

APPENDIX GA36a

LEVEL 4 ASSESSMENT SPECIFICATION

Student name:	Mihaela Ion	Student number:	ID 2441111
Programme:	Cert HE Business Skills for the Workplace		
Module:	Employability and Career Development		
Module code:	LCLM4005	Contribution to Overall Module Assessment (%):	50%
Module Leads:	Dr. Inderjit Grewal - London Dr. Sujeewa Herath - Birmingham	Internal Verifier:	Dr. Lizeta Demetriou Naomi Doerge Chung Lai Johnny Wan
Assignment Title:	Mock Interview	Word count (or equivalent):	15 Minutes per student
Submission deadline:	The document should be submitted on the Moodle submission link by Monday, 23rd February 2026 10:00 AM (Week 7) Interview will take place week commencing: Monday 23rd February 2026 (in class)	Return date of provisional marks & written feedback:	23rd March 2026

Submission method:	All written assessments, where practical and possible, must be submitted via Turnitin unless otherwise instructed by the Lecturer. (Please DO NOT put this assessment specification into Turnitin or it will match many similarities with other students' submissions.) Alternative submission method (if applicable): Late submission of the assessment will result in a late penalty mark: Work which is submitted up to 1 week late will be capped at 40% for the first attempt and will be awarded a mark of 0% for re-assessment. Late submission penalties may be lifted only if there is an approved extenuating circumstances claim. Work submitted more than 1 week late will be considered as a non-submission and will not be marked. The work may be considered as a submission for reassessment if offered by an Examining Board or if there is an approved extenuating circumstances claim.
Academic honesty / referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.
Module Learning Outcomes (from module syllabus)	
Upon the successful completion of this module, the student should be able to: • Understand the skills and knowledge needed for working effectively. • Demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development. • Establish employment goals and develop a personal action plan.	

CV: Mihaela Ion

Name: Mihaela Ion

Adress: Birmingham United Kingdom

Phone number: 07721074233

Email: Mihaela_ion83@gmail.com

Personal statement

I am responsible and safe class 2 hgv driver with experience working as a waste collection driver for the council. I have strong safety awareness good communication skills and reliable work attitude. I am looking for ongoing class 2 work where I can support a transport team and provide a good service to customers.

Licence and Cards

- Class 2 HGV licence (Cat C)
- Driver CPC
- Digital tachograph card
- Clean driving record (max 3 points)

Main Skills

- Safe and confident HGV driving
- Experience with waste collection vehicles
- Good communication with customers and team members
- Able to lift and move heavy items
- Reliable and always on time
- Good knowledge of UK roads
- Strong focus on safety and rules
- Works well with porter or helper

Work experience

HGC waste collection driver – local council

Birmingham Council

2020 – 2022

- Drove class 2 waste collection vehicles safely around local routes
- Collected household and commercial waste with the team
- Followed all safety rules and council procedures
- Worked closely with loaders and supported the team during busy days
- Spoke to the public politely and handled any questions professionally
- Completed daily vehicle checks and reported any issues

Education

Business management level 4

University Of Wales Trinity Saint David

Expected Graduation (2028)

References

Available on request

Cover letter - Class 2 HGV driver

Mihaela Ion

Birmingham UK

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[HGV Class 2 Driver - Coventry - Driver Hire](#)

Dear Hiring Manager,

I would like to apply for the class 2 HGV Driver (Cat C) position in Coventry. I hold a full class 2 licence, Driver CPC, and Digital Tacho Card. I also have experience working as a waste collection HGV driver for the council, which has given me strong skills in safe driving, team work, and customer service.

In my council role, i drove Class 2 waste vehicles on daily routes, worked with loaders, and followed all safety rules. I Completed vehicles checks, handled heavy items, and communicated politely with the public. This experience has made me confident, reliable, and able to work well under pressure.

I am interested in this job because it offers steady work, weakly pay, and the chance to work with a respected company. I am comfortable delivering different types of items, including furniture, garden products, and home improvement goods. I am also used to working with a porter and following company procedures.

Thank you for considering my application. I would be happy to join your team and start as soon as needed.

Your sincerely

Mihaela Ion