



Reflective Report

MODULE: ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

In this reflective report, it will be discussed 4 topics that I particularly believe that is important to a first student academic year. There are time Management, Academic and Reflective Writing, and Employability.

First of all, allow me to say that I was extremely nervous and anxious about my first lecture which is Academic and Employability Skills. I was, also, eager to know my new colleagues and lecturer.

Our first lecture started with the lecturer introducing himself to the class. We did our introduction as well. I might assume that it is very hard for me to talk about myself although I am the kind of person who likes to talk (a lot). After the introduction, the lecturer started to explain how it is important academic skills to a student.

By learning academic skills, a student can have a thrive and successful academic life when they communicate, plan, socialize and analyse.

In the following lectures, the lecturer created groups of 3/4 people so that we can discuss our point of view on the SWOT theme. I found the idea of being in a group where I could share my ideas and perspectives interesting. During the sessions, we had to take notes of shared ideas.

At the end of the lecture, I took a look at the next topics and I was a little apprehensive to learn the topics Academic Writing and Reflective Writing as it is the area where I have the least ability although, I was eager to learn more about Time Management and Employability.

Time Management

Time is life and its value is immeasurable. Time management requires a plan to control the time that is spent on particular activities to increase efficiency, effectiveness, and productivity.

According to Pearce (2007), there are four types of resources that an individual must have: people, equipment, money, and time. The essential one is time, which is completely irreplaceable and is the key to success life.

Firstly, developing a personal sense of time is essential to identify long or short-term goals, make a plan for the day and do the best use of time and, effectively delegate and be committed.

It is important that a student has critical thinking, plans ahead, do some “brainstorming” and take notes.

Using time effectively gives me options on spending or managing activities on my own time and expediency. It's supported by a range of skills, tools, and techniques used to manage my time when I'm accomplishing specific tasks or goals complying with the due date.

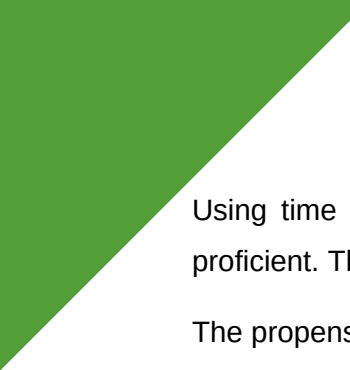
Time management is not only related to work activities but is also related to personal activities.

Making use of time management is generally a need in any task the board as it decides the undertaking finishing time and degree.

It ought to be utilized for the useful and valuable objectives to bring more rewards, joy and, fulfilment in our lives. In this way, it is exceptionally basic for students just as for the individual of all social status, to deal with the time shrewdly for more noteworthy advantages and, effective life ahead. Time is cash. It is a computation of minutes, hours, days, months and a long time that we elapse in our life. From adolescence to being a senior resident, there are numerous phases of time.

We do specific errands in our day-to-day existence remembering, each phase of time. Time has extraordinary life esteem. It shows us numerous extraordinary exercises in our lives. The worth of time is immense. There is no counterpart for it. The lone thing that we can do to respect it, is by utilizing it.

Since it is a priceless belonging, astuteness requires its legitimate use. Using time productively, in this way, is profoundly important for individuals, all things considered. It is the lone ideal key of accomplishment, on the off chance that we figure out how to design and focus on our time for better objectives.



Using time productively is vital during students life. It helps them being coordinated and proficient. The time of studentship is a magnificent learning experience.

The propensities or habits that we embrace during this time of life, travel alongside us during the remainder of our lives. Using time productively is educated conduct. The school is the best spot to take on an oversaw life conduct, to get more advancement and accomplishments throughout everyday life.

Life has become very bustling nowadays. We are expected to oversee innumerable errands for various objectives in our day-to-day existence. The disappointment in dealing with the assignments for wanted objectives, acquire vulnerability and stress our lives.

An ideal time usage keeps away from physical and mental pressure in our lives. It prompts greater imagination, satisfaction, and fruitful life ahead. The lethargy is the innate foe of humanity. It can deliver us less useful, satisfaction full and glad in our life. The lone method of a fruitful life is using time productively, with earnestness and devotion to the assignments in our day-to-day existence. In this manner, it is profoundly fundamental that we esteem the time in our lives to become cheerful and effective.

