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HEALTH AND SOCIAL CARE GROUP 3
ACADEMIC AND EMPLOYABILITY SKILLS
TERM 1
(BMSW4001_LON)
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Date: 02/01/2020

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1. SKILLS:

The ability to do something well, there are four types of skills: adaptive skills, academic skills, transferable skills and transferable skills.

2. *Employability Skills:*

Employability skills are those basic skills necessary for getting, keeping, and doing well on a job. The employability skills we can see attitudes and actions that we have the opportunity to have a good relationship with the classmates and make a critical decision. Employability skills, it is categorized in different parts, are generally divided into three skill sets: basic academic skills, higher-order thinking skills and personal qualities. (Robinson, 2000, p. 1 and 2)

2.1 *Hard Skills:*

The hard skills are teachable abilities when include a specific knowledge and abilities. The definition of hard skills as the technical abilities that fit the job. Sometimes, you can acquire hard skills in the university, workplace or in your daily life. Gerencer.T (2019)

2.2 *Soft skills description:*

In the soft skills we can see the character and skills that can see the relationships with one person and another. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills. Soft skills have more to do with who people are, rather than what they know. As such, they encompass the character traits that decide how well one interacts with others and usually are a definite part of an individual's personality. Hard skills can be learned and perfected over time, but soft skills are more difficult to acquire and change. Soft skills can benefit the businesses when they when they put this into their work always. For example, collaboration with each other is essential. This can cause them to have improvements in all areas such as production when certain ideas and ways to make the work better. Learning different methods and having knowledge in the area of technology is a soft skill for all workers. *Soft Skills* (Investopedia, 2019)

2.2.1 *Communication:*

The imparting or exchanging of information by speaking, writing, listening and reading. In the communication there are two types: **verbal and non-verbal**. In verbal communication is when you use sounds or words to communicate and non-verbal is when you use your body language.

Nowadays, with the new technology, communication through writing is essential and is widely used in the workplace with the formal form. The writing communication in the workplace have three types letters, memos and reports.

To do a good communication we use the theory of **Shannon and Weaver Model**.

The Shannon-Weaver theory of communication was designed to improve technical communication. According with this theory, the communication has various factors: sender, encoder, channel, decoder, receiver and feedback. Also, there may be another concept of noise which can affect the channel where the communication has been given and can reach someone who receives something totally different.

Sender: The person who want to give the message.

Encoder: This is the was the message is changed into signals, for example sound waves.

Channel: Channel is the medium where the person uses for give the information.

Decoder: Decoder is the medium where convert signals or the receiver who translates the message from signals.

Receiver: Receiver is the person who gets the message or the place where the message must reach. The receiver provides feedback according to the message.

(Communication theory 2010)

2.2.2 *The ability to understand and give instructions:*

Understand and give instructions are essential in the work area. If there are no instructions in the best way, there may be accidents of the same form if the person does not understand the instructions. To give an instruction it is very important to use body language.

2.2.3 *Working with a team:*

Working in a team requires a great number of different skills.

The specific actions which will be helpful will depend on the skills are development, but there is little substitute for gathering real feedback from other team members and then working together to improve on whatever specific areas require development. Work in some organization for example a charity event, remove the pressure means that you can enjoy it and relax little more, and then let your real abilities and personality show. (Morgan, 2017)

2.2.4 *Time management:*

The time management is necessary in all areas, especially at work because you can not allow to be late for work, for example in a meeting if you are late you must letting anyone know because if you do not do this and you will lose the sale or miss a deadline for your work.

Good time management is the ability to control our use of time to such an extent that we are able to plan manage what we do without undue stress or tension. To do a good time management we need to know what is our priorities. Our priorities can relate as much to our careers as to what we choose to do on Saturday afternoon. The issue of prioritisation is as important here as it is for our longer term career goals. (Morgan, 2017, pp. 52, 57)

3. *Swot analysis:*

This process captures information about your internal strengths and weaknesses as well as external opportunities and threats. Key to completing your SWOT analysis is to treat your career as a business and yourself as a competitive product.

