

Module code: BMSW4005

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**Assignment Title: Professional Career
Development**

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Contents

Task 2	2
Introduction	2
Understanding of the personal strengths.....	2
An evaluation of personal skill gaps and areas of further skill development.....	3
Gibbs's Reflective Cycle	3
Conclusion	6
APPENDIX :.....	7
PCD APPLICATION FORM :	7
PERSONAL DEVELOPMENT PLAN :	17

Task 2

Introduction

This particular report offers a clear and succinct insight about my personal opinion about the scopes of career development, planning and the skills and expertise that I possess and that I can make use of all throughout my employment tenure at T Clarke. Through this report, it will be possible for the readers to understand the areas that I have been able to develop my skills and expertise for accomplishing career-oriented goals. Not only the areas where I have developed my skills, but the report will also highlight my personal skill gaps or weaknesses, that I need to develop in due course of my employment at T Clarke in the near future. The report therefore will focus upon my own skills, skill gaps, my career goals and my work experiences at other big projects, which are indefinitely my assets to go ahead with project-oriented jobs (Adeani, *et al.*, 2020).

Understanding of the personal strengths

T Clarke is an organization that is strictly oriented with the prospects for looking towards the development of its employees and staffs. At T Clarke, employees pursue the scope of developing life time career as the company offers a number of opportunities in developing the overall success of the company. Moreover, an electrician possesses endless attributes. Being a qualified electrician at T Clarke, I have been able to contribute towards the accomplishment of organizational goals by means of personal strengths and the areas that I am looking forward to develop. My biggest strength is that I am a hard-working individual with honesty. I am educated in the traditional values of respect. Electricians always need to stay safely and must be aware of the safety regulations that actually keep others safe (Bocciardi, *et al.*, 2017). Since I have completed the 3 years course of City & Guilds qualification and accordingly, I have passed the 18th edition exam of Wiring Regulation and 2 years course of mechanical engineering course from Spain, I pursue a good and distinct understanding about the engineering principles, which has enabled me to improve my skills in understanding & prioritising the safety procedures in every job, whether it is a big project like as renovation of Tower Hamlet Hospital or the Peninsula Hotel in Hyde Park. As I have knowledge and expertise in all trades including the department of wiring regulation as well the field of mechanical engineering, I possess the skill and good perspective of how exactly electrical installations can be done safely and at the same how electrical projects can be implemented efficiently within a particular project. Again, physical fitness is of course considered as a pre-requisite for any electrician. Electricians are individuals who actually multi-talented personnel who always take up challenging jobs. As it is common that installing electricity in any project requires physical fitness since the individual may need to climb up stairs, or may get on roof tops, or even may require to climb down to the basements, physical fitness is an inevitable pre-requisite (Hinou, *et al.*, 2019). Similarly, in my case also, I also exercise regularly and consume healthy intake of food to stay physically fit so that I am

able to balance equally at my work as well as my in my family. As a result, staying physically fit has enabled me to be always present at work and as far as I remember, I have never missed a day off work due to physical sickness. Consuming healthy diets has also equally helped me in putting up the desire to succeed the organizational goals of T Clarke.

[An evaluation of personal skill gaps and areas of further skill development](#)

Electricians always require to outperform a number of tasks, starting from the installing of wiring in a new building to the replacements of outdated electrical systems. While recruiting an electrician, an employer of big organizations like as T Clarke must also focus on certain attributes like - an electrician must always possess certain qualities like as pursuing problem-solving capacity, effective communication skills, effective time management skills and focusing on each details as an integral part of the project. Being an electrician, though the capacity to complete the project on time is actually difficult ability, still it is considered as a vital requirement for an electrician to work in big projects that involve huge teams. An employer, at the time of hiring an electrician, must look for the ability of the individual to have estimates about completing the projects on time or time that might be required to stick to the strict timeline (Mapua, 2018). However, in my case, I need to progress my time management skills for keeping myself up-to-date with the paper works. Again, since electricians always need to work through a diverse range of activities, which might include different people like as homeowners, project managers, estimators and others. Working within a team therefore will require good communication skill so that organizations taking up electrical projects are able to ensure to keep their consumers up-to-date with the development of the projects. Again, an electrician must also possess the capacity to help consumers feel relaxed and reassured. Considering this skill, somehow, I lag behind due to perfect skill of working and distributing the work within a team, which indeed helps in developing my teamworking potential in the long run. However, I need to make progress in developing my communication skills for effectively distributing the work within a team so that the entire team is able to contribute towards the success of the project. With the rapid growth and evolution of technology, this has recently been a real challenge for every electrician to prioritise tasks when an individual is chock-full of papers and works. The most productive way to deliver successful projects is to prioritize works and tasks that an individual is assigned with. Only those tasks that are urgent and important that are to be considered under “Do first” category. This will definitely influence both career and life of an individual engaged in electrical field. Moreover, I need to improve my prioritising skills so that I am able to render important and relevant tasks assigned in my field.

