



Programme: Cert HE Business Skills for the Workplace

Module: Employability and Career Development

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Assignment Title: Selection of Written Reflective Tasks

Student Name: Ioan Serban

Student ID: 2227307

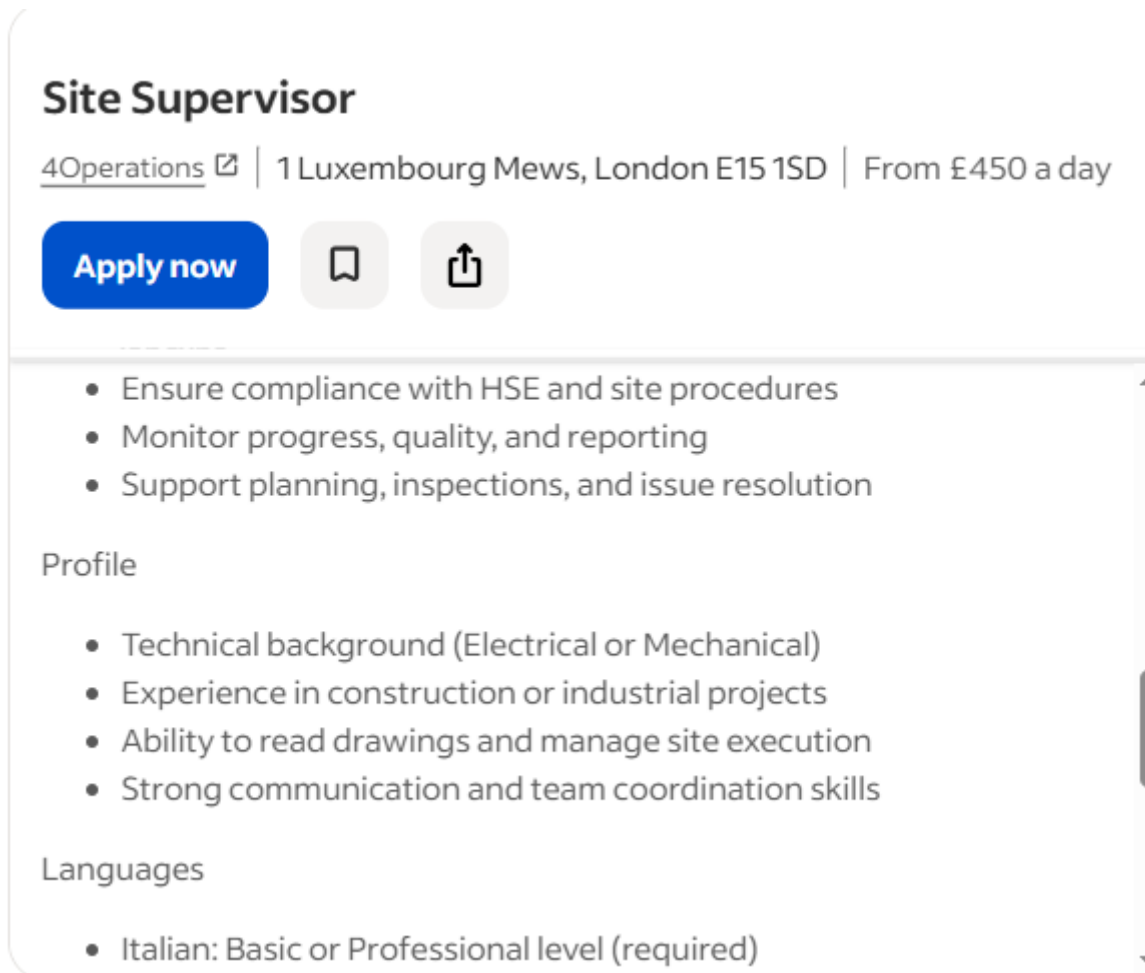
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Task: 1

Job Adverts

Job Advertisement 1



The screenshot shows a job advertisement for a 'Site Supervisor' position. The employer is '4Operations', and the location is '1 Luxembourg Mews, London E15 1SD'. The salary is listed as 'From £450 a day'. There are three buttons: 'Apply now' (blue), a bookmark icon, and a share icon. The job description includes three bullet points: 'Ensure compliance with HSE and site procedures', 'Monitor progress, quality, and reporting', and 'Support planning, inspections, and issue resolution'. The 'Profile' section lists four requirements: 'Technical background (Electrical or Mechanical)', 'Experience in construction or industrial projects', 'Ability to read drawings and manage site execution', and 'Strong communication and team coordination skills'. The 'Languages' section specifies 'Italian: Basic or Professional level (required)'.