Academic and Reflective Writing

About these lectures, I felt very lost and confused because, for me, it is an unknown area that I have always avoided going into for fear of failing. Deep down, I always felt unable to compose a text that I had to express my ideas and my consistent arguments. When facing these fears during lectures, I then felt a little more motivated and determined that I would go with this "fear of making mistakes" that has always lived with me.

At the beginning, academic writing seemed daunting to me, however I was able to develop it by reading journals, articles, books and academic texts. During these lectures, we did activities that helped us to reflect academically.

There are some tools that have helped me to improve my academic and reflective skills such as being attentive, taking notes, brainstorming, researching, analysing, and reporting. "One can contend in this way, that repeating 'fitting' scholarly writing as far as style and structure is as significant a state of graduate 'educatedness', as understudies' grip the disciplinary topic, that is, the substance of their composition" (French, 2013).

As stated Moon (2007), exists four different levels of reflective writing that come from superficial, descriptive accounts to deeply analytical accounts, which include emotional responses, and a recognition that things could be done differently. They are:

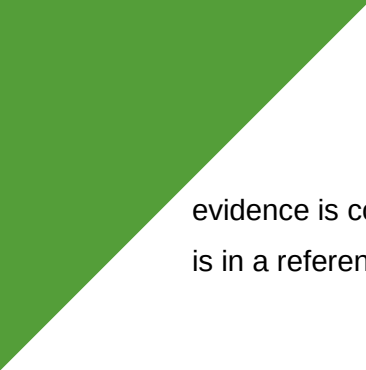
1. Descriptive writing,
2. Descriptive account with some reflection,
3. Reflective writing 1,
4. Reflective writing 2

A reflection is considered for being a process that develops and maintains continuous support learning both personal and professional development and reflective writing can be included in this process as a form of catching the thought and experiences in many ways like a diary or a journal. "A process of looking back on what has been done and pondering on it and learning lessons from what did or did not work." (Conway, 1994)

When students are writing an academic report, they need to be aware of academic misconduct. The most common is plagiarism.

Plagiarism is a wide and conceptual idea (Darr, 2019), and to avoid it, is important to comprehend and restructure and then write it in own words (Liddell, 2003).

Referencing is a good method to avoid plagiarism. As stated Williams and Davis (2017), giving authority and credibility, traceability and reliability will enable readers to know where the



evidence is coming from. There are two forms of referencing. One is in-text citations and other is in a reference list.

Employability

Finally, I will talk about the topic that I think is my favourite. Employability! What is it? What its importance? Well, employability is a group of skills, knowledge, and personal attributes that makes an individual bound to get and be effective in their chosen occupation to the advantage of themselves, the labour force, the society, and the economy (Yorke, 2006).

It's important that an individual has a good ability to communicate verbally, in writing, and also, listening. Being confident in themselves is the key.

Before I get into the world of work, I need to gain independence. Be responsible both financially and in studies and health. It is necessary to invest in our professionalism and personal development and these are some ways to maintain employability:

- ✓ Have a responsible, reputable and ethical conduct;
- ✓ Make frequent self-assessments about your strengths and weaknesses as a professional and look for ways to resolve them;
- ✓ Be a person with own initiative;
- ✓ Develop good oral and written communication;
- ✓ Have the ability to add value to the labour market;
- ✓ Have skills and flexibility to work in teams, have good relationship skills.

To ensure employability in the labour market, professionals need to be aware of market requirements in their area of expertise. The greater the ability to meet the needs of the specialized market, the greater the recruiting capacity.

Professionals who face intense competition in the labour market must strive to demonstrate their value, qualification and ability to make an effective and differentiated contribution to other professionals.

According to Cottrell (2015), the development skills for students regarding employability enfolds **career development, labour market awareness, articulation, self-awareness** and **self-management**.

We are in an era where it is necessary to use digital technology for everything. If I intend to apply for a job, I will have to create a CV that contains my personal details, my skills and strengths (mention them), qualifications and training (include any current courses of study), work experience and references.

Along with the CV, I also add my cover letter which is a one-page document addressed to the interviewer or potential employer, and include contact details, the role for the application and further detail surrounding the information in the CV. As stated Innes (2015), a CV has as objective to achieve an interview and it is not an autobiography. It does not need to come with photography on it however, it is necessary to update it frequently (Cleary, et al., 2013).

