

ACADEMIC AND EMPLOYABILITY SKILLS

BMSW 4001_LON

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TABLE OF CONTENTS

Introduction	3
My experiences.....	3
Reflective report	5
Gibbs reflective cycle.....	5
Conclusion.....	10
References	11

INTRODUCTION

Employment is the most important factor for the survival and living of people in society in the time of changes and economic instabilities. For getting employment a candidate is required to possess and develop a set of skills which assists them to gain excellence over the others and help them to gain employment. This is a reflective report which will highlight the effective employability skills and academic skills with their importance and also provide relevance to the skills on how these skills assisted my personal and professional life. In this report, I will also provide information on the steps taken by me to perform learning in the class and outside the class.

Body

MY EXPERIENCES

In these two terms, the studies and syllabus were focused on developing the learning skills i.e. academic skills such that one can comply with the studies and increases stabilised learning. These practices were taught so that one can be an effective learner and perform well in employment practises. Overall the studies were focused on the term – 1 was focused on managing and organising the studies and developing skills and the term – 2 were focused on the employability skills (Suleman, 2018). These had helped me to understand the basic aspects of learning and also assisted in developing the performance in my studies and also gain knowledge of the skill which will assist in my professional development.

The studies included topics like analytical and critical thinking, cover letter and reflective writing, organising studies, communication and interpersonal skills, problem -solving and decision-making etc. All these skills had helped me in understanding the basic aspects and assisted in personal development and increased my potentials. I have taken part in learning these topics with keen

interest because I found all these helpful and productive for my future either in terms of studies or getting a job (Cottrell, 2017). The problem-solving and decision-making had assisted me to develop an opinion in the conditions of complexity and also rectify the developed issues which have increased ease in my basic operations similarly communication and interpersonal skills have helped in dealing effectively with people while working in a group or individually. These skills have made the information sharing and views projection easier such that the operations became smooth (Trickey et al., 2016).

I have found analytical and critical thinking very helpful as these have assisted me in developing my mental ability to perform basic calculation and also deal with a critical situation while looking for the best alternative. Initially, I presumed critical thinking as some studies to solve the critical problem but later while learning, it appeared to be the behavioural attitude of considering the all the basic aspects related to a problem and this had helped me in developing my performance and generating best solutions (O'Halloran et al., 2017). Cover letter and reflective writing are also very productive skills in terms of projecting ones view to others in an effective way. An effective cover letter is referred to the précised details included and projected in such a way that it pitches the persons view and I found it very productive in the perspective of getting a job over providing relevance to an operational scenario. Reflective writing is done to provide insight into the aspects of the learning as well as the perception of the learning in it (Gibson et al., 2017). After studying it, in my perspective reflective writing is helpful in creating a report of outcome which suggests what were the aspects related to the topic as well as the perception of the learner. This includes the report under few headers and these headers are related to what a person learnt from the topic? what was the experience? in terms of good and bad, How productive one finds the situation, does it

make any sense? What are the other measures or implementations that can be made? And what will be the steps if the problem rises again?

REFLECTIVE REPORT

The reflective report is the outcome developed to form the perspective of the learning and experiences gained during this process, these experiences include personal skills, responses while learning and implementation of developed skills in order to rectify the problem if it developed and created in order gain productivity. One of the most productive ways of writing the reflective report is to by using Gibbs Cycle which helps in creating a précised report which includes the experiences gained and what are the perceptions and thoughts developed in a person while gaining this knowledge and experience. Father this cycle includes evaluation of these experiences in terms of their effectiveness and ineffectiveness and later on analyses the situation for checking its sensibility (Trickey et al., 2016). This also includes the conclusion that projects what are the experiences gained and learning of it and suggestion of the alternate ways or different learning that can be carried out and development of an action plan to efficiently deal with the similar situation if developed in the future.

GIBBS REFLECTIVE CYCLE

An approach to project my experience and learning of term – 1 and 2 studies using the Gibbs reflective cycle

Description – in these terms the studies were focused on developing the skills in a person which assisted me in increasing my ability to deal with various situations and also assisted my personal development. I have found all the topic interesting and these have also assisted in gaining experience of various academic learnings and situations. The topic I found most attractive and

productive are communication and interpersonal skills as these have assisted me to overcome my inability to communicate and exchange of thoughts. This helped me get more productive and also increased my comfort level in team working. Critical thinking and analytical skills have increased my ability to perform various operations related to the calculation and analysing complex problems (Cottrell, 2017).

I found reflective writing as an important aspect as this includes the written representation of the experiences gained in the learning process. This helped to in developing an account to the experiences gained in the operations of the learning and also assisted in representing the feeling generated in the process of learning. I have used it to evaluate and analyse the situation and develop alternatives the alternatives which can help me in increasing effectiveness in the processes such that I can deal with the situation with increased effectiveness if developed in future. The cover letter is an effective technique of providing précised information and relevance related to your experiences and perspective while applying for a job. This increases the chances of getting hired and I have used it to get various internships at reputed organisation and it worked (Mahar, 2016). Organising studies and related skills have helped me in increasing my effectiveness in studies by helping in increasing the ease in the process. I have used these skills to create an efficient method of learning which works by focusing on the application of knowledge and uses the strategy of core understanding (Reynolds, 2017).