Site Supervisor

4Operations | 1 Luxembourg Mews, London E15 1SD | From £450 a day

[Apply now](#)  

- Ensure compliance with HSE and site procedures
- Monitor progress, quality, and reporting
- Support planning, inspections, and issue resolution

Profile

- Technical background (Electrical or Mechanical)
- Experience in construction or industrial projects
- Ability to read drawings and manage site execution
- Strong communication and team coordination skills

Languages

- Italian: Basic or Professional level (required)

Figure 1: Job Advertisement 1

(Source: UK Indeed, 2026)

The above job advertisement is based on the vacancy for the job role of site supervisor in the construction field in London. In this job advertisement, knowledge about health and safety and strong communication skills are highlighted as key requirements which must be possessed by the applicant. Additionally, a technical background, strong coordination skills, and the ability to read drawings are other major requirements to apply for this job role. In addition, the candidates are also required to have the ability to support planning, inspecting, and resolving issues.

Job Advertisement 2

Civil Construction Supervisor

Mitie  | Glasgow G61 4QJ

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#) 



- SSSTS or SMSTS qualification
- CSCS card (Supervisor level or above)
- Full UK driving licence

What we're looking for

- Proven experience supervising civil construction works (highways, utilities, or infrastructure preferred)
- Strong understanding of health & safety requirements within a construction environment
- Excellent leadership and communication skills, with the ability to manage teams on site
- Ability to read and interpret drawings, RAMS and project documentation
- A proactive, solutions-focused approach with strong organisational skills

Figure 2: Job Advertisement 2

(Source: UK Indeed, 2026)

In the second job advertisement portrayed in the above figure, the job role for a civil construction supervisor in Glasgow required multiple skills among candidates. Among those requirements, having strong communication skills and knowledge of health and safety criteria within the construction field are the core ones. In addition, the advert also highlighted the requirement of excellent leadership skills, strong problem-solving as well as organisational skills, and the ability to interpret drawings as core ones. In addition, experience of supervising civil construction works is also a mandatory requirement highlighted in the project, which needs to be possessed by the applicants.

Key Skills

Similar Skill Identification

From the two job advertisements, some skills are found to be similar. For instance, the requirement for having communication skills is identified for both job advertisement posts. On the other hand, having knowledge of health and safety standards is also found as the mandatory requirement among the applicants. Having knowledge with regard to health and safety is an important aspect in the industrial segment of construction. On the other hand, the ability to understand drawings was also found to be a core required skill for the applicants.

Importance of the Identified One Chosen Skill in the Construction Field

From the analysis, the major skills which are commonly required for working in the construction segment as a site supervisor were identified. Among those skills, communication is one of the most important skills which must be possessed by the candidate in order to work in the construction segment. Communication is the process of sharing information, ideas, and messages with others using appropriate media (Chirwa and Boikanyo, 2022). In the industrial segment of construction, when the job role is site manager, it is important to convey information among the subordinate staff to ensure the smooth functioning of operations. Otherwise, any misunderstanding or lack of clarity in communication will lead to operational disruption.

Task: 2

Self-Assessment

The term SWOT stands for strengths, weaknesses, opportunities, and threats (Mardiyana et al., 2022). The tool helps in analysing the strengths and weaknesses while allowing for pinpointing opportunities and identifying potential threats. I have used the SWOT tool to assess my core strengths and weak areas, which are as follows.

