

Assignment Title: BMSW4005 LON

Programme: Certificate of Higher Education in Skills for the workplace

Assignment on

Part 1: Career Development Roleplay

Part 2: Professional Career Development

Report

Prepared By: MR T Kamalendran

Student ID:1921920

Lecturers Name MR Nadeem Mirza

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1) Tell me about yourself

I am a hardworking individual who aims for nothing but perfection. I am an individual that prefers to work overtime to ensure that everything is correct rather than taking short cuts which will affect the outcome of the business.

2) Tell us why you would be a suitable candidate for this job

With over 10 years of experience, I believe that I have a very good understanding of all aspects of work around here. Over the years, I have been called numerous times by the manager and I have a record of reliably delivering. I also have good working relationships with my colleagues.

3) What are your greatest strengths ?

My greatest strength is my experience here which has built a wealth of knowledge over the years. Having worked in different areas of the business I have good knowledge of all aspects of the business and how each impacts the business overall. I also believe that my calm and patient attitude is also one of my strengths in dealing with pressured environments and handling problems that may arise in the team.

4) What do you know about the organization ?

The organisation was founded by a businessman called Mr Gulam Noon in September 1987. It is a food based organisation that specialised in providing chilled and frozen based Indian ready meals. It started as a single branch but now consists of 3 branches. In 1994, the organisation faced a setback as a fire incident in the factory resulted in the factory being closed. However the business bounced and in 2005 Kenny brought the organisation.

5) What challenges are you expecting in the position ?

We have learnt two things during the pandemic. The demand for our ready meals has not been impacted by the pandemic. The efficiency in delivering food to our customers and clients has been impacted due to reduced staff members and social distancing within the organization. I look forward to overcoming the challenges so that we can continue in meeting the demand of the nation whilst maintaining the safety of our staffs and our reputation.

6) Where do you see yourself in 5 years' time ?

In 5 years' time, I would like to have had experience in successfully managing teams especially through pressure times. I would like to be seen as someone who can handle pressure well and can be relied upon due to the expertise I have.



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Introduction

Professional career development is among the most important aspects of every career which plays very important roles in career advancements as well as personal growth. Professional career development is described as the process of developing own skills as well as knowledge with an aim of achieving fulfilling personal potential while focusing on the various learning activities which includes work experience tailored towards preferred career outcomes. This also includes development and enhancement of career competencies. It is the process of developing yourself with a major focus on career advancement and development (Career Smart, 2018). In this report, I will write my reflection using Gibbs model on the role play as well as my career development planning with a demonstration of my understanding on the various skills as well as knowledge needed to work effectively, my readiness for the world of employment, my goals and my action plan for development.

Recruitment and selection

The world of employment is among the most dynamic sectors across the world which experience major changes every day. Almost every kind of business organization has some kind of employment law. The law is made up of both the federal and the state laws whose major aim is to protect the interests of the workers. In the world of employment, employment law play a major role in regulating the relationship which exists between an employer and the employee as the employment law is made up of the collection of the laws as well as the policies which govern this relationship. The law provide a clear distinction between who an employer is, who an employee is, who a worker is and who is self-employed.

The employment law also covers the process of selection and recruitment as it says when the employer should hire an employee as well as the time in which the employee should work. Under the employment law, all the circumstances, actions and activities in which the employer must pay the employee are also covered. These laws work to prevent discrimination, to promote health and safety, provide guidance on the minimum support in the economic parameters and prevent any unnecessary disruption at the place of work (Alida, 2020).

In the process or selection and recruitment, the employment laws govern on many aspects in which an employer must know. These aspects of selection and recruitment guided by the employment laws include guidance on minimum wages, guidance to prevent employers from barring any job seekers basing on various protected characteristics such as the race, gender, sex, disability or any other protected characteristics. It also covers on the employers'

responsibility over the collection and submission of payroll taxes for the employees. However, there are many employment laws in the current world of employment in such a way that the employers have been overwhelmed and confused not knowing which laws they should follow and which of them they should not (Martin, 2021).

