

## Employability and personal development Assignment (LCLM4005)

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Chosen Profession: Motor Vehicle Mechanic / Vehicle Technician

The four job adverts selected in total jobs are Motor Mechanic (Experienced) at **Cardoctor** Medway Ltd in Rochester, Motor Vehicle Technician at Saxton 4x4 in **Chelmsford**, Vehicle Technician at Prestige Cars Kent in **Orpington**, and Vehicle Technician at Steven Eagell Group in **Ashford**. All four roles are full-time permanent positions, showing strong demand for skilled mechanics within the motor industry.

From comparing the four adverts, several key technical skills were required in all roles. These included vehicle servicing and routine maintenance, mechanical repairs such as brakes, suspension and engine work, fault diagnosis, and the use of diagnostic equipment. Health and safety awareness was also a key requirement, showing that employers expect technicians to work safely and professionally in a workshop environment. This demonstrates that a mechanic must have both practical ability and technical knowledge to be successful.

Alongside technical skills, all four adverts also required important employability skills. These included good communication, teamwork, time management, attention to detail, reliability and a professional attitude. These skills are essential because mechanics often work under time pressure, interact with customers and must ensure work is completed accurately to a high standard.

The adverts also showed a strong requirement for knowledge of vehicle systems, including diagnostic systems, electrical components, MOT standards and workshop procedures. Some roles also referred to hybrid and electric vehicle awareness, which highlights the growing importance of modern vehicle technology within the trade.

Although the roles operate in different environments, such as specialist vehicles at Saxton 4x4, large dealership work at Steven Eagell Group, and independent garage work at Cardoctor Medway and Prestige Cars Kent, the core skills and knowledge required are very similar across all positions. These job requirements strongly match my own experience in engine removal, servicing, maintenance and workshop teamwork.

(Motor Vehicle Mechanic)

## SWOT Analysis

### Strengths

One of my main strengths is my hands-on experience working in a mechanical garage. I regularly take part in engine removal and refitting, which has helped me build strong technical confidence and problem-solving skills. I also have experience in vehicle servicing and maintenance, including oil changes, brake checks, suspension work and general inspections. This has developed my attention to detail and understanding of vehicle safety.

Working in a busy garage environment has also improved my teamwork skills, as I work closely with senior technicians and other mechanics to complete jobs efficiently. I am reliable, punctual and hardworking, which are essential qualities in the motor trade. I can follow instructions carefully and work to deadlines, which shows good professional behaviour.

### Weakness

Although I have strong mechanical experience, I currently have **limited exposure to electric and hybrid vehicles**, which are becoming more common in the industry.

I also want to **improve my confidence when dealing with advanced electrical faults** and computer-based diagnostics, as modern vehicles rely heavily on electronic systems.

Another weakness is my **customer communication skills** in technical situations. While I understand the mechanical issues, I sometimes find it challenging to explain complex problems in simple terms to customers. This is an important skill I need to continue developing.

### Opportunities

There are many opportunities available to support my career development. I can take part in EV and hybrid awareness training, which will increase my employability as the industry continues to change. I also have the opportunity to gain further IMI qualifications, such as MOT Tester or advanced diagnostics.

My current garage role also provides daily learning opportunities through working on different vehicles and fault types. There are also opportunities for promotion to a senior technician role with experience and further training.

## Threats

A major threat is the rapid change in vehicle technology, especially the move towards electric vehicles, which means mechanics must constantly update their skills. There is also strong competition within the motor trade for higher-paid roles. In addition, the cost of specialist tools and training may be a financial challenge in the future.

## Evidence of My Employability Readiness

My employability readiness is clearly demonstrated through my current employment in a mechanical garage. This real-world experience shows that I already understand professional workshop standards, including health and safety procedures, timekeeping, tool control and quality of workmanship.

My experience in engine removals, vehicle servicing and general maintenance proves that I am job-ready at an entry-to-intermediate level. I regularly follow job cards, take instructions from senior technicians and complete tasks to a required standard. This has helped me develop responsibility, discipline and a professional attitude.

Working in a garage has also improved my communication and teamwork skills, as I must coordinate with others to complete repairs efficiently and safely. I am learning how to deal with customers professionally and how to work under pressure during busy periods.

Through this module, I have also developed my understanding of employability skills, self-reflection and personal development. By completing this SWOT analysis, I can clearly identify my strengths and the areas I need to improve. This shows that I am actively preparing for long-term career progression in the motor vehicle industry

(Motor Vehicle Mechanic – Business Ownership Path)

### Short-Term Career Goals (Next 6–12 Months)

My main short-term career goal is to continue developing my skills as a competent and reliable motor vehicle mechanic while gaining further professional qualifications. Although I already work in a garage and have experience in engine removal, servicing and maintenance, I want to improve my confidence in diagnostics, electrical systems and modern vehicle technology. These are essential skills for becoming an independent and trusted mechanic.