Strengths

- **Extensive industrial experience:** One of my core strengths is my 26 years of industry experience. I have been working in the industrial segment of construction for 26 years. Therefore, this experience has allowed me to gain strong practical experience and deeper knowledge regarding construction works. It has enhanced my knowledge of how the construction process starts from the ground level and how different tasks are connected. This experience has enhanced my capability to assess potential problems earlier, which allows me to develop practical solutions to prevent potential risks.
- **Strong problem-solving skills:** I have effective problem-solving capabilities, which have developed from my previous 26 years of experience working in the industry. In the landscape of construction, there are multiple types of issues, such as equipment issues, delays in projects, budget overruns, and so forth. I can easily identify the root

cause of the problem and develop quick solutions to mitigate the problems at their roots.

- **Knowledge of health and safety:** I have extensive knowledge with regard to the protocols associated with health and safety in the landscape of construction. I am aware of the use of PPE. PPE stands for personal protective equipment kits (Chamorro-Koc et al., 2022). Such kits are special clothing to be worn to minimise the exposure to hazards that can cause serious workplace injuries (Malta et al., 2024). I am well aware of the usage of such kits along with other safety protocols, which must be followed when working on a construction site to prevent unnecessary injuries.
- **Strong teamwork skills:** I can work in a team setting. Teamwork is the process of working within a team setting with collaboration. Effective teamwork is not easy to manage (Strode et al., 2022). However, I am capable of working with a team while maintaining collaborativeness with my peers. Strong competency in this skill is beneficial for me to experience strong growth in my career in this industrial segment.

Weaknesses

- **Communication skills:** Effective communication at all levels of the organisation helps in transferring the correct and useful information (Chirwa and Boikanyo, 2022). Having communication skills is essential to ensure professional growth. However, I have a lack of communication skills, which hinders me from effectively and confidently conveying information to other individuals, which is the biggest barrier in the path of my professional growth in the construction segment.
- **Time management skills:** Time management skills are another crucial expertise which must be developed to ensure professional success. I experience struggle while managing my time properly. I am not capable of managing my time effectively due to a lack of task prioritisation competency. I struggle to prioritise my tasks effectively, which hinders me in managing my time and completing the tasks before the deadline. This is one of my core weaknesses, which will hinder me from growing my career in the industry.
- **Digital and technological expertise:** I also have a lack of digital and technological expertise. The contemporary business landscape has experienced a continuous advancement in technology. However, I have a lack of knowledge and expertise in using advanced technology, which is another weakness.

Opportunities

- **Career development in the construction industry:** I have the opportunity to grow my career in the industrial segment of construction. Construction is one of the core industries in the UK, which makes a substantial contribution to the British economy.

For instance, during the third quarter of 2025, the industry contributed 38K GBP million to the British GDP (Trading Economics, 2026).

