

Subject: Professional Career
Development

Subject code: BMSW4005

Lecturer's Name: Rework by
Anita Nan

Student Name And
ID:(2123369) Emmanuel Kissner

Job application form

Application for [job title] -

[Your details](#)

Name: EMMANUEL KISSER

[Education and training](#)

Please give details:

General Data Protection, Infection Prevention, Learning Disability, Lone Worker, Management Of Anaphylaxis, Mental Capacity Act 2005 including Deprivation Of Liberty Safeguards (DOLS), National Early Warning, Numeracy And Drug Calculation, Prevention Radicalisation RIDDOR, Safeguarding Children (SOCA) Level 2 and Sepsis Awareness.

Qualifications

Please give details:

University Of Wales Trinity Saint David 2022 – 2024

Health & Social Care Level 4

Oxford Home College – March 2020 – Dec 2020 Project Management Level 7 – CPD.

South Chelsea College - Sept 2000 - May 2003

Maths, English, Diploma in ACP - Association Of Computer Professional.

Goldsmith University - Sept 2003 - May 2004

Information Systems.

Lambeth College Vauxhall - Sept 2013 - June 2015 Electrical Installation and technology.

--

Employment history

Your current or most recent employer

Name of employer: R T C Resources

Job title: Team Leader

Length of time with employer: 6 Months

Reason for leaving: Improvement in job environment and promotion

Duties:

- Given person centered care to patients who are vulnerable and need quality care.
- Given companionship and general emotional support to my patients.
- Helping with meal preparation and household chores.
- I also help by encouraging service users to live more independently and to support them to reach their potential by providing both physical and emotional support.
- Providing care for service users who have complex and challenging needs in terms of their behavior and emotional, psychological and developmental wellbeing.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

I was formally a Taxi Driver and those are some skills that I learned are as follows:

- Offered door to door assistance if needed.
- Coordinated with office personnel and dispatchers.
- Transport customers from the City to Surburban areas while following safely regulation.
- Drive the taxicab safely to provide transportation for passengers as well as maintain the car in clean and sanitary condition.
- Take the car for minor repairs and service.
- Carried out miscellaneous task as directed.
- Adapted a polite and courteous demeanour with all passengers.
-

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Dear Hiring Manager,

I am applying for the position currently advertised with your organisation.

I believe my excellence Interpersonal skills, and education makes me the best candidate for the job.

My professional background and working as a support worker has provided me with exceptional knowledge and confidence needed to properly assist vulnerable people with their personal and social care needs. I also fulfil several key requirements of your job descriptions, having performed a variety of task for clients with providing emotional support for individuals, teaching life skills, such as using public transport and paying of bills and online shopping.

Able to assess a client's social needs and report to the line manager with regards to safeguarding issues and health and safety.

Additionally, I am well versed with providing companionship to engage clients in everyday living which contribute by making a difference in their lives.

As a dependable and trustworthy individual who takes immense satisfaction in providing care and support for people of all cultures, I am dedicated and hardworking and can tackle any challenges.

I believe that I have excellent communication skills which will not only benefit my clients but also with those with whom I am working with.

