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MODEL NAME:	DIGITAL SKILLS AND RESEARCH METHODS(BMSW4003)
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ASSESSMENT TYPE:	ASSESSMENT 2(written report-RESIT WORK)

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1. INTRODUCTION

The use of technology and the availability of information have influenced the way people study. Virtual Learning Environment (VLEs) have been used for some time to help higher education and people get more skills and improve their knowledge .

There is an online study supported opportunity are suitable for an extended learning environment such as those used during the pandemic.

A virtual Learning environment is a set of teaching and learning tools designed to boost students learning experiences by including computers and the internet and media in the learning process. The main components of a virtual learning (breaking the curriculum down into separate that can be assigned and graded). Also, student monitoring, online support for teachers and students, electronic communication(email, threaded discussion, chat, web publication), and internet links to external curricular resources.

In this report I am going to talk about research informed literature and then the knowledge and understanding of importance of digital skills within the workplace.

And also, I will talk about how to analysis of effectiveness for the use of modern technologies within the workplace as well as practical application deployment.

And finally, will talk about the skills for professional practice.

RESEARCH INFORMED LITERATURE

In this article "impact of the virtual learning environment on student satisfaction, engagement, recall and retention".

This study , cope with how the virtual learning environment has had a positive impact on the learner's performance(Poole Msc, Ryan Bsc), for this research a randomized control study was conducted with students who randomly participated in one of two radiotherapy teaching , both lessen were the same apart for the use of the virtual learning environment.

Unnamed questionnaires were used to collect the data, after two weeks the conservation of the lesson Virtual Learning appeared to remarkably increased student satisfaction, engagement and recall. Overall, 40 people contributed in the teaching learners. The group of students taught using the VLE reached higher average maintenance scores than the teaching group.

This descriptive qualitative research study goal to recognize the impact of implementing a Virtual Learning Environment in English as a foreign language courses at a public university in Colombia. About 210 students and 5 teachers made up the convenience sample for this study, the research, questionnaires and class individual notes and quick surveys were used.

The study shows that students feel eager and motivated from using VLEs and suggest that all teachers have to include them in their lesson. The students also noticed that despite of they are part of a modern age where the use of personal digital devices is very popular and widely used but it can be sometimes difficult for them to cope with certain types of educational technology. Besides, it was found that the capacity of teaching and PCs as well as internet connectivity remain the main problems to the implementation of the VLE. However, when these difficulties were overcome, the technology-based learning experience proved the majority of the students were satisfied.

3. KNOWLEDGE AND UNDERSTANDING OF IMPORTANCE OF DIGITAL SKILLS WITHIN WORKPLACE

The digital economy transforming the way people work, and the skills they need for work. Most jobs require basic digital skills, including being able to communicate via email or social media, to create and edit digital documents and to look for and seek for information or protect personal information online or through social media.

Knowledge and understanding of importance of digital skills within the workplace is very crucial because we live in a digital world and for every job you are required to know some basic digital skills to communicate not only within your workplace but with all world and the most important that you have to keep all the information safe and confidential.

I believe digital literacy is a language, the more digital knowledge and skills you have in this regard, the better you can speak and communicate. Also, without a basic level of digital knowledge and skills, quality of life would be seriously disadvantaged for the vast majority of the workplaces and jobs.

The evidence shows that digital skills and understanding of digital skills is vital and are used for all types of jobs and workplaces. And it is further estimated that more than 1.2 million UK businesses are underperforming, due to insufficient digital awareness and lack of necessary skills (European Commission 2017).

For example, one of the most basic skills is the ability to communicate with people through email. Here is my question, How would we do that without any knowledge and necessary skills to send out an email to someone within the workplace!?

As we can see it is almost impossible so we must know some basic digital skills and we can boost our knowledge and increase our understanding in this regard by reading books, reading blogs, watching YouTube, finding a teacher, taking a course, teaching others what you've learnt, being social and so on.

4. ANALYSIS OF EFFECTIVENESS FOR THE USE OF MODERN TECHNOLOGY WITHIN THE WORKPLACE

Modern technology has changed modern business and virtual learning in many ways, and it comes with numbers of benefits.

I am not wonder many organization rely on the use of these technology and the people who work in their workplaces with modern technology they can easily communicate and deal with other people or organization (company).

A new level of the communication : technology has shaped and change modern business in many ways. One of the biggest one's is the way people communicate. I believe more and more companies are adopting online communication tools to link in entire teams and enable them access to the central hub of message and files.

