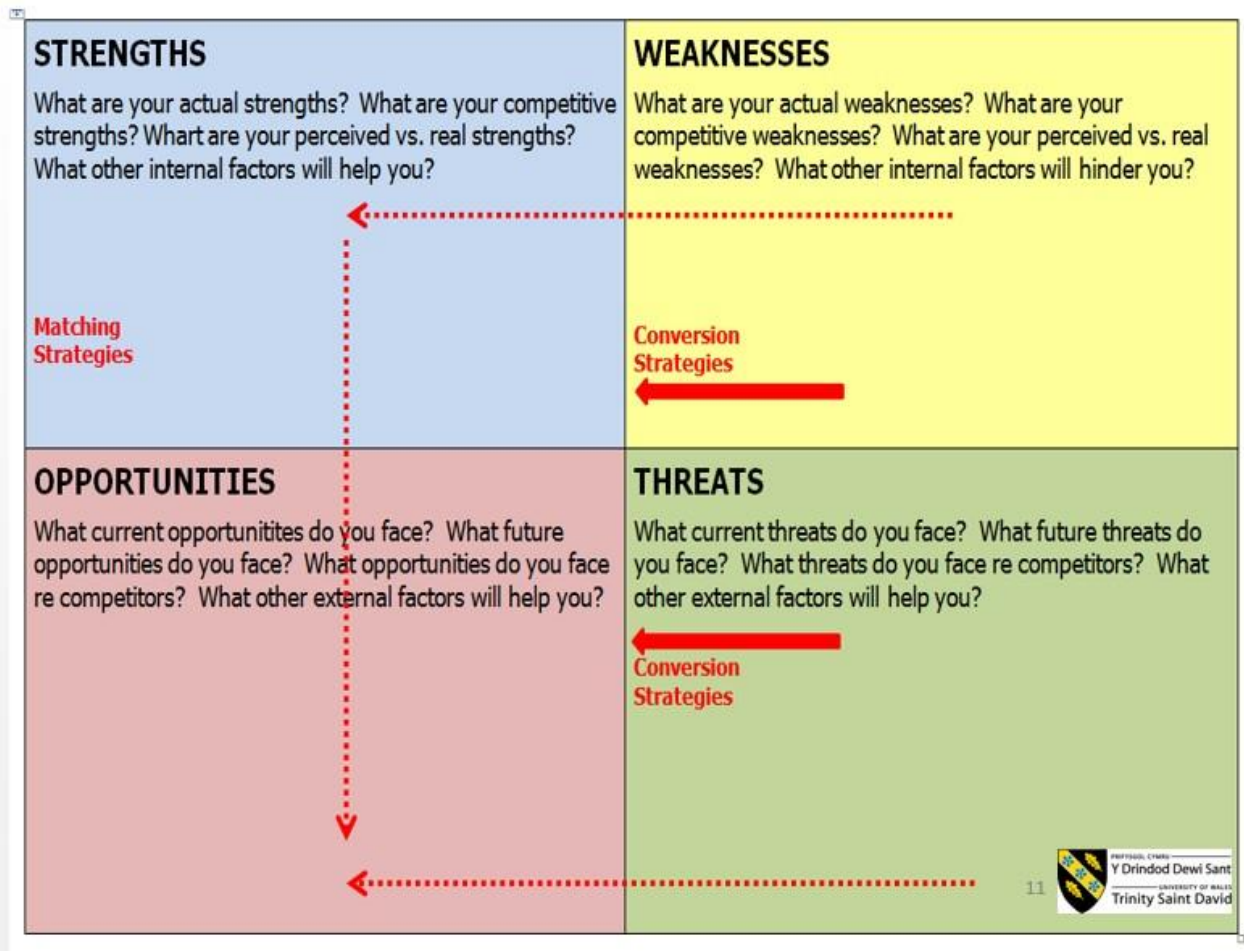
The SWOT should have identified *weaknesses* that may be holding you back in terms of career progression but which could be turned into *strengths* and *threats* which could be turned into *opportunities* if certain actions are taken. *Talk about these in this section.*

You are looking at ‘**Conversion Strategies**’ when you talk about which actions could be taken to convert weaknesses into strengths and threats to opportunities. You will be using ‘**Matching Strategies**’ to match your strengths to opportunities – *which strength maps to which opportunity.*

For example: *I could use my strength as being very good with IT as an opportunity to open a computer repair shop.*

I could use my 15 years in home catering as an opportunity to become a professional chef.