Another important short-term goal is to gain industry-recognised qualifications, such as an MOT Tester qualification and EV/Hybrid safety training. These qualifications will allow me to carry out a wider range of work and increase my earning potential. I also aim to improve my customer communication skills, especially when explaining repairs, costs and safety issues clearly and professionally.

These short-term goals are important to me because they will prepare me for the responsibilities of running my own garage in the future. By becoming highly skilled and qualified, I will build a strong reputation, which is essential for attracting customers and growing a successful business.

### Long-Term Career Goals (3–5 Years)

My long-term career goal is to own and operate my own mechanical garage business. I aim to provide high-quality vehicle servicing, repairs, diagnostics and MOT testing to customers in my local area. I want my business to be known for honesty, reliability, safety and affordable pricing.

As part of this goal, I plan to become fully qualified in advanced diagnostics, EV and hybrid systems, and MOT testing, allowing my business to handle both traditional and modern vehicles. I also aim to develop business and management skills, including customer service, pricing, bookkeeping and staff supervision.

In the future, I would like to employ other mechanics and possibly expand into areas such as fleet maintenance or roadside assistance. Owning my own business will give me long-term financial stability, independence, and the opportunity to build something successful through hard work and skill.

## Gibbs' Reflective Cycle (Summary)

### Description & Feelings:

During this module, I reflected on my skills in relation to management requirements. I felt generally confident but became aware of gaps in my professional skills, particularly during presentations and interview role-play activities over the last eight weeks of the course.

### Evaluation & Analysis:

Overall, the learning experience was positive and helped me identify areas for improvement. Through regular practice and feedback, my presentation and communication skills improved, showing the value of practical learning activities within the module.

### Conclusion & Action Plan:

This reflection highlighted the need for further development in written communication and delegation skills. To address this, I plan to continue improving my presentation, writing, and data skills through practice, feedback, and further professional development.

### Personal Development Plan (PDP)

#### **Limited EV/Hybrid Knowledge:** Complete EV Level 1 & 2 training, 6–12 months

I have limited knowledge on EV/Hybrid vehicle. I have become more aware of how fast the industry is evolving and how important it is to hold an EV/Hybrid qualification. However, this helped me understand that on conventional mechanical skills may limit future opportunities.

I have identified the need to complete EV/Hybrid level 1 and 2 training within the next 6 to 12 months. Having these qualifications will improve my understanding of high voltage systems, safety procedures, and diagnosis on electric and hybrid vehicles. Developing this knowledge will increase my understanding of the industry in the EV/Hybrid. This will allow me to confidently work on modern vehicles in a professional garage environment.

**Confidence dealing with advanced technical faults:** IMI Training Centre, Certificates achieved, Diagnostics Confidence 3–6 months. Another training course: Daily diagnostics practice in garage which helps to faster fault identification, this course will take 6–12 months depending on individual pace of study.

In my daily work in the garage has strengthened my practical skills, I recognised that some modern vehicle faults require deeper diagnostic knowledge and a more structured approach. The module emphasised the importance of logical fault-finding, use of diagnostic equipment, and interpreting technical data, which made me aware of areas where I still lack confidence.

I need to undertake IMI-certified diagnostic training and continuing regular diagnostic practice in the workplace. Over the next 3–6 months, I aim to improve my confidence through structured learning, followed by ongoing development over 6–12 months depending on progress. Supervisor feedback and real-world fault diagnosis will help me identify weaknesses, improve efficiency, and achieve faster and more accurate fault identification, which is essential for professional development in the automotive sector.

### **Communication skills dealing with customers**

Study small business & garage management, Online courses, books, Business plan created, Customer Communication, Improve explanation & quoting skills

Ongoing, Supervisor feedback, Better customer satisfaction

I recognised that technical knowledge alone is not sufficient if information is not explained clearly and professionally. At times, customers may struggle to understand technical terminology, which can lead to confusion or dissatisfaction. This reflection highlighted the need to improve how I explain faults, repairs, and costs in a clear and customer-friendly manner.

To improve this area, studying small business and garage management, alongside online courses, books, and practical experience. By improving my explanation and quoting skills, I aim to build stronger customer trust and confidence. Ongoing supervisor feedback will support this development, helping me refine my communication style and achieve better customer satisfaction, which is essential for long-term success in the automotive industry and future business ownership.

This Personal Development Plan allows me to progress in a structured and realistic way towards owning my own garage business. By improving my technical knowledge in diagnostics, EV systems and electrical repairs, I will be able to offer a wider range of services. By developing business, finance and customer service skills, I will be prepared for the responsibilities of self-employment.