A personal **strength** it is a quality or ability to use it so that you can stand out and differentiate between others.

A personal **weakness** it is an area where you can have the opportunity to grow. It is a very important because you can value and take advantage of these opportunities.

Opportunities and threats is the opportunity you have to get your goal and the threats is the possibility that prevents you from making your goals. (Quast, 2013)

[analysis/](#)

Image source:



<http://www.parkhurst-consulting.com/swot->

4. *Personal Development Plan (PDP)*

A personal development plan (PDP) is a process by which educational needs are identified, objectives are set in relation to these, educational activities are undertaken to address these learning needs, and finally evidence is produced and recorded to confirm that new knowledge, understanding, or skills have been achieved. (Richard Cure, 2009)

In Personal Development we can use “The Johari Window” that we know about ourselves and what other people know about us, so we four panels, the first panel is “**the Arena**” we know about ourselves and what others know about us. The second panel is “**Facade**” we know about ourselves but other do know about us. The third one is “**the Blindspot**” that we do know about ourselves but other believe about us. The last one is “**the unknown**” we do not know about ourselves and other do not know about us too. (Morgan, 2017, p. 29)

5. *Research and note-taking*

Research on note-taking has generated debates since C. C. Crawford began his studies in the 1920s. Initially the debates cantered on whether note-taking resulted in improved student performance on tests. Over the years, researchers have tried to verify that note-taking helps students "encode" the information involved and that notes are valuable as materials for review. (Ladas, 1980).

When writing down notes, try to distinguish between facts, opinions, and examples. It is important to write down

relevant facts. Facts are ‘true’ statements that should be supported by research or evidence. It is also important

to write down important, relevant, educated opinions. You

may like to write a reference to an example that was particularly interesting or as a means of reminding you to do

more research in a particular area. Rather than relying on the examples that the lecturer or author provides,

when reviewing your notes, try to think of your own examples. (Dhann, 2001, p. 2)

6. Referencing and the avoidance of plagiarism

References are very important when looking for information and writing them, in this way we can give credit to the authors who have endeavoured to write their works and apart we can give a theoretical basis with our own words and what we have understood from all of it.

When we put all the references, we can also demonstrate what we have written is not something invented and is a way we can show that it is a valid and it is solid information. You are also giving the reader the opportunity to find the same original information to verify the validity of everything

You have to be very detailed with all the information you have written and include full citation details for all the sources you consult and remember to record relevant page numbers it, all depends on where you got the information ass book, conference paper, internet etc. The elements of a reference include: author, title of the book or article ,title of the journal or other work, name of the conference ,place of publication, date of publication, page numbers, URL and date accessed. (Oxford Students, n.d)

7. *Paraphrasing and summarising*

It is not about replacing or putting the sentences differently. The important thing is to read everything and know what the author means and if it is possible to make a new sentence. There are times that the authors put key phrases if you think it is essential you should put it. The paraphrasing is a way of seeing what the reader thinks about work and see how it can fit into work.

If you know how to summarising well, it is a good skill that you have, since you are using the information of the content source to put it with your words without modifying any important information. Summarising is a good way to show that you have understood what you have read and know how to keep the main information without modifying anything.

It is important to know that when you do some paraphrasing and summarising it is important to put the data of the information you have read and the references. (Acap, n.d)

8. *Conclusions:*

In this first trimester I have learned a lot of important things that will help me in the workplace and daily life too. I have been able to see more what my skills are and what my weaknesses are so that I can improve them. I have learned how to write a letter correctly and look for information in a better way. I have also been able to learn how to put references because it was something I did not know and now I understand how important it is. In my opinion it was a good term when I can see all my hard skills. Everything learned in practice in the future to have a good job. I hope that in the next trimester there may be improvement in all those skills that I need better and can gradually grow as a person and put all this into practice. I am aware that I have a poor vocabulary and there are some things that are more difficult for me but I know that with my effort and dedication all is possible.

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