[Gibbs's Reflective Cycle](#)

Pursuing an experience is not actually adequate enough to learn. Without reflection upon the learning experience, the potential of learning might be lost. Generalizations can be drawn based on the feelings and thoughts which however enables an individual in tackling new

situations tactfully (Markkanen, *et al.*, 2020). Gibbs Reflective cycle is one such model which applies 6 steps for identifying the strengths, and areas of development that an individual might need to take actions so as to improve his/her professional skills and potential accordingly. In this case also, a detailed reflection about my strengths, weaknesses and areas of development, which I need to develop in future to work efficiently at T Clarke will be carried by means of this 6-step model named Gibbs Reflective cycle.



Step 1: Description

I was going through an interview session at T Clarke for the post of an electrician, a company that actually cares for the employees. As T Clarke offers job opportunities in all sectors like infrastructure, residential hotels & accommodation, technologies, engineering services, facilities management etc. I am looking forward to work for big projects in the near future at T Clarke. For example, I am eager to join myself for Two Bishopsgate project.

Step 2: Feelings

I work as a Handyman in construction sector and I try to collaborate with all trades including the field of wiring regulations and mechanical engineering. I am a hardworking individual and I am an enthusiastic reader of science and technology. As I wish to work at T Clarke's big projects, when asked by the interviewer, I wished to pay visits for Two Bishopsgate project with any senior manager at T Clarke. I look forward in learning and developing my skills and orientation in the field of offsite manufacturing facility for which T Clarke already offers a complete program package inclusive training for design, manufacturing, delivering system and installation practices. I wish to seek for improved training to the offsite manufacturing facility which will, in the long run, help me in learning electrical installation practices more efficiently in a construction site. T Clarke offers all the employees training package for offsite

manufacturing facility to all the employees, which is a scope for me to develop my skills in electrical installation.

Step 3: Evaluation

On the negative side, the project is under construction and considering the health and safety regulations related to Two Bishopsgate project, we are not allowed to organize visits now. But the plus side is, for working in the Two Bishopsgate project, once the project is completed, I will be allowed to pay visit at the inauguration.

Step 4: Analysis

The opportunity of working at T Clarke will open up a new scope for me in learning and gaining knowledge in offsite manufacturing facilities. Training for Offsite Manufacturing facility will help me in improving my understanding and knowledge about how offsite manufactured electrical products are produced and likely installed later at construction sites. However, this option will be a scope of developing my knowledge in working for big projects in all sectors like infrastructure, residential hotels & accommodation, technologies, engineering services, facilities management etc. thus improving my knowledge to understand the different engineering principles and wiring regulations applicable in each of these sectors. Moreover, this opportunity will open a new end for me in developing my time management skills and improving my communication skills to evenly allocatework in an effective manner so that the teamwork is successfully accomplished. Time management skills once developed and improved, will likely help me in keeping myself updated with the necessary paperwork on time (Wolniak, 2017).

Step 5: Conclusion

Based on the questions asked to the interviewer at T Clarke, T Clarke is an organization that cares about its employees, which is the core value of the company. The organization offers an opportunity in enriching knowledge and developing life time career options for each employee. I will be able to enhance my skills in working as an electrician under different sectors as T Clarke is engaged in all sectors like as infrastructure, residential hotels & accommodation, technologies, engineering services, facilities management etc. The scope of working at T Clarke will enrich my confidence level in keeping myself updated with the paper works and problem-solving capacity(He, *et al.*, 2018). T Clarke being a big team, this will allow me in distributing the work equally within the team effectively.