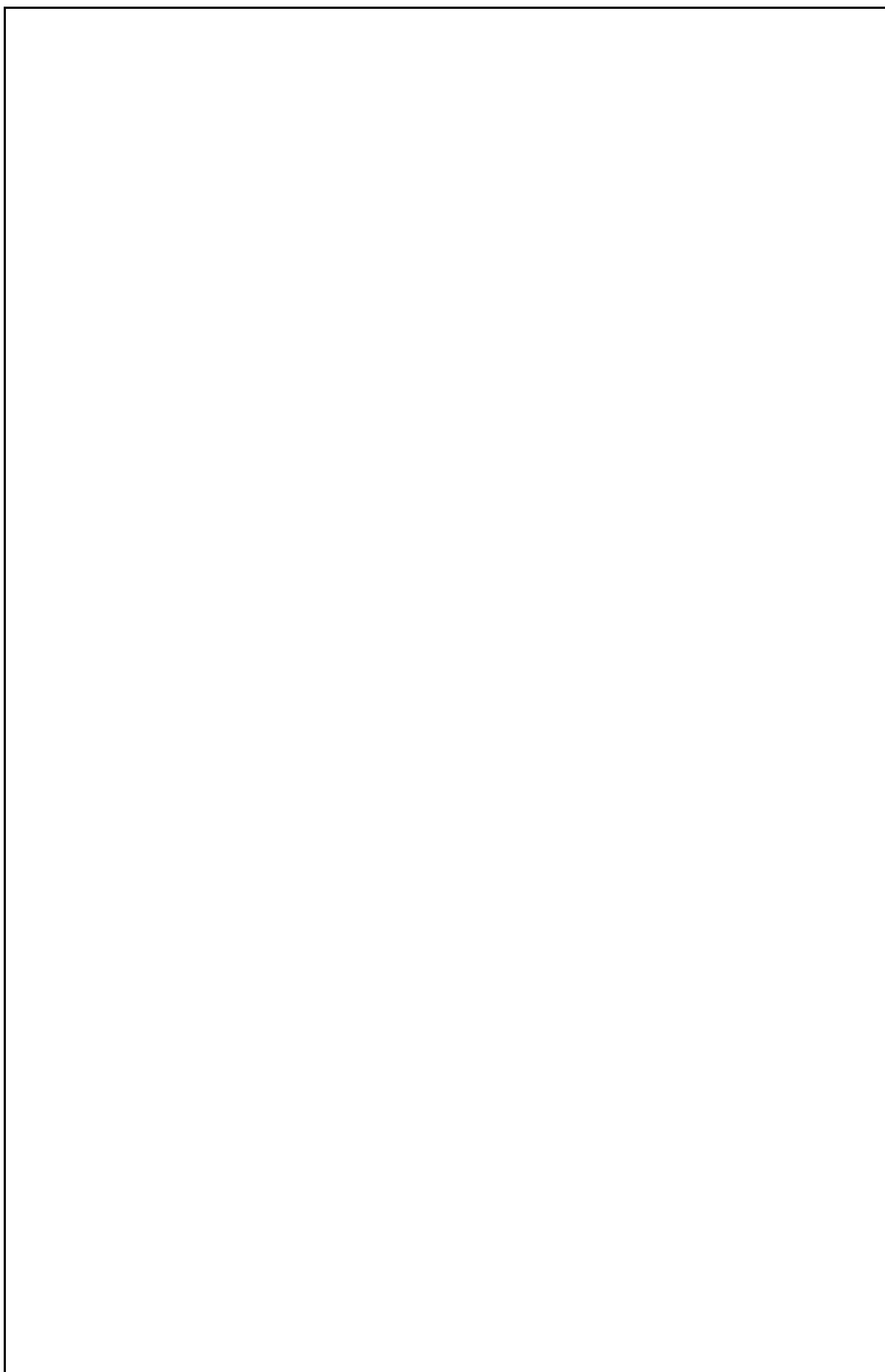
My strongest is my ability to listen and communicate effectively. It is extremely important in my role to enable me to understand people better.

Innovative person who is continually coming up with new ideas and ways of doing things which I believe will greatly benefit your company.

I am hardworking, passionate, and flexible individual who thrives from gaining new experiences and information with regards to data protection.

Kind regards,

Emmanuel Kisser.



Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: EMMANUEL KISSER

Signature: *EMMANUEL KISSER*

Date: 1ST DEC 2022

Personal Development Plan

As a professional, my career has been shaped by various positive and negative aspects that I have encountered along the way. Among the positive aspects that have influenced my career, the most significant one is my ability to adapt to new situations. As the business landscape continues to evolve, this trait has enabled me to stay relevant and effective in my

job. Another positive aspect that has had a significant impact on my career is my commitment to continuous learning. This has given me the opportunity to acquire new skills and knowledge that are relevant to my industry. On the other hand, some negative aspects that have influenced my career include setbacks and failures. Despite their initial impact, these experiences have taught me valuable lessons and have enabled me to become more resilient in the face of challenges.

Self - motivation

Self-motivation can be defined as the ability to motivate oneself without the need for external incentives or rewards. It is an essential trait that is highly valued in a professional setting, as it helps individuals to remain focused and driven towards achieving their goals. Personally, I am motivated by the desire to continuously learn and improve myself, as well as the satisfaction of accomplishing tasks and meeting challenges head-on. Overall, self-motivation is an invaluable skill that can lead to success in both personal and professional pursuits.

VAK Learning Styles

VAK learning styles refer to the three primary modes of learning: visual, auditory, and kinesthetic. Visual learners prefer to absorb information through pictures, diagrams, and

written words, while auditory learners process information best through sound, including lectures, discussions, and music. Kinesthetic learners learn through physical experiences, using their hands and bodies to understand concepts.

SWOT Analysis

SWOT analysis is a widely recognized framework for assessing an organization's strengths, weaknesses, opportunities, and threats. It is commonly used by businesses, but can be applied to any entity or project. The purpose of conducting a SWOT analysis is to identify internal and external factors that will impact the success of the organization, and to leverage that information in strategic planning and decision making. By highlighting areas of strength and weakness, as well as potential risks and opportunities, organizations can develop strategies to capitalize on their strengths, mitigate their weaknesses, and navigate changes in their environment. Ultimately, the use of SWOT analysis can improve an organization's competitiveness and increase its chances of success.

Johary Window

The Johari Window is a communication model that was developed by psychologists Joseph Luft and Harrington Ingham in 1955. It is named after the first names of its creators, and it's a tool that helps individuals understand how

they interact with others in different social contexts. The Johari Window model divides information into four quadrants: the Open Area, the Hidden Area, the Blind Area, and the Unknown Area. The Open Area consists of information that both the individual and others are aware of. The Hidden Area includes the knowledge that only the individual possesses. The Blind Area is comprised of information that others know about the individual but of which the person themselves is unaware, while the Unknown Area consists of information that is unknown to both the individual and others.

