



ACE Portfolio

ACADEMIC AND EMPLOYABILITY PRESENTATION: CAREER:
BMSW4001

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Manager of a car leasing company and its purpose

- ▶ Arranging bookings from clients
- ▶ Explaining the process of rentals
- ▶ Completing relevant paperwork
- ▶ Showing the clients the vehicles
- ▶ Inspecting the vehicles before and after departure/arrival
- ▶ Handling money
- ▶ Customer service skills

Career Pilot (2021).



Acquired skills for a car leasing career

- ▶ The ability to negotiate with customers
- ▶ Eye for details
- ▶ Money management skills
- ▶ Effective time keeping- ensuring cars are returned on time, ready for collection.
- ▶ Good communication skills
- ▶ Ensure the cars are regularly checked and meet safety standards
- ▶ Patience
- ▶ Customer service skills

National Career service, (2021)



SWOT- Strength, Weakness, Opportunities, Threats

- ▶ With many careers, there are many strengths weaknesses, opportunities and threats to consider.
- ▶ Strengths: My passion for cars will shine through amongst clients, my money management skills are at a high standard.
- ▶ Weaknesses: Can struggle with being assertive, declining people.
- ▶ Opportunities: The job will be self employed, therefore fits around family and life commitments.
- ▶ Threats: Competitive career, and competitive prices in the market. Car prices and value of cars increase and decrease regularly.

Which, (2021).

Personal Development Plan

- ▶ Part of my personal development plan in order to achieve my career:
- ▶ My Goals and aspirations: Completing my course and passing.
- ▶ Initial goals: Meeting university deadlines, becoming organised.
- ▶ When can I achieve this?: straight away.
- ▶ Obstacles: balancing family and work with university
- ▶ Support: family, friends, university and myself.
- ▶ How can I review: Getting feedback to know if I am on track.

NatWest Group, (2021).

Conclusion

- ▶ My chosen career is something I am very passionate about. I am aware of the skills that are needed for this career. Completing this course is one step closer to achieving my goals in this sector. My PDP is something that I can continue to use as a tool to help me.
- ▶ Overall, working with cars is something I have aspired to do from a young age. With the right support, this can happen.



References:

- ▶ Career Pilot . (2021). *Car Hiring* . Available: <https://www.careerpilot.org.uk/job-sectors/admin-hr-legal/job-profile/car-rental-agent>. Last accessed 09/12/2021.
- ▶ National Careers. (2021). *Car rental agent jobs*. Available: <https://nationalcareers.service.gov.uk/job-profiles/car-rental-agent>. Last accessed 09/12/2021
- ▶ Natwest Group . (2021). *Top tips for creating PDP*. Available: <https://jobs.natwestgroup.com/posts/5-top-tips-for-creating-an-effective-pdp>. Last accessed 09/12/2021.