Step 6: Action Plan

Working safely and to stay organized as an electrician is a pre-requisite. Completing the job efficiently requires some areas that need to be developed and improved if one persuades with some flaws. Similarly, I must work upon the weaknesses I still possess, to get selected

at T Clarke. I must engage myself in the training of prioritizing each work based on the relevance of the work for a time frame of 2 months. Again, for developing my time management skills, I must take up six months courses, so that paper work is kept updated. I must improve my skills of communication and coordination for distributing the work effectively within the team. I will engage myself in such a training for four months course. I can also keep myself updated with training at offsite manufacturing facility, only if I get selected at T Clarke. This will enable me to go through a complete program of offsite manufacturing processes inclusive of design, manufacturing, delivering and installation of the products.

Conclusion

The personal reflective cycle offers a distinct insight of my skills, my personal strengths, skills gaps and the areas that I must develop in the near future even if I am or I am not selected or absorbed at T Clarke (Given-Wilson, and Harmon, 2019). Not only at T Clarke, but for every organization the areas of development as highlighted in the action plan, are equally important and will bring a new scope for me to improve my life-time career at any company in the near future.

References

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APPENDIX :

PCD APPLICATION FORM :

Private & Confidential

Application for Employment

To ensure that you are able to complete the application form in full, please refer to the short-listing criteria on the job description.

Position Applied For	Electrician
How did you learn about this vacancy?	Online search

Title	Mr		
Surname	Jimenez		
Previous Name			
Forenames	Carlos		
Address	18 Clarendon Road		
Post Code	SW19 2DU		
Telephone number		Mobile No	7423616976
E-mail address	1918685@student.uwtsd.ac.uk		
National Insurance Number	SK799703D		

1a. Additional Information

Do you hold a full, clean driving license valid in the UK?	Yes	Yes	No	
Do you have the right to work in the UK without restriction? (Proof of right to work in the UK ID will be required)	Yes	Yes	No	

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	Self employed (Clipfine)			
Address	The Peninsula Hotel Hyde Park Corner			
Postcode				
Job Title	Handyman			
Dates of Employment	From	May 2020	To	Date Present
Reason for leaving			Salary	
Brief outline of main responsibilities and key duties	General maintenance and repairs			

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	Broadgate Estates			
Address	350 Euston Road			
Postcode	NW1 3AX			
Job Title	Front of House			
Dates of Employment	From	May 2013	To	May 2020
Reason for leaving	Changing Career		Salary	

Brief outline of main responsibilities and key achievements	- Booking and greeting visitors and meetings. - Dealing with deliveries and contractors. - Assisting with emergency procedures and fire evacuations.
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Previous Employment				
Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Previous Employment				
Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Please continue on a separate sheet if required.

3. Formal Qualifications and Training & Development

Continue on a separate piece of paper if required. You will be required to provide original qualification certificates if successful.

Secondary Education Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
HNC Mechanical Engineering Level 1	June 1991	Level 1		Spanish Ministry of Education

Further/Higher Education Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
Certificate in Higher Education for the work place	On going			Trinity Saint David University

Professional Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
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Electrical Installations Level 2	On going	Level 2		City & Guilds
NVQ Level 3 in Customer Service	2015	Level 3		Edexcel

CPD / Training and Development

Brief description / course title	Date Taken
Health and Safety	August 2019

4. Interests and hobbies

Please provide details of your hobbies / leisure activities / voluntary work

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5. Referencing

Referencing required for 2 full years (with a minimum of 2 references). At least 1 reference should be your current or most recent employer. Please confirm any existing personal / family relationship with existing PRC employees

References (Current or most recent employer)

Name of Referee	Mr Walker		
Job Title	Construction site Manager		
Employers Name	ClipFine		
Address			
Postcode			
Telephone Number	7947503393	Ext. Number	
E-Mail Address			
Are you willing for this referee to be approached prior to interview?	Yes ☒ No ☐		

References

Name of Referee	Mr Johnson		
Job Title	Site Manager		
Employers Name	British Land		
Address			
Postcode			
Telephone Number		Ext. Number	
E-Mail Address			

Are you willing for this referee to be approached prior to interview?	Yes ☒ No ☐
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6. Reason for applying

Please detail below reasons for applying for the position including your skills, experience and attributes.

I am applying for this job because I am very interested in how electricity works.

I studied two years of Mechanical Engineering but I didn't finish. Now everything is going electric so I decided to go electric too.

I have a basic understanding of engineering principles and construction.

My skills include:

- Electric and mechanical science principles.
- Construction principles of buildings and structures.
- Handling power tools.

Attributes:

- Hard working principles.
- Honesty.
- Punctuality.
- Attention to detail.

Please specify how you meet the criteria for this role.

7. Declaration

Please complete the following declaration and sign it in the appropriate place below.