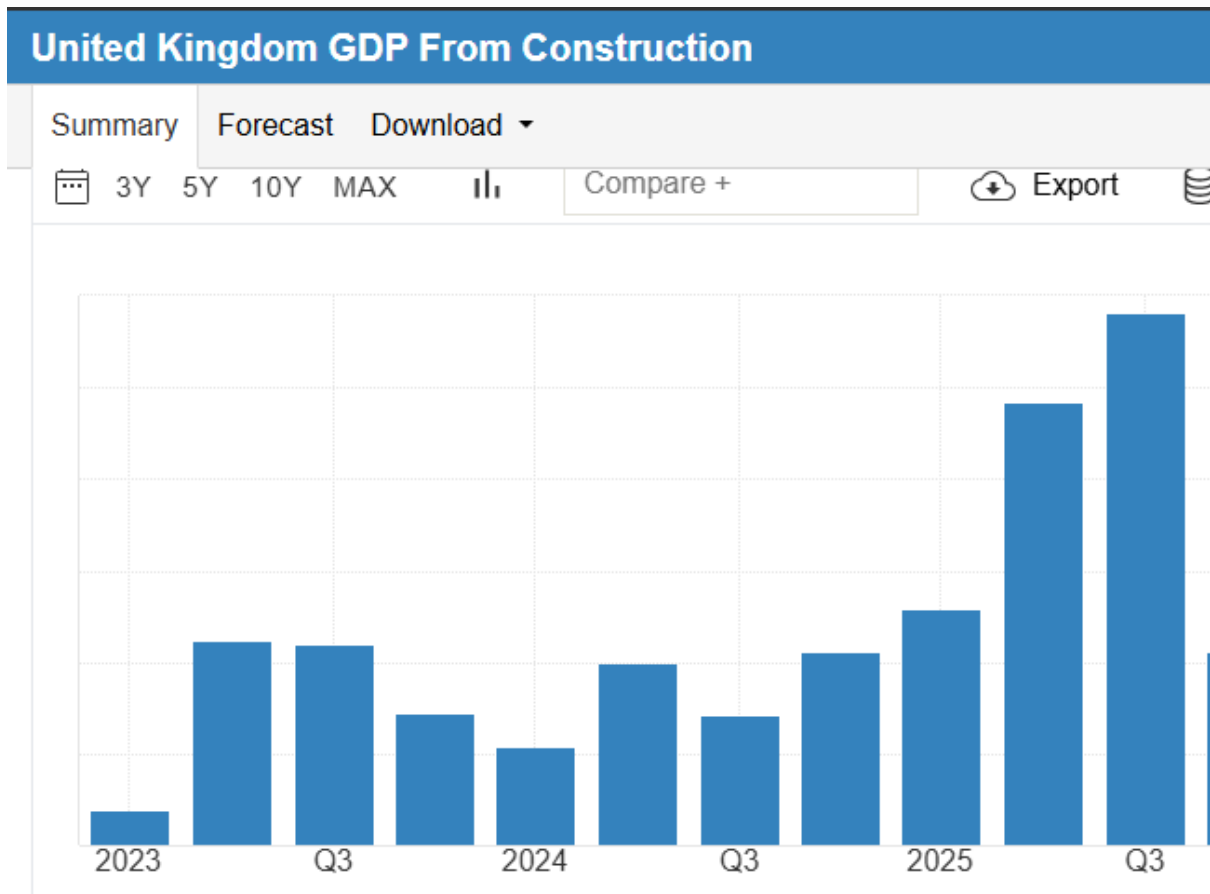


Figure 3: GDP from Construction in the UK

(Source: Trading Economics, 2026)

Threats

- **Industry competitiveness:** Industrial competitiveness and the rivalry among youngsters in the contemporary job market are among the core threats. The intensity of competitiveness in the current employment market has made it challenging to get appropriate employment as per my skills and competencies.
- **Health and safety risks:** Health and safety risks are the core concerns in the construction segment. According to a report, the construction industry positioned itself in the first rank in terms of 35 cases of fatal injuries in 2025, as compared to other industries (Statista, 2025). Therefore, it can also be a threat to me.

