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University of Wales
Trinity Saint David

Academic and Employability Skills

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Introduction

Our society is developing at an extremely swift pace and this forces the competitions between companies to get harder at the same time. In order to handle the ferocity of the market employers will need from graduates not only the academic skills that they've learned while doing their graduation but also employability skills that will allow them to correctly fulfil their position in a company.

With the objective of becoming a person that is ready to fit in the work market these days, every graduate should learn which employability skills will the employers expect from them as soon as they are ready to fit in the work society.

Methodology

The purpose of this report is to analyse the difference between Academic Skills and Employability skills and understand how important they are for the future of people in the Work society. To conduct the research of the theme a computer was used to find online data on verified websites, and the rest of the contents were taken from notes of the classes of the course *Certificate of higher education and skill or the workplace of the University of Wales Trinity Saint David*.

Academic Skills

Academic Skills are the aspects of behaviour that are required to operate successfully at the level of higher education, there's some examples of important academic skills that a graduate should have:

- ✓ Learning independently
- ✓ Writing (or written communication)
- ✓ Presenting (or spoken communication)
- ✓ Research
- ✓ Referencing
- ✓ Criticality
- ✓ Academic writing
- ✓ Reflective writing
- ✓ Managing information
- ✓ Understanding assessment
- ✓ Producing dissertations and longer pieces of work

Employability Skills

Employability skills are the skills that individuals use to effectively perform their role in a company.

‘Employability skills are defined as skills required not only to gain employment, but also to progress within an enterprise so as to achieve one’s potential and contribute successfully to enterprise strategic directions.’ (DEST 2002a).

There is a list of 10 employability skills that companies often look for when hiring employees.

Problem solving skills

Companies often face various types of problems, being able to solve them enables the company to survive during bad moments.

- ✓ Using your initiative and being self-motivated.
- ✓ Being proactive showing and applying new ideas that can be turned in to reality
- ✓ Working under pressure and to deadlines
- ✓ Being able to handle the stress and pressure that often appears and not compromise deadlines because of them.

Organisational skills

Plan and organize sources to achieve both short and long-term goals of the company.

Team working

Work in groups allow companies to speed up the process of several tasks and also creates solutions during brainstorming

Ability to learn and adapt

Being able to identify and rectify your mistakes in a way that will develop your performance in a company.

Numeracy

The ability to justify your findings with reliable data and mathematics

Commercial awareness

Commercial awareness is the knowledge that an individual has about the business that he is trying to fit in. What does a company need to be profitable, successful, and serve its customers in a correct way.

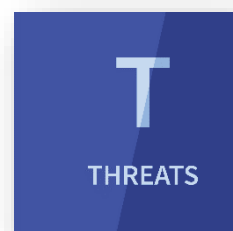
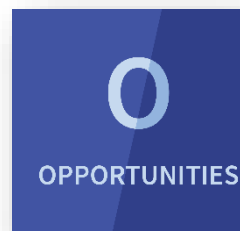
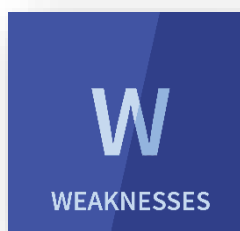
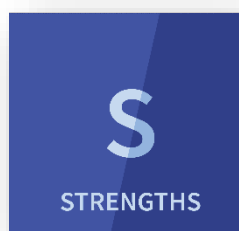
Technology skills

Being able to effectively use technologies like computers or telecommunications systems, and be ready to accept and manage possible developments in the area.

Communication and interpersonal skills

Being able to express yourself to other people in a clean and concise way. “The CIPD’s views are based on the latest CIPD/KPMG quarterly Labor Market Outlook, a survey of over 1,400 UK employers, the key attributes employers look for in school leaver recruits are communication skills (40% of employers rank this in their top three required attributes), work ethic (39%) and personality (32%).” (CIPD,2006) .

