

Student Name: **Marius Iulian Ignat**
Student ID: **2015634**
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Lecturer's name: **Dr Besty Jose**

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Introduction

A Career Development Plan is a documented list of short and long-term goals for present and future positions that individuals have. These objectives should be tailored to each individual's skills and abilities. Career development plans are often elective, but all employees should be encouraged to participate.

Employees may use the plans to help them create realistic career goals, such as promotion and pay targets. It's important to remember that PDPs are just that: plans. They don't guarantee a certain professional path. (Trueba, 2008)

Main skills learned

➤ Teamwork

Character traits such as dialogue, personality, and honesty all contribute to a person's ability to work in a group. Working as part of a group includes more than simply getting along. To be a good team player, you must be able to prioritise the needs of others before your own. (CommonSenseMedia.org, n.d.)

➤ Creativity

The capacity to utilise one's imagination to come up with fresh ideas is referred to as creativity. It permits you to overcome hard issues or come up with novel approaches to assignments. Being creative entails some risk, but it also demonstrates personality to do things that have never been done before. (Team, Creativity Skills, 2021)

SWOT analysis

A SWOT analysis is a strategy for evaluating a brand's reputation and formulating strategic goals. Internal and external factors, as well as the company's current and future potential, are all evaluated in a SWOT analysis. (Scott, 2021)

➤ SWOT diagram



Personal Development Plan

A PDP is a detailed activity schedule that includes a written self-reflection and progress report. It works by allowing you to create objectives and identify your strengths and limitations. It's usually created at work or while studying (with the help of your manager or teacher) and allows you to outline your objectives and identify your strengths and weaknesses. (Rolfe, n.d.)

➤ PDP for your career development

Learning and Development Need	Type of development	Timescales	Who is responsible?	Further comments
Finishing my level 4 course	University course	Next year	Me, my lecturer	
Continue with level 4 Cloud Computing	University course	2022	Me, my lecturer	
Finishing level 5 and 6	University course	2023-2024	Me, my lecturer	
Finding a new job in Computing area	Job recruitment	2025	Me	

Career development plan

Current job – Warehouse operative (IForce)

Title – Trainer

Description – Induct new starters

Goal job – Cloud computing

Company – Oracle

Description – World's largest database management company.

GOAL (SMART)	SKILLS	GAPS	RESOURCES	ACTION ITEMS	STATUS
SHORT TERM (1YEAR) 1. Becoming a team leader	Writing, reading, good communication	Problem solving	Time, materials	Completing my assignments	Waiting
MID TERM (2YEAR) 1. Team leader 2. Supervisor	Organisational, setting strategy, monitoring progress, coach	Senior leadership, planning	Time, ambition, people	Monitors performance	Waiting
LONG TERM (3- 5YEARS) 1. Assistant manager 2. Manager	Monitor, entrepreneur, controlling	Leader, organizing	Staff, equipment, technology, finances	Reach goals, facilities	Waiting

Progression career route

Cloud computing refers to internet-based on-demand access to cloud computing resources such as apps and servers (physical and virtual servers) hosted at a cloud services provider's remote data centre.

A virtual IT infrastructure which has been abstracted using specialized software and may be pooled and split across real hardware boundaries is one example.

Skills needed to be a successful cloud computing manager

➤ Linux

Although the cloud is a group of virtualized, application IT processes that are separated from the hardware, it still requires a computer system. Linux is the operating system of choice for the most part.

Over 75 percent of those surveyed prefer commercial Linux implementations over free Linux versions for company activities. According to a 2017 survey, Linux virtual machines are used to execute 54 percent of cloud apps. Any IT expert should be familiar with the provisioning and management of Linux virtual machines. (Brown, 2020)

Skills gap:

- Ubuntu – Learn the fundamentals of Ubuntu, including how to customise, install applications, perform a few commands, and resolve common issues.
- Oracle – Fundamentals section explains how to connect with the Oracle database using SQL. You'll learn how to query data from a database and how to handle MySQL database, including how to create, amend, and delete tables.

➤ Programming language

A programming language is a set of characters which allow a person to convert their ideas into executable code. Binary – sequences of 1s and 0s — is how computers "think." We can transform this into something that humans can comprehend and create using programming languages.

There are a variety of computer languages available that enable you to accomplish everything from create digital experiences to computer games and much more. (Codecademy, 2021)

Skills gap:

- Java – A simultaneous, class-based, and object-oriented programming language as well as a computer platform.
- PHP – Known as (hypertext preprocessor) is a famous free software general-purpose markup language that is ideally suited for web coding and may be inserted in HTML.
- Python – Is a high-level language of programming that is dynamically organised, interpreted, and object-oriented. Python's simple language promotes clarity and lowers application maintenance costs. Its dynamic typing and built-in data structures make it ideal for fast development.

➤ Database Management

A database management system (DBMS) is a software-defined system for storing and retrieving data from databases. Users in this system have access to data in a database and may read, update, create, and remove records as needed. Microsoft Access and FileMaker Pro are two popular database management programmes. (nutanix.com, n.d.)

