

Level 4 Certificate in Higher Education Health and Social Care

Module: Academic and Employability Skills

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Introduction

Self-reflection is necessary to assess the strengths and pinpoint the weaknesses that one has in themselves. Being able to reflect on the learnings shows how much effective the learning actually was and the impact it will have in the future. Therefore, it is crucial to self-reflect in the skills and improvement that occurred after certain period of time. The study is a self-reflection that shows the topic that I mastered during the term. The ways how the term helped me grow these skills will also be discussed here using an effective self-reflection tool, Gibb's self-reflective cycle. From the study, the improvement in myself will also be visible.

Self-reflection using Gibb's reflective cycle

During the term, I have learnt a lot of things that would help me grow as a professional and a better person in the future. Both hard and soft skills were learned by me the whole time I enrolled to this term. Some of this will relay help me to grow my capabilities in a better way. Some of the skills that I have acquired and the way I did will be reflected below using the Gibbs's reflective cycle. This cycle has been selected for the reflection because it enables a person to reflect everything regarding a topic and can also help to assess and know the takeaways in a good way for a better individual and professional development (Adeani, 2019).

Time management

Efficiently managing time can impact the life of an individual in a very positive way. Time management is a skill a person should always acquire to succeed in their lives (Cirillo, 2018). Managing time means doing everything on time by maintaining the correct order (Oyarzun, 2020). The reflection of my acquiring this skill is reflected below.

Description: At the beginning of the term, I missed a deadline and I had to submit a task 2 days past the deadline as I was unable to manage the given time and marks were deducted for the delay in submission.

Feeling: I felt awful as others were able to submit the tasks on time and in fact, I was the only one to delay with the assignment. This made me feel insecure and inferior to the others. I thought it will not affect me but when I got poorer marks for this I was frustrated.

Evaluation: After that incident, I realized that I should focus more on managing time than to prepare the contents for the tasks. Previously I was too occupied with the task contents and barely paid my attention to the timing and deadline of the assignment. If I could manage time more wisely, I could have done the task on time and get more marks. The good thing was I could finish up my assignment and managed to get a good grade even after the penalty and the bad thing is that when I had to mess up with all my courses due to this incident.

Analysis: Time management is an important skill to have and it's so monumental that everyone should learn this from a very early stage of their lives (Oyarzun, 2020). I could not finish up on time because I procrastinated a lot. I thought I have enough time on my hand and kept on stalling. Later, I used several techniques and tried to have proficiency at managing time. Setting SMART goals also helps to manage time to a great extent I had applied this technique whenever I had any time sensitive task on my hand (Cirillo, 2018).

Conclusion: From the incidence, I could point out that procrastination led me to that and should skip on procrastinating to ensure that I have properly divided my work. Besides, as I am a mother, I had other

chores to do which hampered my time managing capability. I should apply different techniques like the Kanban board, the Pomodoro technique etc. to manage the time available to me (Cirillo, 2018).

Action plan: I will always divide the available time and allocate them as per the duration that would have been required to finish a task. I would also divide my tasks into sub tasks and make to-do lists if I do any time-sensitive work and strictly maintain the list by skipping procrastination and the to-do list will have the tasks noted down based on the priority so that I can do what requires to be done sooner than the others.

Public speaking and giving presentation.

Public speaking is something that makes a person more presentable and communicative. Public speaking is the art of giving a speech in front of a large mass by strong face-to-face of them (Raja, 2017). Through public speaking, people can share their ideas freely to the audiences and stand out by presenting different opinions. Giving presentation is kind of similar where the number of audiences is less, and the speech is given regarding a topic to serve a purpose (Herbein, 2018). The way I learned public speaking is reflected below:

Description: I was too scared to speak up in front of a large number of people as I was not comfortable with talking to people, I am not familiar with and I could not blend in with the people outside of my friend circle. However, I was able to talk in front of 25 audiences in an online seminar which made me more presentable, and I bagged a lot of appreciation.

