

TASK 1

An Analysis of my Academic and Employability skills

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INTRODUCTION

To develop a skill, you need first to know where you are going to begin. This essay will look at the skills that I will need to shape my study life and my career path in order to achieve success. I will display methods which I used to identify my strengths and weaknesses in my life. The skills that I will need to improve will be outlined along with the ways in which I will improve them. Academic and employability skills are essential to both my personal and professional life so the importance of possessing these skills will be shown.

ACADEMIC SKILLS

A skill is a talent which is acquired through knowledge and practice. Academic skills consist of a number of other skills which include academic writing, presentation skills, referencing, critical thinking and research skills. Academic skills can be defined as characteristics of behaviour which is learned by an individual. Through the development of my academic skills I will be able to gain certain qualities, these include problem solving, communicating effectively and being creative. These skills will not only assist me in achieving success in my studies, but in my chosen career as well.

Academic Writing

Gaining the skill to write clearly is a tool that I will need in order to succeed in my studies. Written work is a requirement in my assessments, which will be graded on my ability to write in a clear and persuasive way. Academic writing requires a formal tone accompanied by an authoritative and confident style. When writing, I find that I encounter difficulties in using the correct grammar and putting my thoughts together in order to construct sentences so that they make sense. These problems need to be addressed as it plays a vital role in academic writing. To improve these, I will be focusing my attention on three key areas. These include writing clearly so that others can understand the point I am trying to bring across, using the correct grammar and choosing and maintaining a styling approach.

To be an effective academic writer, I will need to start by planning and managing my time efficiently. I will need to spend time gathering information and making note of relevant points before my work is created. Excellent grammar can improve my academic writing significantly. I will need to learn the points of good grammar, practice my writing and ask my lecturer for feedback. When writing, choosing and maintaining a styling approach is important to my work. Writing in a consistent style will improve the readability of my work and help my ideas to come together in a clear way. By developing my writing skills I will be able to strengthen my work quality and gain an extremely valuable written communication skill that will be essential to employers. Academic skills (Cardiff Metropolitan University, n.d)

Referencing

Throughout my studies I will need to borrow ideas, insights and arguments from published literature in order to create my work. By doing this, I will need to give credit to those writers whose work I have used. This is known as referencing. Along with giving credit to writers, I will also need to use referencing when providing evidence to support claims that I have made in my assignments. To develop my referencing skills I will need to know the importance of being accurate. Being organized with my research plays a vital role in the accuracy of my references. Accuracy is always crucial when making references because readers need to be able to find the origin of the information which has been used. In order to be accurate with my referencing, I will need to make sure a record of all the sources that I have used when doing my research is always noted down. When doing my

assignments, making referencing is necessary as plagiarism could be attached if I use other peoples work and do not acknowledge them. By referencing accurately, my work will be enhanced significantly. By developing my referencing skills I will be able to strengthen certain qualities. These include creativity, communication skills and analytic abilities. Qualities such as these will be beneficial in my studies and my career. Why is reference important (UNSW Sydney, 2019).

EMPLOYABILITY SKILLS

Employability skills are those unique qualities that I will need to have in order for me to be employable. In achieving these skills, I will be able to develop my level of qualification and skills to a very high standard which will allow me to flourish in any employment as well as my personal life. Employability skills are necessary at all stages of the development of my career as it will allow me to stand out to employers. These skills will be looked at through my knowledge, skills, attitudes and behaviour. Employability skills will be worthwhile to me in the long run as they are transferable. Job roles will consist of a number of duties therefore it is essential for me to be adaptable.

Time management

Time management is the process in which an individual divides and schedules time between specific activities. I will need to improve my time management skills in order to manage my time better. Coping with study and family life can be very difficult for me as I have a lot to do each day. I tell myself I will be able to complete all of my tasks but then I only manage to complete some of them. This leaves me feeling stressed and frustrated. Time is limited, with only twenty four hours in one day I need to learn how to manage my time better.

To improve my time management skills I will need to focus on my planning, prioritization and changes to my habits, routines

and attitude. Creating a weekly planner is a technique which I will use to manage my time more efficiently by organizing and maintaining my activities. Another technique which I will be using is the to do list. This involves a daily list of activities, estimated times, times reserved for interruptions, prioritization for activities and monitoring the results. Protecting my planned time is key in managing my time successfully. If I make a detailed plan of what to do, when to do it and stick to it I will be able to have time for everything in my life.

Some of the benefits that I will gain by managing my time effectively includes stress reduction, self discipline and the ability to make better decisions. Being able to manage my time better will allow me to see the demands on my time a lot clearer. I will be able to estimate the amount of time a task will take in order for me to meet deadlines. This will allow me to gain that control which is needed to reduce my stress levels.

Self discipline is a worthwhile skill that I will learn through the practicing of good time management. This will have a positive impact on other areas of my life that need self discipline to achieve success.

Good decision making is a beneficial skill which I will gain through good time management. If all my decision making is left at the last minute, I will not have the opportunity to explore all my options which will increase my chances of making bad decisions. Effective time management will relieve me of the pressure associated with the feeling of not having enough time. It will also give me the opportunity to consider all my options so I can make the best choices. Appointment plus (2015) described the importance of time management.