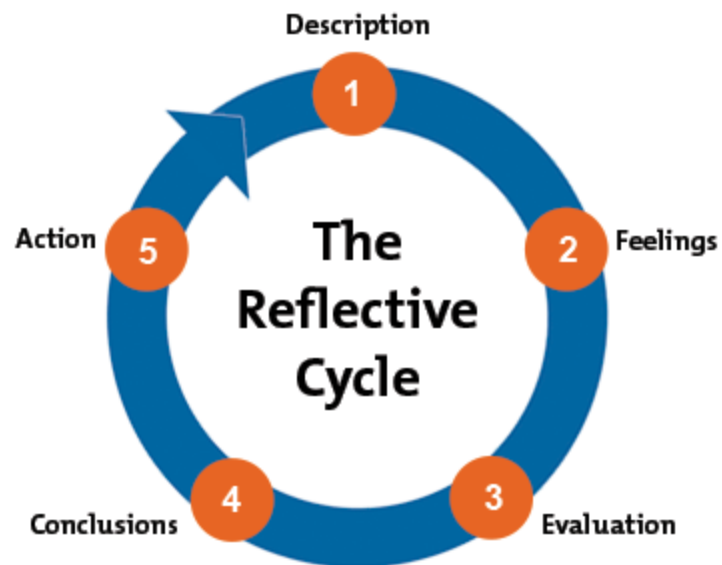
In UK, the major sources of employment law are the state legislations. Some other laws and rights are covered under the employment contracts. These employment laws cover on minimum wages, weekly, monthly and annual leaves, medical leave, family leave, overtime pay, protection from discrimination, safe conditions for working among other aspects of employment. The laws also provide guidance for employers through the process of selection and recruitment. Some of the examples of these laws include age discrimination laws, disability laws, equal pay laws, minimum wage laws, employment contracts among other laws, grievances laws, dismissal laws among other laws (CIPD, 2021).

Reflection

Overview

Among the most important aspects of learning is reflection which plays a major role in the process of learning. Reflection is a process where learners get to step back of the learning process and critically examine the learning experience by asking important questions to help in the process which helps them to learn effectively out of the experience. From this process, the learners get to build on their various skills while improving on the future performance. Some of the models usually used by learners to effectively reflect upon the learning experience include Kolbs model, John's model, and Gibbs model among other models (Brockbank and McGill, 2006). I will make use of Gibbs' model of reflection to reflect upon my experience through the role play.

Gibbs model is among the most famous models of reflection due to its simplicity. Gibbs model of reflection is made up of 6 steps in which reflection through learning occurs. The six steps involved in examining the experience include description of the experience, the feelings, evaluation step, analysis, and conclusion step and action plan as the last step (Gibbs, 1988).



Description

As the first task of this module, we carried out a role play in pairs of two through MS teams which was facilitated by our lecturer. Under the role play, we were expected to fill up an application form covering on the job description and person specification basing on our chosen job in which we exchanged with our chosen partners. I chose to apply for a job role of Production Manager at Noon Foods and my partner chose to apply for HR Assistant in Amazon with both of the choices being linked to our career ambitions. We both took the role of interviewer and interviewee respectively. We took 20 minutes through our role play and each of us took turns to be both the interviewer and the interviewee.

Feelings

Before the role play, I was feeling anxious and confused on how the process will go. I was worried that I will fail to do it right and end up failing in the task or getting my partner frustrated with me. Through the interview process playing both as the interviewer and the interviewee, I gradually felt comfortable with the process as I got familiar with the process and realized that there is nothing extra-ordinary as my partner and I devoted to support each other and the lecturer also guided us through the whole process. Looking back, I feel very happy and very confident over the process which ended so well despite the few challenges.

Evaluation

From the role play, most of the things went so well, however, there are things which went so well as compared to the others. The part which went so well was when being interviewed by my partner as I was very ready for the interview. However, I spent so much time getting ready for the interview in such a way that I ended up having to rush to prepare the interview questions and getting generally unprepared to interview my partner. Therefore the playing the role of the interviewer somehow ended up not going so well with me.

