



MODULE TITLE:
ACADEMIC AND EMPLOYABILITY SKILLS

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Abstract

The report points out the importance employability through examining literature relevant to the subject of employability. It examines several employability skills from the employers perspective, like working in teams, problem solving and communication skills, computational, self-assessment, analytical, interpersonal and entrepreneurial skills to mention but a few. The report targets outlining the role played by employability abilities when it comes to moulding understudy's vocation and underscores with respect to how having employability aptitudes can enable youthful alumni to arrive at more noteworthy staturs in their profession. The investigation unites recommendations that can be trailed by understudies to secure the employability aptitudes that are basic at work environments.

Table of Contents

Abstract.....	2
1. Introduction.....	4
2. Employability	4
2.1 Employability skills.....	4
2.2 Academic skills	4
3.0 Communication skills	5
3.1 Interpersonal Communication skills	5
4.0 Analyse.....	6
5.0 Conclusion	6
6. References.....	6
7. Appendice	8
Appendix (a): class exercise	8

1. Introduction

When an alumni reaches a state where they have been able to acquire the professional abilities and personal qualities in form of achievements enabling them to get a career in their desired profession, they are said to have attained employability qualities according to York and Knight (2006). Employability also refers to the person's capacity to quickly adapt to the ever-changing work environment alongside their personal development according to Butterwick & Benjamin (2006).

Employees must work with promptness and be economically employable at the same time in the everchanging escalated data and information economy. The possession of unconventional transferable skills and abilities such as acumen whose application is not limited to region or situation is an asset as opposed to just maintaining the status quo of generation information and propensities relevant and limited to their own current occupations according to (Kearns, 2001, p.2).

The International Labour Organization (2000) examined employability as a development which involves personal motivation and a capacity to verify and hold work. It additionally means having the option upgrade the worker's efficiency aswell as the prospects of increasing their salary. It regularly requires contending viably in terms of the activity showcase aswell as having the option to move between occupations as vital. It expects 'figuring out how to learn' for new position openings.

2. Employability

While there is no clear definition of employability the universal accepted understanding of employability emphasises that it is about the ability to work according to Hillage & Pollard (1998), for example;

- The ability to bring about growth in a business; Therefore, the zeal to ensure that relevant operations of a business are maintained for the sake of career continuity and that workers get their expected compensation for their input.
- The ability to sustain a business and achieve exceptional success while on the job, and therefore create promotion opportunities.
- The capacity to seamlessly get a new job when the need arises, for example the willingness and ability to handle and solve both personal problems and those with colleagues

2.1 Employability skills

Employability skills refer to the vital aptitudes required to get, keep and perform exceptionally on a job. These dispositions, actions and attitude enable employees to work with family members, managers and professionals by way of making sound judgement on work related issues regardless of the type of industry, size of business and level of seniority within the workplace as stated by Robinson (2000).

2.2 Academic skills

There are three main skills areas a person must focus on to be career ready. These include the core academic skills aswell as the capacity to put to use these skills in a their daily workplace

routines, Employability skills like responsibility and critical thinking which are vital in all careers as well as the job related or technical skills required for a particular career path.

3.0 Communication skills

Absence of relational abilities is one real limitation to career advancement, to embrace creative thoughts and to address the difficulties of 21 century.

3.1 Interpersonal Communication skills

In the workplace, much correspondence is required to achieve individual and gathering errands as stated by (Gray, 2010) and undertakings since representatives need to speak with collaborators, administrators, executives, other interior and outside partners of the association (Morreale *et al.*, 2000). Delicate abilities, which are additionally distinguished as fundamental aptitudes, are the basic abilities that exhibit relational skill according to Alshare and Hindi (2004) and authoritative correspondence adequacy which are basic for administrative or regulatory and efficiency in associations have been approved by various investigations in the previous decade according to Baker and Thompson (2004).

The workforce-skills preparedness Report (2016) stated that, it is currently necessitated that school graduates entering the workforce just because ought to speak with certainty, convey what needs be capability, and be capable in open talking in gathering settings. The study alerts that poor relational abilities could seriously avoid understudies and anybody seeking to overseeing or authoritative position from accomplishing the objective or desires. Obviously, business associations at all levels are happy to enrol and advance employment candidates who have a thorough foundation in oral, composed, and introduction aptitudes. Along these lines, well-prepared school graduates and other employment looking for applicants should attempt to procure these delicate aptitudes that will essentially improve their upper hand in the activity showcase. The utilization of legitimate language, decency, and expert words/expression's, and introductions makes good impression in considering a request for employment for employability

According to Denisi *et al* (2003, p.9) "information focused assets incorporate every form of scholarly capacity as well as learning controlled by workers and final year university students, their ability to grasp, create, or secure extra learning in order to improve their degrees of execution. As the creators clarified, "learning based assets are the aptitudes and capacities which occupation candidates and up comers have, ached, and their potential for adjusting new information and abilities." Certainly, the effects associated with relational correspondence skill on authoritative viability has the focal point undergoing discourse as well as examination, considering the accentuation that businesses or work have produced for enlisting and assessing work candidates, particularly new school graduates. As graduating understudies get ready to assimilate into the globalized workforce, the significance associated with correspondence (written and oral) turns out to be excessively basic for employability and advancement. The fundamental/delicate aptitudes that business associations need have been extended as a means of incorporating critical thinking, basic reasoning, appreciation and

thoughtfulness regarding subtleties, initiative and collaboration abilities according to the workforce-skills preparedness report (2016).