PDP is also part of an individual's development and growth. It is a process that helps an individual to identify areas where they can be improved, define goals, measure the process, and outline a strategy for achieving the goals. It is also a method of spiritual, physical and mental reflection.

Creating an action plan is important as it will make them do a SWOT analysis of themselves. reflect on their strengths, weaknesses, identify the present opportunities and eliminate the possible threats.

Conclusion

In this particular module, I have learned much more than I thought I would have. I learned that it is essential to better manage time by separating study, leisure, and family time. I also learned to maintain focus, determination, and resilience on my goals although I had some difficulty putting them into practice. Applying time management into my student life has allowed me to be able to maximize the use of every hour of the day making me feel less stressed and more efficient. Additionally, I have been taught the importance of writing skills that an academic student needs to write a well-structured report. Written reports must be properly referenced and then cited, paraphrased and summarized otherwise academic misconduct will occur.

Nowadays, the job market is much more demanding in relation to the abilities of an individual, and therefore, students need to learn and improve their skills according to their dream job. They need a set of skills that will enable them to enter the competitive world of work.

The CV (Curriculum Vitae), is a document used when applying for jobs. It enables an individual to be successful by selling their abilities to the potential employers and it is accompanied by a cover letter that gives more details on how their skill set aligns with the role and will make the hiring managers better understand my suitability for the role. It has to contain a statement setting out the reason of the letter. In my CV, I have written my contact details, profile, education, work experience and my skills.

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PowerPoint Presentation

- **Personal Development Plan**

Is the process of creating an action plan based on awareness, values, reflection, goal and planning for personal development regarding a career or self-improvement.

- **Action plan**

- **Goal:** Be graduated in adult nursing course
- **Action:** Develop and improve more my communication and interpersonal skills
Work in institutions to earn more practical experiences
- **Resource:** Find University and institutions with requirement I need
Start adult nursing course
- **Measurements:** Satisfaction of the big achievement
- **Target date:** By mid-2025

- **SWOT**

As it is an analysis and development tool, I define my **strengths** as being positive, open minded to new ideas and perspectives and communicative; **weaknesses** as being anxious and doubting my abilities; **opportunities** to keep studying and working on my self-efficacy and the **threats** are negative environment around myself.

- **Time Management Tools** It permits me to know how much and how well I use my time on my daily activities.
- **Academic writing** I have to think in an analytical way by collecting and analysing information and then communicating it in manner that makes sense to the reader.
- **Reflective writing** Is a way of processing my practice-based experience to produce learning.
- **Employability** Is a series of skills, knowledge and personal qualities that will make me more employable in my future career.

- **Future Career**

In this module, I have learned that to be a good nurse, I will need to learn and improve many skills such as academic skills, critical thinking, decision making and problem-solving. I have also learned that communication and interpersonal skills are essential elements in nursing.

My role as an adult nurse will be to listen and communicate with patients; care about them; when facing problems, use my judgment; teach, advise and manage my time well.

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ACE Practical Portfolio of work

Week 1 (17/06/2021)

This week we are having our first session. It started with the lecturer introducing himself to the class.

We also made a brief introduction of ourselves starting with our names, our background, Why we are on this programme, our goals for work and study and interesting things about us.

After our brief presentation, the lecturer began to explain the aim of the lesson.

He explained to us the importance of time management, how should we, as academic student, organize our day/week and gather information for our studies and reports.

Activity 1: Review your use of time

- How do I waste time? I waste my time working, studying, taking care of my daughters and my house.
- Do I use time effectively? Sometimes.
- What or who distracts me from study? What or who can distract me from my studies is my social media and my daughters.
- Do I need to plan out my time: for the year? The term? The week? The day? Each piece of work? Yes, for the week.
- Do I waste time getting started? Sometimes.
- Do I make the most of spare moments? Sometimes.
- Do I find time passes and I don't know what has happened? Most of the time.

Week 2 (24/06/2021)

Today, the session is on understanding clause structure. We start by analysing the clause and how to analyse it.

Next, we learn how to structure a sentence as there are four types of sentences. The simple, compound, complex and complex-compound.

