



Assignment 2

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Task 1

When I compared the **Student Success Officer** from Indeed (2026) and **Student Engagement & Experience Assistant** (GO.UK, 2026) job advertisements, I noticed that both roles require many of the same skills. The Student Success Officer position mainly focuses on helping students achieve their academic goals and supporting them when they experience personal or study-related difficulties. The employer is looking for someone with good communication skills, empathy, organisation and the ability to solve problems. The Student Engagement & Experience Assistant role is more focused on improving students university experience by organising activities, answering questions and encouraging students to get involved in campus life. This position also requires communication, teamwork, customer service and planning skills. Although the responsibilities are slightly different, both jobs involve working closely with students and helping them feel supported throughout their studies. They also expect candidates to be professional, approachable and able to manage different responsibilities at the same time.

The skill that stands out to me the most is communication because I believe it is the foundation of both jobs. Being able to communicate clearly helps employees understand students needs, provide accurate information and deal with difficult situations in a calm and respectful way. I think every single person has different type of communication, so it is really important to know how find connection with all types of people, I have already started developing this skill during my university course by taking part in group work and through my role as a Student Representative. These experiences have taught me how to listen to other people's opinions, explain my ideas and work with people from different backgrounds. I believe these skills will help me in my future career because I would like to work in a university where I can support students and make a positive difference to their experience.

Task 2

A SWOT analysis is a framework to help assess and understand the internal and external forces that may create opportunities or risks for an organization (CFI, 2026).

It is important for organizations to assess their own operations to identify what they do successfully and areas where they may require improvement (Indeed 2026).

Strengths	Weaknesses
- Communication skills – ability to communicate information to wide range of audiences	-Shy with new people – challenging to communication in unknown settings

- Team work – willingness to support and help others - Quick and curious learner -Leadership skills – Able to take responsibility and guide others	- Challenging public speaking – stress and lose words -Overthinking decisions – delays action
Opportunities - Live in London – increased job opportunities -studying in UK university – Opportunity to gain knowledge and developed professional skills Improve leadership skills – become more confident and take responsibility in a team	Threats -Financial crisis – may reduce job opportunities -Pandemic - may reduce job opportunities -High competition - many candidates may apply for the same jobs. -Balancing work, live and studying - can be challenging and may affect academic or work performance.

After completing my SWOT analysis, my biggest strengths are communication, teamwork, leadership and my willingness to learn. I enjoy working with different people, supporting others and taking responsibility when needed. I also like learning new things and improving my skills, which I believe will help me become more successful in my future career. For example, as a Student Representative, I collected feedback from students, listened to their concerns and shared them during meetings with university staff. This helped me develop my communication skills and taught me how to represent other people's opinions. I also showed leadership during a group presentation at university, where I helped my group organise the work, reminded everyone about deadlines and helped correct mistakes. From my previous work experience, I learned how to work with different people, support my colleagues and communicate with customers, including in difficult situations. I am also always willing to learn new things and improve my skills. I think these strengths will be useful in my future career.

My SWOT analysis also showed that I need to improve in several areas. I can be shy when I meet new people, and public speaking is still challenging because I sometimes feel nervous and lose my words. I also tend to overthink my decisions, which can delay my actions. However, I believe that studying at a UK university, gaining more experience and challenging myself will help me become more confident and overcome these weaknesses.

Evidence of Readiness

I believe that I am ready for employment because studying at university has helped me become more organised confident and responsible. I have experience with group work, presentations and meeting deadlines. I know that I still have some areas to improve, especially my confidence and public speaking, but I am willing to learn and develop my skills.

In addition, I have experience as Student representative of my class. In this role, I attended meeting with university management, collected feedbacks from the students and passed it to the staff. I have experience collaborating with various people from different backgrounds.

Through my previous work experience, I have also developed strong communication and problem-solving skills. Working with different people has improved my ability to adapt to different situations, communicate effectively with customers and remain calm under pressure. I think my previous experience, university studies and motivation to improve myself have prepared me well for my future career.

Task 3

Employability Goals

My main employability goal is to find a career that I genuinely enjoy and would be happy to continue for many years. For me, it is important not only to have a good salary, but also to enjoy what I do and feel interested in my work. I want to have a career that motivates me and gives me opportunities to develop myself.