I certify that:

- All the information given to me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed: Carlos Jimenez

Date: 06/03/2021

Print Name: Carlos Jimenez

PERSONAL DEVELOPMENT PLAN :

PERSONAL DEVELOPMENT PLAN

What is a Personal Development Plan (PDP)?

“Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions” (*AUA Postgraduate Certificate in Professional Practice (Higher Education Administration and Management (OUVA))*)

A Personal Development Plan (PDP) enables you to identify key areas of learning and development activity that will enable you to either acquire new or develop existing skills and behavioural attributes for the following purposes:

- ❖ enhancing performance in your current role
- ❖ addressing anticipated changes in your current role
- ❖ addressing career aspirations towards a future role

Step 1: Deciding on your goals

Long-term goals

What do you want to achieve after university?

To help you think about your goals, ask yourself:

- What areas of my studies/work/life do I want to develop?
- What areas do I need to improve?
- What might be some long-term career goals and what skills would I need to develop to achieve those goals?

Consider these ideas to get you started:

- Talk with your lecturer.
- Schedule a confidential session with a careers advisor at UWTSd.
- Read career development books.



- Set realistic priorities - what's achievable in the next three months? This year?
Within 3 years?

Employers are looking for specific attributes when recruiting graduates. An employable graduate will be:

- ❖ Capable of applying knowledge
- ❖ Enquiring - critical thinking abilities
- ❖ Creative
- ❖ Enterprising - creating solutions
- ❖ Ethical
- ❖ Thinking internationally

Top 10 skills employers want

1. Commercial awareness
2. Communication skills
3. Teamwork skills
4. Negotiation and persuasion skills
5. Problem solving ability
6. Leadership ability
7. Organisational skills
8. Perseverance and motivation
9. The ability to work under pressure
10. Confidence

Adapted from: www.target.co.uk (Nov 2012)

Mid- term goals

What do you want to achieve by the end of the 1st year?

In your class? In your professional development?

How will you measure success? How will you know you have achieved your goal?

Step 2: Evaluating your current position

Think of situations where you demonstrated any of the 10 skills mentioned before.

How successful was your personal activity during the situations you are considering?

What were your strengths and weaknesses? How do you know? Give evidence of your achievement.

Step 3: Creating a plan

Deciding on a plan of action to get from here to there.

Make concrete plans:

- ❖ Define what you need to do
- ❖ Define when and how you will do it
- ❖ Be specific about your milestones
- ❖ Plan review points



Adapted from: <http://www.youtube.com/watch?v=VLTcm63n10I>

Personal Development Plan

	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>	My priority in the next three to six months is studying well to achieve a good result at the end of final examination in the university and in College. After continue with my education in College as an Electrician.	My priority in the next two years is to complete my qualification as an Electrician and gain job experience.	My priority for the next three years is to start my own self employed business as an Electrician focused on Renewable energies and EV Charging points.
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>	Basic principles of electrical science. Conduit and metal trays installations. Testing and Fault finding. Termination of conductors. First fix. Second fix.	Electrical circuits design and installation. Erection and containment of electrical installations on domestic and commercial properties.	Working on commercial and domestic projects to gain experience as a qualified Electrician. Developing my own business as Electrician.
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>	College education every week + home studies.	College education, home studies, work experience.	Working on live projects commercial and domestic. Working on developing my own business as an Electrician.

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

	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 4 - Resources What resources do I need? <i>Example: free time; funding</i>	In the next six months I want to finish Level 2 Electrical Installations. I need the College to provide me with the necessary education. This is self founded.	In the next two years I want to finish Level 3 Electrical Installations and become a fully qualified Electrician. I need the College to provide me with the necessary education. I need to find work experience in my time off from my job. This is self founded.	In the next three years I'll be a fully qualified Electrician. I want to be working on big construction projects to gain experience. I also want to work on renewable energy installation of Solar panels.
Section 5 - Time Schedule What is my time schedule?	Level 2 qualification is a 3 months time frame.	Level 3 qualification is one year time frame.	Work experience and developing my own business is a 5 years time frame.
When will I start?	On going process	I will start in September 2021	I will start in October 2022
When do I expect to finish?	July 2021	July 2022	October 2022
Section 6 - Completion When have I completed each step?	☐ On going Date ☐ _____ Date ☐ _____ Date	☐ Not started Date ☐ _____ Date ☐ _____ Date	☐ Not started Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>