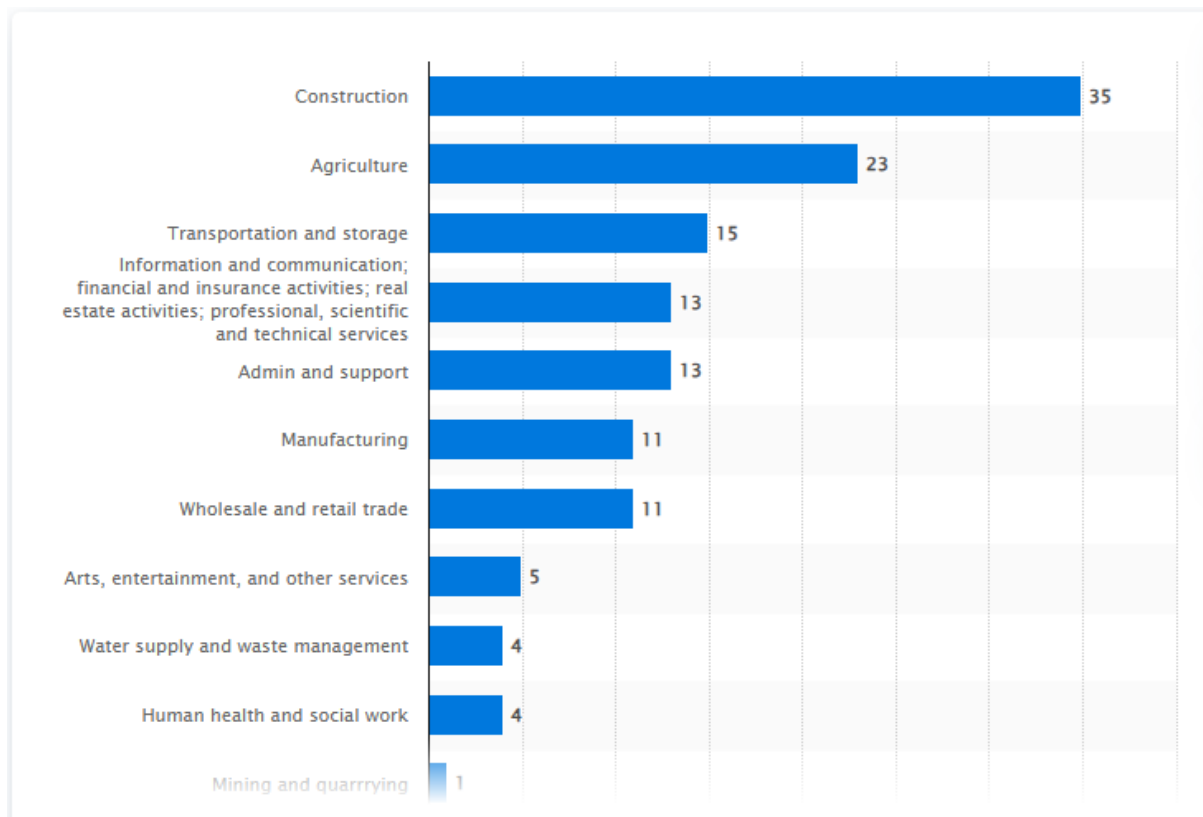


Figure 4: Fatal Injury Cases in the Construction Industry of Great Britain
(Source: Statista, 2025)

Evidence of Readiness

Work Experience

I have extensive work experience in the industrial segment of construction as a groundworker. I have 26 years of experience in the segment, which has allowed me to gain practical knowledge regarding the processes and operations in the construction segment.

Feedback from Peers

My peers have provided feedback that I have gained extensive knowledge regarding the processes and operations in the construction setting. According to my peer, I have the core knowledge regarding how to use PPE kits to prevent injuries and safety risks. Additionally, my peers also stated that I am efficient in resolving problems.

Task: 3

Employment Goals

Short-term Goals: Improving communication skills and time management skills will be the short-term and medium-term skills which I want to develop. The development of these skills

will allow me to confidently convey the information while ensuring the timely completion of tasks. Therefore, it will enhance my professional performance in the construction field, which will drive my career growth as a site manager.

Long-term Goals: Developing digital skills is my long-term goal. Development of digital skills will allow me to be competent in using advanced construction technologies, AI technology, Blockchain, Machine Learning, and so forth, which will improve my performance as a site manager and will drive my position in the organisation.

Personal Development Plan

Development Area	Ways of Improving the Skills	Goal Type	Timeline	Resources Needed	Measurement of Progress
Communication Skills	I will improve my communication skills by practising clear communication during daily site briefings and conversations with workers and supervisors. I will observe experienced supervisors to understand how they give instructions and manage discussions on-site.	Short-term	3–6 months	Communication training materials, online learning videos, and feedback from supervisors and colleagues.	I will measure my progress through feedback from supervisors and colleagues and by observing improvements in my confidence when speaking and giving instructions on site.

Time Management Skills	I will improve my time management by planning my daily tasks and prioritising important work first. There are multiple tools for managing projects, such as Trello, Asana, and so forth. Using these tools will also help me manage my time effectively (Kamila and Marzuq, 2024).	Mid-term	6–9 months	Daily task lists, notebooks, and advice from experienced supervisors.	Progress will be measured by completing tasks before deadlines and improving the organisation of daily work.
Digital and Technological Skills	I will develop my digital skills by learning basic computer use and practising digital tools used in construction work.	Long-term	9–12 months	Online digital courses, workplace training, and support from colleagues.	I will measure progress by completing training and using digital tools independently.

Table 1: Personal Development Plan

(Source: Self-created)

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