SWOT Analysis



Things you do well ;	Things your competitors do better than you ;	What technologies that can help you ;	What obstacles do you currently face at your job? ;
Qualities that differentiate you from other people ;	Resource limitations ;	What trends (management or otherwise) do you see in your company, and how can you take advantage of them? ;	Are any of your colleagues competing with you for projects or roles? ;
Personal resources that you can access ;	Weaknesses that people around you see in you ;	Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes? ;	Is your job (or the demand for the things you do) changing? ;
Strengths that people around you see in you ;	Lacks on your education skills ;	New role or projects that forces you to learn new skills, like public speaking or international relations ;	Does changing technology threaten your position? ;
Important achievements that you've made ;	Negative work habits (how often are you late, are you disorganized, do you have short temper, poor at handling stress) ;	Do you have specific skills (like a second language) that could help you?	Could any of your weaknesses lead to threats?
	Negative personal habits (Addictions, gambling) ;		

After identifying the employability skills that we should carry with us to the work market we should also familiarize ourselves with SWOT Analysis which is a technique used to determine and define your Strengths, Weaknesses, Opportunities and Threats.

Personal Action Plan

In this step I will make a personal SWOT analysis based on my own situation.

Strengths:

- ✓ I have a lot of ease in learning new things and become good at them in a short period of time;
- ✓ I am Resilient and self-taught;
- ✓ I am able to communicate naturally with peers and customers making them feel relaxed and engaged.

Weaknesses:

- ✓ Sometimes I should ask questions to fully understand the tasks before starting it;
- ✓ Time management;
- ✓ I often feel lazy to do things that I don't like;

Opportunities:

- ✓ I have the necessary equipment to start online courses;
- ✓ I can speak 4 different languages which can help to search for business in other countries;
- ✓ I have contact with people that have experience in past business which can help me build mines in the future;

Threats:

- ✓ Without having finished my degree yet I don't have enough knowledge to start my own businesses.
- ✓ At the moment I don't have enough capital to start my own business

Discussion of my personal SWOT analysis

After observing my SWOT analysis I will start paying more attention to fully understand the tasks that are given to me before starting them. I will also make an action plan (based on SMART - Specific, Measurable, Achievable, Realistic, Time-related) that I believe will help me develop my time management and also allow me to acquire more knowledge by doing online courses at the same time that I'm doing my degree at university and working as a part-timer.

Action Plan

Day Phases	Hours	Activities				
Healthy Morning	7:00	Wake up; Get out of the bed; Dress up;				
	8:00					
	9:00	Morning Exercise; Shower;				
		Breakfast; Home Tasks;				
	10:00					
	WORK (1) ; STUDIE (2) ; INDEPENDENT WORK (3); RESPONSIBILITIES (4) ; Lunch (7);	11:00	1	2	3	4
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
INDEPENDENT WORK(3) ; WORK (1) ; NEW IDEAS (5) ; STUDIE (2) ; FUN (6) ;	18:00	3	1	5	2	6
	19:00					
	20:00					
	21:00					
	22:00					
	23:00					
	24:00					
	00:00					
	01:00					
Night	02:00	SLEEP				
	03:00					
	04:00					
	05:00					

Discussion of my personal action plan

On my action plan I've made a schedule of my day where I included all the activities that are indispensable for me like my job, my studies, exercise, home tasks, and my personal responsibilities. But besides that I've also implemented some activities based on the results of my personal SWOT analysis like starting to take time during my day to do some independent work on my own interests and do research on trend business ideas that might help me in the future.

To effectively use my personal action plan I will use basic principles of time management to find out which activities I should do each day.

1. List of activities (tasks, meetings, daily routine)
2. Time required for each activity
3. Reserve time for interruptions (only plan 70% of the day)
4. Set priorities with *Eisenhower Method*

	URGENT	NOT URGENT
IMPORTANT	DO	PLAN
NOT IMPORTANT	DELEGATE	ELIMINATE

Conclusion:

After analysing the results from this work I can conclude that academic and employability skills are skills that can not only develop our performance in the work market but also develop us as persons, turning us into more productive people. With this report I was able to identify a list of things that I can improve in my life and also how to perform that improvement efficiently with the strategies that are described during the report.

References:

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