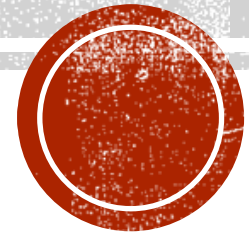


Module Title- Academic and Employability Skills

Assignment Title- ACE Practical Portfolio

Individual Presentation – Intendent Career



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INTRODUCTION



My intended career.



How academic and employability skills helped me developed my plans for my feature career.



Annalysis of my Academic and Employability Skills



The importance of them helping us develop on professional as well as personal level. (Alharahsheh and Pius, 2021).



Figure 1

Source: (Alharahsheh, and Pius, 2021)





MY INTENDED CAREER

Skills needed in order **to start** a Coffee Shop Business:

- Write a business plan. - CREATIVITY
- Find the right location. - RESEARCH
- Find local funding options. -RESEARCH
- Save money for your personal expenses.
- Compare prices and quality on everything.
- Network with lenders and other coffee makers. – AMAZING COMMUNICATION SKILLS





Figure 2

Source : (Ng, et al., 2021)

ANALYSIS OF MY ACADEMIC AND EMPLOYABILITY SKILLS

SWOT ANALYSIS

Strength

- **Good communication abilities.**
- **Huge confidence and motivation.**
- **Huge cooperating abilities (Ng, 2021).**

Weakness

- Time management
- Decisions making

Opportunities

- **Progress opportunity**
- **Good pay**

Threats

- Sacrifices
- RISK
- Long hours



PDP

Objectives	Skills have	I	Levels of my skills					Skills to be developed	Time needed for improvement.	Needed action to achieve the objectives
			1	2	3	4	5			
Communication skills	Management abilities				YES			Timely completion of work	2 months	Regular communication
Time management skills	Decision-making skills					YES		Analysing power	1 months	Starting Tasks Earlier
Decision-making skills	Research abilities			YES				Solving all types of problems	3 months	To analyse all aspects of the problem.
Research abilities	Time management skills		YES					Correct execution work	6 months	To conduct overall and thorough research.





CONCLUSION

The relevance of academic and employability skills plays a key role in the development of a student's competences and capabilities. These skills facilitate all-round development and enhance the chances of getting employed. Continuous development of these skills is essential for all the students so that they are able to compete with others in the job market and are preferred by employers.

These skills facilitate both professional as well as personal development.

I have successfully reflected on my employability and academic skills I have acquired during this semester using the SWOT and PDP analysis.

REFERENCES

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THANK YOU!!!!