Database administration has become increasingly important as the number of firm data has grown. Rapid data growth leads to a multitude of problems, including poor application performance and compliance risk, to name a few. Database management is a collection of proactive strategies for preventing the negative effects of data growth.

Skills gap:

- Database security – Data protection means a set of tools, procedures, and mechanisms used to ensure the confidentiality, integrity, and availability of databases.
- Database performance – Is a challenging undertaking, especially when dealing with enormous amounts of data, where even slight changes can have a significant (positive or negative) influence on performance.
- Data analysis – Is the process of gathering, interpreting, and evaluating data and generate insights that can help you make better decisions. Depending on the business and the analysis' aim, there are a variety of methodologies and procedures for performing an analysis.

➤ Development and operations

The phrase "DevOps" refers to the combination of software development and Information (Ops). Its purpose is to reduce the time it takes to commit a system change and bring it into normal production.

The DevOps model is a system methodology that focuses on delivering software and services at a rapid and large scale. This is a collection of tools, behaviours, and cultural ideologies at its core. Successful businesses will be able to outperform their competitors and better service the market's demands. (delphix.com, n.d.)

Skills gap:

- Security training – Though merging development and operations is a good approach to speed up code development and deployment, the shorter cycle implies vulnerabilities may be inserted into code much more quickly than before.
- Testing – Users may perform tests at every stage, from development to deployment, to ensure that the entire system is up to date with new features. When it comes to end users, the thought of automated code or feature deployments might be unnerving.

Setting goals and objectives

A goal is a concise, unambiguous declaration of an objective to be achieved within a specific time frame, such as three to five years. It does not specify how to perform a task, but rather what the end outcome will be. It is quantifiable in both quality and quantity.

An objective, on the other hand, is a quantifiable, practical, realistic, and moment criteria that must be met in order to achieve a certain goal. The actions that must be completed within a year to achieve the strategic goals are defined by objectives. (Feliciano, 2008)

- 1 year goal – finish my level 4 course

- 3 years goal – find a better job
- 5 years goal – take more responsibility

UK Employment law

Labor law refers to the many pieces of legislation or ordinances that create an employee's legal rights to particular actions, rewards, and privileges from their employer or place of employment. Anyone who works in human resources will be educated on labour regulations and how they apply to all facets of the job. (Informi.co.uk, n.d.)

The list below represents the various stages of an employee's life cycle, as well as the regulations that apply at each step:

- Recruiting - Equality Act 2010
- Pre-employment testing - Safeguarding Vulnerable Groups Act 2006
- Proposal of hiring - Employment Rights Act 1996
- Development and Training - Equality Act 2010
- Living situation has changed - Employment Rights Act 1996
- Administration of productivity - Equality Act 2010
- Workers' Protests - Trade Union and Labour Relations (Consolidation) Act
- Acquisitions and Mergers - The Transfer of Undertakings (Protection of Employment) regulations 2006
- Termination of careers - Employment Rights Act 1996

Equality Act 2010 - Discrimination in the workplace, such as recruitments, is prohibited on the basis of known characteristics: age, handicap, sex changes, marriage and civil partnership, maternity, race, religion, gender, gender identity. (consultants-on-line.com, n.d.)

Learning style theory

Learning styles are distinctive intellectual, functional, and social actions that provide as normally lasting identifiers of how varied learning, connect with, and respond to the learning environment, according to a traditional definition. Many people believe that learning styles play a vital role in achieving academic success. (Frank Romanelli, 2009)

- Theory of learning, developed by David Kolb, works on two levels: a four-stage learning cycle and four distinct learning styles. According to Kolb, learning entails

the acquisition of abstract concepts that may be used in a variety of contexts. New experiences offer the drive for the development of new thoughts.

Kolb learning styles: deviating, integrating, merging, welcoming.

- Peter Honey and Alan Mumford created the Honey and Mumford Learning Styles Questionnaire (LSQ) in 1986. Kolb's learning styles model inspired and guided their work. They created their own LSI, though, because it had poor legitimacy with management.

Honey and Mumford have various learning styles: activists, theorists, pragmatists, reflectors. (Ruby, 2017)

Self-awareness methods

The capacity to observe our inner and exterior worlds is known as self-awareness. We can avoid being swept away by messages by increasing our self-awareness. People who are self-conscious are aware of their own feelings and how they affect others. It has been suggested that the ability to self-evaluate causes negative affect to increase. (Miller, 2021)

➤ Johari Window

Joseph Luft and Harry Ingham created the Johari Window in 1955. They believed it would aid people in better understanding and knowing themselves, as well as desire for self-improvement and understanding of their interactions with others. It essentially divides one square into four parts: the top left is identified as an open region - it is the largest square and contains what the person knows about herself and what others know about her. The "Hidden area" in the bottom left corner relates with what the person understands about himself that no one else does. (OptimistMinds, 2021)

➤ Keep a journal

Each night, set aside some time to write in your notebook about your thinking and feeling, as well as your day's triumphs and mistakes. Putting your thoughts down on paper helps to purge your mind of old ideas and make room for fresh knowledge and ideas. This will assist you in growing and progressing in your accomplishments. (developgoodhabits.com, 2021)

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