It has always been difficult for me to analyse a sentence, however in this session, it seemed easy how the lecturer was explaining each slide and to conclude the session, we also learned how to analyse a paragraph.

It is fundamental to organize a paragraph starting always topic sentence, followed by supporting sentences and then a concluding sentence. However, not all paragraphs contain this sequence.

Activity: Review Exercise

Put these sentences in the right order to make a paragraph:

- a) It wasn't an easy decision, but for the reasons listed above, I have decided to study journalism.
- b) It can be difficult to choose a subject to study at university because there are so many choices, but by considering my skills and interests, I have decided to study journalism.
- c) I have always enjoyed writing, so it is sensible to choose a subject that involves writing. When I begin working, I would like to have the opportunity to travel, and travel is often an important part of a journalist's job. Finally, I am also interested in photography, and pictures are very important in journalism.

Answer: 1st = b) 2nd = c) 3rd = a)

Week 3 (1/07/2021)

This is the week I've been looking forward to the most as we've been given the subject of our assignments.

After the lecturer introduced us to our respective assignments, he began by explaining how important note-taking is. He then grouped us into groups of 3/4 people to discuss how we can take note-taking.

Class Activity

In groups, discuss:

- Why you should take notes?
I think we should take notes because it will help us get an idea of how we are going to construct our report or essay.
- How do you take notes? Do you have a system?
I take my notes writing down what I think is most relevant. Usually I take a paper and a pen and I start to brainstorm, then I make my notes.
- When do you take notes?
After read an article/book/journal or after listening to a notice and/or during the lectures.

Week 4 (8/07/2021)

Today we learn how to paraphrase, summarize and how to reference. To paraphrase I need to separate the information, highlight content words, create new content words, complete the new sentence, review it and finally, record it. By summarizing, I'm analysing and evaluating information, and forming memories of what I have read or heard.

Activity:

Summarise the following sentences. Decide what the main idea of the sentence is before you start writing. This will help you to stay focused.

- 1. University professors, who have often worked in the same institution for years and years, are experts in their field of interest and study and will probably have written many books.**
- 2. The formal testing of knowledge which takes place annually is a cause of great stress and concern for most students.**

1) University professors are experts in their field and have often written books.

2) Exams cause stress and concern for students.

Week 5 (15/07/2021)

In this week, we have learnt the referencing and incorporation of sources. We started the session taking any word from Academic Word List (AWL) (eapfoundation.com) website and give them academic and informal definitions.

Referencing is needed to distinguish my own ideas from those of someone else, to cite different points of view, to validate what I'm writing and inform the readers of the scope and depth of my reading.

To quote other people work, the student must do a citation otherwise it will be a plagiarism.

Week 6 (22/07/2021)

Today's session was very important to me as it was talked about how a report is structured. With the help of librarian Ivana Curcic, we learned how to use the university library online, why to use the Harvard style and reference in text and in the list.

It starts with the title page, table of contents, introduction, methodology, results or findings, discussion, conclusion/recommendations and references.

It was a good session which help me understand better the concept of a written report. Follow this sequency, an academic student can write a well-structured report.

Week 7 (29/07/2021)

This week's session is about presentation. The lecturer asked us to gather each of us in our respective group to make a brief presentation about our individual work. He then joined in each group meeting to give his suggestions and advice.

Next, the lecturer briefly taught us about employability.

The most skills for employability are communication skills, interpersonal skills, personal skills, numeracy skills and general awareness.

Week 8 (05/08/2021)

CV and cover letter are needed when we are going to apply for a job.

Today we talked about what we should put in our CV and cover letter, what their goals are and why we do them. Must not contain any lies or exaggerations of the information in the CV and the email address must sound professional.

Week 9 (12/08/2021)

Today is the presentation day. I could see that most of us were quite nervous. We had a special guest, Miss Diya Ganguly, who throughout the individual presentations, gave each student her assessment.

After my presentation, she advised me to break up bullet points on the slides instead of writing sentences. I listened carefully to the presentations of my colleagues, which were very good. Overall, their feedback on my presentation was positive which made me feel quite relieved and less nervous.

Week 10 (19/08/2021)

This was our last session, and it was also the last day of performances for those who couldn't perform at the previous session.

Today we did a review of how the presentations went and we said goodbye with the hope of seeing each other again in person on campus.