SWOT ANALYSIS

A personal swot analysis is designed to identify a person's strengths, weaknesses, opportunities and threats. By developing my swot analysis I was able to get a better view of what my personal strengths and weaknesses are, the challenges that are ahead and the opportunities that will present themselves to me now and in the future. My strengths and opportunities are my beneficial assets that are within my control, while my weaknesses and threats are the unfavorable things which are determined by outside influences. In my swot analysis I identified my strengths by looking at my qualities that would allow me to stand out. My weaknesses were determined by assessing the areas in my life that needed improvement. For my opportunities, I looked at how outside influences could be beneficial in order to shape my career path. Finally, when identifying my threats, I examined the outside influences that could harm my chances of accomplishing my goals. Martin (2019) was a useful source of information.

After retrieving this data, I used it to develop my personal development plan. It is crucial for me to follow through on the insights that I have discovered as this is the only way I will be able to get the best end results. This will be very beneficial for me both personally and professionally as it will set me apart from others.

PERSONAL DEVELOPMENT PLAN

A personal development plan is a tool which is used by individuals to establish their goals, evaluate current situations, identify needs for skills and knowledge and select activities that will develop those distinguished needs. When creating my personal development plan, I identified and prioritized the goals that I would like to achieve and set a deadline for them. I then went on to acknowledge my opportunities and threats and looked at my skills and knowledge that needed developing. I identified a support network that was available to me and established a progress report. (Cottrell, 2019)

By developing my personal development plan I was able to improve my self awareness, create my own identity and find and develop my talents. My personal plan gave me a greater sense of the kind of life I want. This allowed me to manage my time better, be more effective at decision making and acquire a greater control of my destiny.

CONCLUSION

Based on the above discussion, I can honestly say I recognize the value of academic and employability skills. Academic writing, Referencing and time management are some of the key skills which I will need in order to succeed in my studies. By gaining these skills I will be able to gain certain other qualities which will be essential to me even after the completion of my studies.

Time management skill is such a unique talent on its own due to the fact that it is transferable. Establishing new habits and being disciplined with my planning will be challenging for me but with dedication and perseverance I will be successful in developing these skills. I am prepared to make drastic changes. Creativity will be essential when finding and introducing new ways of doing things. Time management skills will not be achieved overnight therefore it is crucial for me to have an ongoing progress report. In the end, I will benefit significantly from gaining these academic and employability skills as it will allow me to be adaptable in any situation and pave my way to success.

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APPENDIX A

STEPHANY BENNETT-GRANT

G11

S STRENGTH

GOOD LISTENER
COMMUNICATES WELL
ABLE TO MAKE DECISIONS
ABILITY TO ADAPT
PRO ACTIVE
DETERMINE

W WEAKNESS

CONFIDENCE
TIME MANAGEMENT
ACADEMIC QUALIFICATION
READING

O OPPORTUNITY

STUDYING FOR A DEGREE
STRONG FAMILY SUPPORT

T THREATS

FAMILY LIFE INTER-
FERING WITH STUDIES
NONE SUPPORTIVE
FRIENDS

✓ Good. Now use this information
to develop your PDP.

APPENDIX B

	SHORT TERM GOALS 3 months	MID TERM GOALS 1 year	LONG TERM GOALS 2 years
MY GOALS	Gain knowledge through my lectures and assessment. Build confidence. Read on a regular basis. Receive a good grade on my assessment on all modules within my course in term 1.	Ability to write at an academic level. Pass all modules at the end of the course. Build my confidence more. Maintain my regular reading.	Continue with my studies to achieve a degree. Continue building my confidence. Continue with my regular reading. Writing exceptional on a academic level. /?ucou7jg
SKILLS AND KNOWLEDGE TO BE LEARNED	Communication skills. Team work skills. Academic writing. Employability skills. Managing a business. Research methods. Digital skills.	Communication skills. Team work skills. Academic writing. Employability skills. Managing a business. Research methods. Digital skills.	Communication skills. g & woyv5chngth. Team work skills. Academic writing. Employability skills. Managing a business. Research methods. Digital skills.
NEXT STEP	Attend lectures regularly. Ensure all assignments are done on time. Regular reading. Indepth research.	Attend lectures regularly. Ensure all assignments are done on time. Regular reading. Indepth research. Set aside some time each week to read each module of my course.	Attend lectures regularly. Ensure all assignments are done on time. Regular reading. Set aside some time each week to read each module. Indepth research. Manage my time effectively.

Good, but more detail is required of specific actions you need to take to achieve your goals, with deadlines.

STEPHAN BENNETT GRANT

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	Set aside some time each week to read each module of my course. Self discipline. Manage my time effectively.	Self discipline. Manage my time effectively.	Self discipline.
RESOURCES	Free time. Funding. Books.	Free time. Funding. Books.	Free time. Funding. Books.
TIME SCHEDULE			
When will I start	18/02/2020	18/02/2020	16/02/2021
When do I expect to finish	08/03/2020	16/02/2021	16/02/2023
COMPLETION	Date:	Date:	Date:
	Date:	Date:	Date:
	Date:	Date:	Date:

STEPHAN BENNETT-GRANT Gill