I would also like to have an active and varied job. I do not want to stay in the same place and do the same tasks every day. I would prefer a job where I can meet different people, visit different places, attend events and have different responsibilities. I think this type of working environment would suit my personality and keep me interested in my career.

Another important goal for me is to work in an environment where I can constantly learn from other people. I would like to work with experienced professionals who can share their knowledge with me and help me develop new skills. I believe there is always something new to learn, especially at the beginning of a career.

Career progression is also very important to me. I want to work for an organisation where I have opportunities to grow, take on more responsibility and move into higher positions in the future. I do not want to stay at the same professional level for many years.

Finally, I want to continue improving my communication skills, English and confidence. I would like my future career to involve communication with different people and give me opportunities to express my ideas. My overall goal is to build a career that is interesting, active and gives me the opportunity to keep learning and growing both professionally and personally.

Personal Development Plan

A Personal Development Plan (PDP) is a structured and systematic approach to personal and professional growth. It is a strategic roadmap that individuals create to identify their career goals, assess their current skills and competencies, and outline actionable steps to acquire new skills and achieve their desired outcomes (Intelligent people, 2023) Creating a personal development plan (PDP) is one of the most effective strategies for fostering growth, happiness, and success in both personal and professional life. Rooted in psychological theories, a PDP allows individuals to systematically focus on areas that need improvement, harness their strengths, and set clear, actionable goals (Nutley, 2024)

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	1.To recruit 50 more customers in my nail master profession, until the end of the Summer 2.Study English consistently and reach an IELTS level equivalent to 8.0 by March 2027. 3.By the end of Summer 2026 I will complete self-development exercises	1.Take the IELTS Academic exam by March 2027 and achieve my 8.0 score. 2.Apply to a Broadcast Journalism degree programme by June 2027. 3.Continue growing my professional skills and increase my client base.	1.Successfully complete the first stages of my university programme. 2.Gain practical experience through internships or media-related projects. 3.Build a strong professional portfolio and prepare for a career in Broadcast journalism.

	that will allow me to find myself		
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	Goal 1: Develop my social media and marketing skills to promote my nail business page, attract new clients and grow my customer base. Goal 2: Improve my English speaking, listening, writing and vocabulary skills to prepare for IELTS. Goal 3: Develop my self-awareness and confidence to better understand my strengths, interests and future career direction.	Goal 1: Improve my English speaking, writing, listening and reading skills to achieve my target IELTS score. Goal 2: Learn how to write a strong personal statement for my university application and develop my interview skills to prepare for the admission process. Goal 3: Gain more professional knowledge and develop more skills that will help me grow my client base.	Goal 1: Develop strong academic and professional skills to successfully complete the first stages of my university degree. Goal 2: Develop practical skills in presenting, interviewing and creating media content through internships and media-related projects. Goal 3: Gain knowledge in different areas, build professional connections and learn from experienced people in the media industry to prepare for my future career.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	Goal 1: I will promote my nail business page regularly by posting my work, creating interesting content and using social media to attract new clients. Goal 2: I will study English regularly, practise speaking, listening, reading and writing, and start preparing for the IELTS Academic exam	Goal 1: I will prepare for the IELTS Academic exam by practising English regularly and focusing on speaking, writing, reading and listening. Goal 2: I will research universities and their entry requirements, prepare a strong personal statement and practise possible	Goal 1: I will attend my university classes, complete all assignments and take part in different university projects to successfully progress through my degree. Goal 2: I will look for internships, volunteering opportunities and media-related projects where I can gain practical experience and develop my

Exact Timing you will complete the goals	Goal 3: I will spend time thinking about what career I would like to have in the future. I will complete career and personality tests to better understand my interests, strengths and what type of job would suit me best.	interview questions before applying for a Broadcast Journalism degree. Goal 3: I will look for opportunities to gain new experience, meet people from different professional backgrounds and learn new skills that can help me with my future career.	presenting and interviewing skills. Goal 3: I will build my professional portfolio, make connections with people in the media industry and learn from experienced professionals. I will also continue learning about different areas to expand my knowledge and prepare myself for future career opportunities.
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References

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