Feelings – the experience gained and the perception developed while complying with the plan of studying the desired syllabus have assisted feel confident because of the knowledge gained and the skills developed. These developed skills have assisted me by building my ability to perform various tasks related to the operations in the situations of my academics as well as working. This had assisted me to overcome my fears such as team working because of the lack in public speaking

and inability to effectively explain my perspective to others which resulted in increased complication (Lia, 2016).

After learning the cover letter and reflective writing, I started to feel confident in providing a written response or representation of my thoughts which are related to the projected questions (Sekarwinahyu et al., 2018). This had helped me to express my feeling and views in a brief and straight forward way which clarifies my perspective towards the requirements and also helped me in getting benefited from the situations. these had helped me in expressing my views in the written form and helped me in becoming expressive (Gibson et al., 2017). I used the skills of organising studies abilities to increase my ability to control the aspects of my studies and helped me in gaining excellence while complying with the requirement. I have used these skills in order to increase the knowledge gaining and implement the effective strategies in the operation of learning such that I can gain advantages in the process of learning and perform outstandingly to improve my academics performance (Reynolds, 2017).

Overall all the topics and learnings covered in the syllabus of term – 1 and 2 have assisted me in increasing my performance in the operations which has boosted my confidence and made me feel comfortable even in the complex situations. this has also increased my ability to make decisions and resolve problem or situation developed in my professional and personal life with effectiveness.

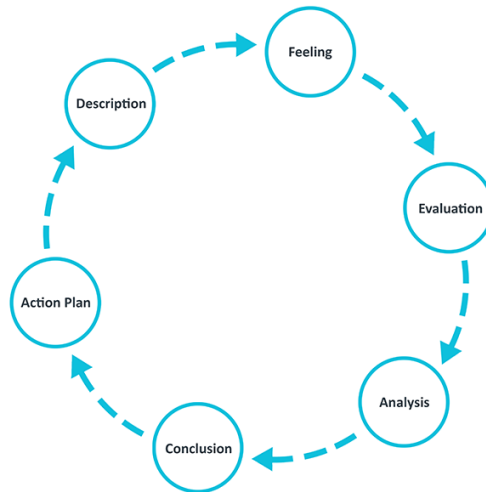


FIGURE 1 GIBBS REFLECTIVE CYCLE

(Gibson et al., 2017)

Evaluation – the knowledge gained during this process has helped me in developing my performance and also assisted me to become confident which increased my competence and helped me to develop my skills and become more productive and effective. I have experienced both positive and negative effects from these processes because the effectiveness of the program is dependent on the execution of the topics in an order which increases a person's ability to deal with the complex situations and also assist them in understanding the topics with effectiveness (Sekarwinahyu et al., 2018). But the structuring of the process has increased the complications for me as it covered the topics of terms – 1 as they are dealing with school students these topics can be replaced with some more effective and productive topics which would have assisted in increasing the performance of the Grad students and should not consume time in teaching lesser important topics.

Analysis - In my point of view, the employability skills discussed were highly relevant to the requirements proposed in the workplaces and dedicated to increasing the performance of the student which is completely productive and useful (Mahar, 2016). I have identified the syllabus

to be effective as it was focused on the development of students and on the effective contribution this had assisted me to gain competence in my academic studies and as well as helped in developing the skills for my professional life (Lia, 2016). I can use all these to attain growth and use it to increase the career graph in a positive direction. The employability skills have helped me to get internships in the reputed organisations and similarly I can use these for getting hired in these companies.

Conclusion – I have learned to manage the studies and use the effective method to increase my potential of learning and understanding my studies. The employability skills such as cover letter writing have helped me to get an internship, which proves my effectiveness in this skill. I have learnt reflective writing and used it to project my understanding towards a topic and providing relevant details related to it (Suleman, 2018). In total, I have learnt a lot of productive information's which are required to control the proceedings of my professional and personal life along with my personality development.

Action plan - Using such structure to gain excellence in the future, but will ensure that the processes are focused on increasing the performance. The topics covered in such syllabus must be dedicated to the effectiveness and requirements which will reduce the aspects of ineffectiveness and increase productivity (Gibson et al., 2017). To ensure the growth while complying with the strategy of gaining maximised advantage by using the desired syllabus in systematic and schematic approach.

This syllabus has assisted me in increasing my knowledge and also increased my effectiveness in learning and complying with the requirements proposed in the future to get employment.

CONCLUSION

This reflective report includes the observations and experience made while studying the academics syllabus of terms. In this, I have included the relevance to the key learning and skills gained in the processing of the studies. The reflective report is presented using the structuring of Gibbs reflective cycle which represented the reflective report under the headings to understand the perspective of its working and using the relevance of the change in processes and for increasing its effectiveness.

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