Feeling: When I delivered a speech in front of the large crowd, I was not confident about myself and I thought I would end up blabbering and becoming a laughingstock in front of everyone. I felt nervous but then again, I used the skills that I grew while printing in the small groups and used this to deliver my speech. When I was over, I was delighted and felt much more confident about myself than ever.

Evaluation: The whole situation was quite delighting to me as I could finally step out of my fear of not getting comfortable with strangers. This happened to me because I stayed up at home for too long which made me introvert and lack of communication with outsiders made myself feel less confident. If I were not confined at home for that long, I could have interacted with others which could have reduced my anxiety of public speaking.

Analysis: Previously I should have taken the courage to speak up and say whatever comes to my mind to prove a point. I realized I am good at organizing and my speech was also properly organized which gave an advantage the whole time was involved in delivering my speech. I practiced my speech in front of the mirror and rehearsed it for several times before I show up to the seminar. I also presented often during the

term and that also enabled me to become more presentable as I knew how to deliver contents during presentations.

Conclusion: I am not as bad as I thought I was at interacting with other people who are not my friends or acquaintances. Therefore, I should speak up more with my colleagues and mates and share my opinions so that I can break the stiffness.

Action plan: If I am ever getting the chance to do public speaking again, I will make sure I do not stammer. I will practice more when I am doing chores or managing my children and thus, I will become more perfect at presentation and public speaking.

Paraphrasing

Paraphrasing is also an important tool that should be acquired by everyone so that they get to write reports or other contents (Cortes-Vera, 2017). Paraphrasing refers to the restatement of words or sentence to another form that keeps the meaning same as before. It is a skill that has been acquired during the term and I was very benefitted by learning this skill. The way I learned this skill is assessed through using Gibb's reflective cycle below.

Description: I submitted a report that consists of 4000 words after I took all the information from the internet sources. Although I had really worked hard for the report, to my surprise when it was assessed, the outcome was 40% plagiarism. I rewrote the whole report again and after resubmission, plagiarism was nearly 0% and afterwards I did not get such plagiarism remarks ever again.

Feeling: I was feeling devastated when I saw that my work was 40% plagiarized while I barely copied anything directly from the internet. It took me a while to understand that I was not good at paraphrasing which made me more enthusiastic to learn this skill.

Evaluation: Paraphrasing seemed hard to me before I enrolled into this course as I did not understand how to restate a sentence properly without changing the whole meaning. I kept some of the sentences similar to the source as I thought that would change the whole meaning if rephrased. This made me get plagiarism in my work. However, after I saw the plagiarized sentences, I recalled the directions I received from the mentors regarding paraphrasing and applied them to change the marked sentences. The good thing was that I became better at paraphrasing and the bad thing is that I had to restart doing the whole report.

Analysis: If the sentence was properly paraphrased in the first place, it would not have happened. I should have kept in mind that not every sentence can be put in my writing even there are sensitive information. Like it was mentioned in the lectures, all the information and sentences should be restated no matter how sensitive the information are and the meaning should have to be the same (Whyatt, 2020). I understood this

then and changed every sentence by keeping the meaning same. I even broke a large sentence to smaller ones and restated them. After that, I always did all the writings according to these rules.

Conclusion: From the lessons I got from the term, I understood what paraphrasing is and the words and sentences should be paraphrased to avoid plagiarism. This lesson will be carried by me always and I can apply to all the write-ups so that I do not get penalty for paraphrasing.

Action plan: In future, I would be more careful with rephrasing the words I get from the sources no matter what kind of resource it is. I will make sure the keep the meaning unchanged and yet rephrase the whole sentence so that it is well paraphrased.

Conclusion

Although I was at home for a long and did not have the opportunity to meet and greet with others, I was able to work on my weaknesses throughout the term. The takeaways I obtained from the whole term are so monumental that these will be advantageous for my desired career and the role I wanted to pursue. Time management, paraphrasing, public speaking, and paraphrasing are the skills that will always help me standout from the others.

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