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Certificate of Higher Education Skills for the Workplace

BMSW4001

Academic and Employability Skills

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INTRODUCTION

In everything there is a beginning with positive and negative parts in our life, so I will start with what I need the most in my life to organize my path by turning in something that will change my future career. As I know for so far, dreams without goals are just dreams, I must fight and do my best to be proud of myself.

The next step I took is that I decided to start studying as this is important step for my future career, to have a good beginning I need to achieve good grades so I can get the diploma that will guide my steps.

I chose this course because it has very interesting modules and I think that one of the most important modules is “Academic and Employability skills” as it is important to have this skill every day in my employment life.

In this academic report I will reflect my learning on this module of Gibbs Reflective Cycle (1988), and I will be focused on sources that I have learned during this course.

Gibbs Reflective Cycle

In 1988 Graham Gibbs he changed the experience of learning by making a structure on reflection what was made of 6 stages.

(The University of Edinburgh, 2020)

I chose this model, because is good to reflect my experiences as on the end I will have an idea on how to manage my learning and I will have a conclusion on my future experience.

Gibbs Reflective Cycle



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(Wordpress.com, 2020)

I will apply Gibbs model on my report, and I will apply on each topic, and I will discuss my experiences.

Time management

Pareto Principle

The economist, Vilfredo Pareto created a theory which became known, because was helping on personal time management. He said that 80% of all problems come across by 20% of causes.

(Time-Management-Abilities, 2012)

Description

This was the first lesson from this module, it was the beginning of the term and I was excited to see how things will work. I had a strange feeling as everything was new for me, but everything went better than I expected. The lecturer was smiling, my colleagues were all quiet, some of them they knew each other.

Feelings

I was happy to be there in that class, the lecturer explained about the time management and I was trying to understand what he wants to say not because of him but, because of me and all these emotions that were

around me, I was asking myself “am I going to be fine?,” “what I am going to do?! “

Evaluation

I can remember well that the lecturer said to do research about “Smith” and “Pareto principle”, as they wrote important information about time management.

The good thing on this lesson was that I realized how important is to know how to manage the time in my life, and to focus on what is important.

The bad thing is that I am wasting so much time for stuff that really does not matter, and I am paying less attention on studies, and my homework needs to be done on time not to be left for the last moment.

Analysis

I could have asked more questions to understand better, but I was afraid for not being judged by the other colleagues. For first time I also heard about this swot analysis, which I could say I was really impressed, and I did researches as for me sound very interesting.

Conclusion

I would ask more questions and take more notes, I will also choose to do not be that negative and feel prouder of myself. Sometimes I just need to remind myself that I am here to learn. There It is also the library and then there is lots of information that can help.

Action

If I could have had one more chance to start from beginning, I will be more active I will try to avoid different misunderstandings between colleagues.

Also, for the future I understood that to manage my time, it is not just to be on time on the place that I need to meet with someone, and to be on time with my life.

Paraphrasing

Paraphrasing is to use own words to explain something that was said or written by someone else, when expressed by your words can make the message clearer and could give a better impact.

Summarising is when someone has a whole paragraph and he needs just to take from it the important points, and to leave out the details that are not necessary for the context, so there is no reason of distracting the person that is reading.

This are very important techniques, as if both used in a correct way can give a good refreshing on your work and can make it more precise and can give credibility of a good work.

(Mindtools, 2017)

Description

This lesson I can remember that only few of my colleagues knew what is paraphrasing the lecturer started to explain what paraphrasing means than we did some exercises I believe that he wanted to see who understood what he was talking about, as when he was asking everyone was quiet.

Feelings

I was very confused, I tried to understand but was very difficult for me as this was so much information to process in my head, I was taking a lot of notes but could not really understand what that means.

Evaluation

I can say that the bad thing was that I never heard of paraphrasing and summarising even in my own language.

The good thing is that after so many exercises that our lecturer give us, I finally could understand how to do properly paraphrasing, I can say that the lecturer had so much patient as maybe more than half of my class had the same problem as me, being totally lost in this.