Analysis

From the role play, taking the role of an interviewee went so well since I was very prepared for it and got everything ready in the right time since I was so much focused on doing very well in the interview process and not being an interview due to my career ambition. On the other hand, being an interviewer didn't go very well with me as I was less prepared in the process. I later did some research on the importance of being prepared in every aspects of interview and found interesting findings from it. Being adequately prepared to carry out a task is very important as it gets you at ease and comfortable through the process (Doyle, 2020). Getting adequately

prepared reduces any fear, anxiety while avoiding any losses in the given task. Without adequate preparedness, we can always panic, anxious and end up producing poor quality work (Executive secretary, 2019).

Conclusion

From the role play, I have learnt on so many things in relation to the interview process and other aspects of learning or other tasks. I have learnt that getting adequately prepared is the core and the foundation to the success in every task especially in an interview. I have learnt that getting too much prepared for one task can alter the preparedness for another task. According to Cottrell (2013), it is important to have a good time plan for managing your tasks to avoid being too much focused on one task thus affecting the other task. I should therefore learn to manage my time effectively and to set priorities right towards improving my multitasking skills.

Action plan

To improve on my multitasking skills, I need to work on how to set priorities as well as how to manage my time well. To do this, I need to have a diary to record my tasks in accordance to their priorities so that I can focus on the most important tasks and then follow with the other tasks. I also need to make use of timelines and deadlines to ensure that I allocate enough time for important tasks and to balance my time for the various activities I need to execute.

Personal SWOT analysis

Strengths	Weaknesses
• Good communication • Good knowledge of the management industry • Great experience in the management industry • Self-confident • Optimist • Problem solving skills	• Time management • Priority setting • Multitasking • Procrastination
Opportunities	Threats
• Professional advancement opportunities in Noor Foods • Part time management courses • Education grants and loans • Free time on weekends • Networking • Voluntary and internship opportunities for management	• Lack of enough time • Financial issues • Competition in the job market • Distraction of social networks

Career goals

Career goals are the well-defined statements which provide a clear explanation of what an individual intends to do throughout his or her career. A clear definition of career goals is therefore a very important aspect of professional development towards development of effective action plan. Career goals can be short term which lasts for around two months, mid-term career goals which takes 3months to three years and long term goals which take three or more years for them to be achieved (CFI, 2019).

My short term goals

- Work on doing well in my assignments
- Meet assignment deadlines
- Improve on the semester grades

- Save some cash for my further studies
- Complete my certificate of Higher education in Skills for the workplace

My Medium term goals

- Network with business management mentors
- Start a second career on Leadership and management
- Look for a production management voluntary or internship opportunity

My Long term goals

- To be Production manager of Noor Foods
- Start my own business
- Save for retirement
- Study for my PhD abroad

Personal development Plan

Development plan

NAME:		Student NUMBER :	
COVERING THE PERIOD FROM:	10 th May 2021	TO:	31 st December 2024

Planned outcome

By the end of this time, I should have advanced my education to PhD level, working in Noor Foods as a production manager, saved enough cash for my retirement and running my own foods business in one of the major towns.

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be	Target dates for review and completion
I need to learn how to manage my time	I will make use of deadlines and have a clear time plan for every task I do every day	Time planner apps Diary	Completion of task under the needed and allocated time	31 st June 2021
Learn to set and stick to priorities	Having a task scheduler to guide in priority setting Reading on how to effectively set priorities	Task scheduler software's Reading materials	All tasks carried out as needed without much focus on one	1 st August 2021

Save some cash	Open a savings account among the leading banks	Bank account Finances	Some cash saved	31 st July 2021
Learn to multitask	Set priorities well Avoiding distractions Learning to concentrate at one task at a time Having a good plan Practice regularly	Time Reading materials Practice materials	Giving tasks equal focus	1 st January 2022
Have a good network	Attend business management seminars Make use of social media to network Make use of referrals from friends, family and classmates	A mentor Time Social media	I will have a good network	5 th May 2022

Conclusion

Successful profession requires constant growth and development in terms of skills and knowledge and this can only be achieved through professional career development which ensures one gain the needed knowledge and experience towards professionals and career development. In this report, I reflected upon my experience through the role play using Gibbs model of reflection. I further explored my career development planning with a demonstration of my understanding on the various skills as well as knowledge needed to work effectively, my readiness for the world of employment, my goals and my action plan for development as needed in this task.

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