The strength in IT does not map across to the opportunity to become a professional chef or the catering strength to open a computer repair shop.



1.3 Identify potential barriers to learning for self and another.

You should be able to identify several of these, but only talk about those that apply to either or both of you. Some suggestions to consider are:

Childcare

- Can someone look after your children whilst you study – either at home or attending class?
- Do you have a backup strategy for emergencies, holidays etc.?

Work-Life-Balance

- You should also consider work responsibilities, home life, caring for elderly, taking holidays and so on.
- How will you manage to fit time to study into an overcrowded schedule?

Financial Barriers

Can you afford to study?

Are you comfortable with paying back student loans?

Geographical Barriers

Can you get to class easily?

Do you have to travel to class from work?

Do you have a car or have to rely on lifts from others?

Social Barriers?

Are you the first in your family to go into Higher Education?

How do your parents/ siblings/partner/children feel about your learning

What are their expectations of you? Are they supportive or resentful?

If resentful and possibly obstructive, how will you overcome this barrier?

1.4 Explain how these barriers to learning can be overcome.

You can answer some of the questions raised in the above section, here.

Section 2: Know how to develop self & others to achieve organisational objectives

2.1 Briefly analyse learning/development options to meet needs of self & another.

Examination of the information gathered through the SWOT analysis and other information such as job appraisal feedback, job description etc. to **identify the development needs** of both yourself and another person should be used here to determine **the learning development options** open to both of you (two each would be sufficient).

2.2 Identify support mechanisms for the development of self & another

Following on from barriers discussed above, who can help both of you overcome these barriers and how?

2.3 Prepare a development plan to achieve a learning objective for yourself.

Now you move on to preparing just **your own personal development plan (PDP)**.

Use a suitable PDP Template like the one on Moodle (as shown in images below)

Personal Development Plan

Part 1: Personal Analysis

Use your SWOT here

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review

Part 3: Personal Objectives

Short Term Goals (next 12 months)
Medium Term Goals (2-3 years)
Long Term Goals (3-5 years)

2.4 Describe a method that could be used to monitor the development of self & another.

This is where a detailed Learning Log could be used.

See the Learning Logs guide on Moodle for more information about learning logs generally.

A more comprehensive Learning Log you can use to monitor your PDP is attached at Appendix A below and is also available for download on Moodle.

Section 3: Your learning journey researching the recruitment process from job identification to interview

This part of your assignment will be focused on how you would go about selecting, preparing for and applying for a job.

3.1 Job Application

- Identify a suitable job and explain what is involved in deciding this.
- Apply for the job by completing an Application Form, preparing a focused CV and Covering Letter

This is you demonstrating your understanding of the key points in the recruitment process by explaining them AND THEN using them to apply for a job

3.2 The Interview Stage

Finally, you need to think about what the interview stage could look like by:

- Reflecting upon interview best practice
- Preparing for your interview for *this* job – research the organisation, anticipate questions, prepare responses, dress code, personal brand and impact, etc.

This is you, preparing professionally for a significant career step; so demonstrate your skills, knowledge and behaviours!

Appendix A PDP Monitoring Log

**BMSK4005 Professional Career Development
PDP Monitoring Learning Log**

Date:

STUDENT NAME:

What happened?

What did I do?

How do I think/feel about this?

How well or how badly did it go?

My conclusions/reflections/lessons learned

What did I learn?

What have I achieved?

How have I put any theory into practice?

What have I learned about myself?

How does what I am doing lead me to becoming better at a skill?

How can I use this to plan for the future?

How can I use this to plan new learning experiences?

My plan to do something better/different by using what I have learned

What will I do differently next time?

How will I do it differently next time?