What Employers want

Employers look for a range of qualities and skills when hiring new employees. First and foremost, they want someone who is reliable, responsible, and able to work independently or as part of a team. Strong communication skills, both verbal and written, are also highly valued. In addition, employers seek individuals who are adaptable, have a positive attitude, and can take initiative to solve problems. Technical expertise and relevant experience in the field are also important factors. Overall, employers value candidates who can contribute to the success of the organization and demonstrate a commitment to professional growth and development.

SMART Goals

SMART goals are a commonly used framework for setting objectives in many industries. The acronym stands for Specific, Measurable, Achievable, Relevant, and Time-bound. When setting a SMART goal, it is important to be highly specific about what you want to achieve and ensure that it can be measured in some way. The goal should also be challenging but achievable within a certain timeframe, and should be relevant to the overall direction of your work or business.

Personal/Professional Career Plan

9. As I look to the future, I have a clear vision for both my personal and professional career plan. In my personal life, I aim to continue pursuing my passions and hobbies, while also developing new skills and experiences. Professionally, I plan to take on new challenges and leadership roles within my organization, while also seeking out opportunities for growth and development. With a focus on continued education and networking, I am confident that I will achieve my goals and reach new heights in my career.

Conclusion

Job application form, personal development plan, self motivation, vak learning style, swot analysis, johary windows,

what employers want, smart goals, person/professional career plan, conclusion and the role play reflective model writing all of them are done.

References

- ◆ (Informi, 2022) what legislation covers the employment relationship <https://informi.co.uk/legal/whatlegislation-covers-employment-relation> Accessed on 28th April 2023.
- ◆ (Prospect, 2019) What responsibility do employers have under health & safety law <https://prospect.org.uk/article/what-responsibility-doemployers-have-under-health-and-safety-law/> Accessed on 28th April 2023.
- ◆ (Personal placement, 2017)what is a person specification <https://www.personnelplacements.co.uk/724-2/> Accessed on 28th April 2023.
- ◆ (SHRM, 2022) How to develop a job description <https://www.shrm.org/resourceandtools/tools-and-samples/how-to-guide/pages/developajobdescription.aspx#:~:text=A%20job%20description%20is%20a,the%20organization's%20>

mission%20and%20goals. Accessed on 28th April 2023.

◆ (Nidirect, nd) Employees' health & safety responsibilities <https://www.nidirect.gov.uk/articles/employees-health-and-safety-responsibilities> Accessed on 28th April 2023.

◆ (Indeed, 2022) How to write an effective job advertisement <https://uk.indeed.com/careeradvice/career-development/job-advertisement> Accessed 28th April 2023.

◆ (indeed, 2021) What does it means to be shortlisted for a job <https://www.indeed.com/career-advice/finding-a-job/what-does-it-mean-to-be-shortlisted-for-a-job> Accessed on 28th April 2023.

◆ (Reed, 2022) Job application forms: what you need to know <https://www.reed.co.uk/career-advice/jobapplication-forms-what-you-need-to-know/> Accessed 28th April 2023.

Appendices

Reflecting on your role play using a reflective model

As I reflect on my role play of going for a job interview, I realize that it was an enlightening experience. It allowed me to highlight my strengths and weaknesses, and has brought about a sense of self-awareness. Using the reflective model, I identified areas where I could improve on and prepared myself better for future job interviews. I took some time to really think about my feelings during the role play. I was nervous at first, but as I got more into character, I started to really enjoy myself. I realized that I felt confident in my ability to convey my ideas and negotiate effectively with my "colleagues." I looked at my thoughts during the simulation. I remembered feeling a little flustered when I was asked a question that I didn't have an immediate answer to, but I also recalled the sense of satisfaction I felt when I was able to come up with a solution to a problem that my team was facing. After examining my feelings and thoughts, I moved on to analyzing my behavior. I felt like I did a good job of actively listening to my teammates and taking their thoughts and concerns into account. However, upon reflection, I realized

that I could have been more assertive in advocating for my own ideas.

I examined the outcomes of the role play. While we didn't necessarily "win" the simulation, my team was able to come up with some creative solutions that we presented confidently to the rest of the class. Overall, I felt like I had learned a lot about teamwork, negotiation, and effective communication.

Overall, the role play has helped me enhance my communication skills and has given me a better understanding of the recruitment process.

It allowed me to examine my actions and thoughts during the simulation and gain insight into my strengths and areas for improvement. I noticed that I was particularly effective at articulating my qualifications and expressing enthusiasm for the position, but I struggled with maintaining eye contact and responding to unexpected questions. Overall, I feel that this exercise has helped me become more aware of my behavior in a job interview and given me a roadmap for improving my performance in the future.

In conclusion, I believe this experience has been instrumental in preparing me for the workforce and has made me a stronger candidate for future job opportunities.

Using the reflective model really helped me to understand what worked well and what didn't in the role play. I feel more confident moving forward and I know that I will be able to apply the lessons I learned to future collaborations.