Analysis

In paraphrasing we used three techniques:

- We used synonyms
- we change the word class
- We reconstruct the sentence

These techniques were very useful as we got to do tasks in class, and after that the lecturer checked on us.

I also learned that we have three types of sentences:

- short
- over long
- run-on

To understand this better the lecturer gave us tasks, after that he checked if we understood if not, he explained again about it.

Conclusion

When we had in the class paraphrasing lesson, I think I could have done more research on this topic, I believe that paraphrasing is very important part of my work, I could do extra exercises just to keep my mind ready and trained as I knew we must do reports, and we must use this technique that we learned.

Action

If there could be an option to go back in time and to have one more lesson about paraphrasing and summarising, I could have told lecturer to talk slow so I can take extra notes, as having look now at my notebook it does not really make much sense.

Referencing

As everyone knows, there are many different styles of referencing, but I will talk about Harvard referencing as this is needed for this module. Referencing is an important part of academic referencing, so there are rules that must be followed such as:

- plagiarism must be avoided
- to have a professional practice
- to thank to the original authors for their ideas by adding citation
- original idea of work to be followed

(Skills you need, 2020)

Description

I remember this lesson when we learn about referencing it was a bit tricky to understand the Harvard style, but the lecturer told us the difference between reference and bibliography as I was confused.

list of reference covers the sources that we have, and bibliography covers the sources that I have consulted in my writing of my work.

Lecturer also mentioned about Harvard book style.

Feelings

Honestly in that moment I was thinking” why do I need this?”, “why cannot be simple?”

There were different emotions that I went through as I could not understand where to find the date and the name of the authors.

Evaluation

It was hard to create an idea in my mind how this could work, but I saw there was a bad part in this, as this is considered a very important part of the work for University, and I did not know from where to start learning to understand it better, it was not enough that I could not understand the referencing there was also some citation to do so that really made my mind stuck.

the good part I went through is that I did extra searches and watched some videos that helped me to create an idea about referencing and citation, also I used Moodle to look at this lesson again.

Analysis

After I understood better, I realise that referencing it is away to thank to the authors for their great work that inspired me, and which I hope will help me to fulfil my achievements.

Conclusion

I could have tried to ask the lecturer to give me extra exercises as I was not prepared in that moment to move on, but there in the class I had some colleagues that they were asking questions that were answering my questions about this lesson.

Action

As in this term my disadvantage was that I was a bit shy to ask about misunderstandings, so if I could go back in time, I would have told myself to go ahead and ask the questions that I needed to find out the answer so later I won't have the problems that I don't understand what I need to do or how to do citation or any different tasks that were given to me.

To conclude the topics, I will use the swot analysis to see how my skills are improved on my reflective learning, and what are my objectives for the future.

Swot Analysis

Strengths	Weaknesses	Opportunities	Threats
Finished on time my report	Afraid that I made mistakes	I will get a good grade	If I did mistakes, I would get a bad grade
I did my best to find good sources	Could be a wrong source	I will know from where to get the information for the future	I could fail if I did wrong referencing
I am happy with my report as this is first one for this term.	This could affect me as this is the first grade, I will get.	I could be on the good list, and lecturer will see me as a good student, so this could change the opportunities that I have	The person that will check maybe will not be happy the way I wrote the report

Conclusion

Writing this report based on reflective learning in this module, it was a big challenge as I could have time to analyse my behaviour and my attitude during the online class, as there were many factors that were influencing my student lifestyle.

For the future I will advise myself to look back and to avoid doing the same mistakes and try to do my best and improve my skills and learning.

Everything I learned today about myself, to be honest I was impressed, but also disappointed. From each topic I could analyse my behaviour, and this is a good point to check on my improvements and to extract the good events from my online class and learn something about my mistakes.

To conclude I believe that this is a good experience to go through as I found out many things about myself and how are my reactions in different situations.

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