In addition, business college graduates and graduates from different controls need to gain amazing relational abilities after moving on from their individual schools. Workforce investigations of ongoing years have underscored the basic significance of introduction aptitudes, demonstrating that business college graduates ought to be set up to enter their preferred business with the capacity to impart adequately relationally and take an interest effectively in different gatherings (Workforce-Skills Preparedness Report, 2016).

4.0 Analyse

In the analysis of “the learning-based way to deal with practical upper hand,” Denisi *etal*, (2003, p. 3) noticed the difficulty associations contend with in worldwide setting which requires securing of the basic aptitudes for empowering their workforce and beating their rivals. Moreover, Hitt *etal*, (1998) previously communicated the notion that business associations need to distinguish fresh wellsprings of information, widen aggressive scenes, aswell as build up a workforce fit to perform undertakings distinctively to be successful plus advantage in globalization. Denisi *etal*, (2003) distinguished information-focused assets as alluding in terms of aptitudes, capacities, and learning limit, which could be created through formal or casual preparing.

A portion of these fundamental abilities, also called delicate aptitudes, which are required by the present businesses incorporate the capacity to successfully written orally, the capacity to work viably with others in groups and in assorted gatherings, the capacity to viably discuss recorded as a hard copy, and capacity to show basic reasoning and scientific thinking abilities. These aptitudes are fundamentally required by associations of fresh graduates aswell as individuals who want to propel their career in focused associations (AAC&U, 2015).

5.0 Conclusion

This report emphasizes the importance of Academic and Employability skills, the observations and findings of research have been clearly to enable the teaching fraternity to make use of the proposed module effectively. Building good work relations increases productivity, but all these cannot exist without interpersonal communication. Workplace productivity improves people’s standards of living as they employees begin to get better salary which also positively affects their welfare.

This makes interpersonal communication an inevitable principal and one which requires practical ways of dealing with misconceptions derived from unhealthy interpersonal interactions. There should be a mutual understanding between both parties to work out a way to overcome barriers which negatively affect interpersonal communications. Interpersonal communication can also be enhanced by promoting self-confidence.

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7. Appendice

Appendix (a): class exercise



Academic and Employability Skills (ACE) – term 1

BMSW4001

In-class exercise 1: Paraphrasing

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Student Name: PINAR ALTINTAS Student ID: 1818319

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mark Erwin has not admit himself as a social entrepreneur or a activist. In fact his experience highly proofs by the organisations. The school told that he exelled in his assignments in the Army. However, he achieved multiple awards and medals. In terms of his characteristics of his previous endeavours admired by the Team RWB and followed by media. Unexpectandly and promptly he became an enterepreuener.

✓ Please practice

Please Continue to develop your language skills

Lecturer's signature:

[Signature]

Date:

19/7/19



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 1: Paraphrasing

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.
Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable

Reason: There is no same meaning of the original cas.

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 - acceptable / unacceptable

Reason: well paraphrased while passing correct message.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 - acceptable / unacceptable

Reason: The aim of the message is clear.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 - acceptable / unacceptable

Reason: It's more than paraphrased, gone into details and extra information added.

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: _____

[Signature]

Date: _____

19.7.19

2 | Page

Appendix (b) Class exercise 2



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising

Student Name: PINAR ALTINTAS Student ID: 1818319

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: _____

[Handwritten signature]

Date: _____

16.8.19.



Academic and Employability Skills (ACE) – term 1

BMSW4001

In-class exercise 2: Summarising

Ex.2

This task is designed to see if you can summarise ideas from course materials in your own words. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

In terms of Aldi's success is understanding of the Market and the customers expectations therefore providing excellent customer service to the customers.

Aldi is being competitive in the Market background is pricing strategy however this does not effecting the quality of it's product. Aldi brings success in the company by training the staff "in the all areas covered" also given variety of tasks around the store to reduce the cost.

In returns of by minimizing the staff, not changing the store outlook, customers benefits of low priced shopping.

Timing values at Aldi as well as customers satisfactory on quality of products to meet Customers needs with lower pricing.

Aldi is successful because compare to competitive pricing, quality of products offering customers discount and offers is the advantage of the company.



Lecturer's comments:

included. Focus on summarising as example, less thinking. Please review subjects of paraphrasing and summarising. Thank you

Lecturer's signature:

John

Date:

16/8/19