Communication in the workplace has become faster, collaborative, more deliberate, and more together by smart phones, chat apps, and industry- specific social networking sites. Also, modern technology allows employers to cope in important work even when they are outside of the office and keep in touch with coworkers even and very easy face-to-face. For example, during the pandemic modern technology has prevented the virus from separating to degree so without modern technology's effectiveness, people would not be able to communicate with education and keep safe.

Modern technology has progressed business productivity and employee efficiency so that this modern technology has an important role in improving the productivity in workplace of companies. Now days managers trust on a business efficiency software that allows them to track progress during every single task completion phase. Therefore, managers can provide quick solutions when required .

For stance, they can offer to coach to ensure timed delivery of task. Therefore, employees can complete goals faster in the line of the company.

On the other hand, employers can finish their daily task more efficiently in their workplace with using different devices and software.

As an example, modern technology tools like Asana(a project management app) help workers to make the most out of their everyday working routine in their workplace. They can focus on important tasks and avoid missing deadlines that can lead to unhappy customers.

Overall, there are many more effectiveness for the use of modern technology within workplace are included: **ENHANCED BUSINESS ORGANIZATRION, HEIGHTENED LEVEL OF SECURITY, IMPROVED COST MANAGEMENT AND INCREASE COLLABORATION.**

5. PRACTICAL APPLICATION AND DEPLOYMENT

I believe it is very complicated for students to imagine a classroom many years ago without any technology such as, Computer-Mobil phone est.

Technology now is everywhere in schools, colleges, universities, learning platforms, laptops, mobile phones, and so on. Also, this is a new way of teaching and educating others.

Many teachers and educators have embraced new technology and endeavor to use it to help their students. On the other hand, technology can be a distraction for students and others so there appears to be lack of evidence that students are learning more effectively .

There has been a survey published in the gradian newspaper that found 43% of teachers in state schools intended to leave their jobs within the next five years. The majority of schools are straggling to retain their staff which is impact the children education and learning . Also, there is something else I want to mention is that remote areas can be become more and more difficult and complicated for children and students' education and learning.

The hole virtual learning process in schools, colleges, and universities are now begging to be included with some learning via apps on the mobile phones. This allows the schools or colleges more choose in targeting communication.

Also, facilities allowing the schools, colleges to choose the most comfortable channel of communication, such as: SMS, push notification, email, chat, notice, social media for the current situation.

I believe that without virtual learning and communication we we would be unable to continue with our learning effectively. Our life are joined together with modern technology and that is ever changing and developing. Modern technology and using all those apps (emails, SMS, software, , chat, skip, Microsoft team, zoom, and so on and so on) has helped our lives great deal and has improved our business and within the workplaces as well as our learning style(schools, colleges, universities).

I would like to add the virtual communication (learning) not only is for schools and colleges and universities but also for business and within workplaces.

6. SKILLS FOR PROFESSIONAL PRACTICE

For the virtual learning and work with the workplace effectively you need to know basic skills to succeed. These include the ability to create new documents, use a word processing program and navigate the internet and download software.

The skills that we need to have are including, stability, management skills, communication skills, basic technical skills, reading and writing skills, motivation and independence and finally a good study environment.

Stability is the most important factor to success in virtual learning. It simply means you have to have a good structure for yourself so when you run into a problem, keep trying and ask for advice and find a good solution.

The management skills, it simply means to manage your time well and effectively and stick to a routine study schedule.

The communication skills are crucial for any virtual learning task because it is vital to ask for assistance when required.

The basic technical skills for virtual learning we need to have knowledge of basic technical skills to enable us to create new documents, navigate the internet and download software and so on.

Reading and writing are very important for our virtual learning and it is a main way you communicate with people. For example, you should be able to read a lot of documents on a computer screen and be able to type and write.

Motivation and independence are very important characteristics for us to develop on our virtual learning journey. And of course it comes along with responsibility, internal motivation and a mature attitude.

A good study environment is important for us, so you have to have some personal responsibility, for example, turn off your mobile phone, avoid games, get some peace and quiet, and find a good place to sit.

Conclusion

In conclusion, I believe the modern technology and the availability of information have had a huge impact on the way people learn and communicate. This virtual learning Environment has been used for some time to help people and get more skills and improve their knowledge.

There has been a study that deals with how the VLE has had a positive impact on the learners' performance. For this research a randomized control study was conducted with students who participated in one of two radiotherapy questionnaires were used to collect the data which proved the majority of the students were satisfied.

The digital economy is transforming the way people work and the skills they need for work. The knowledge and understanding of importance of digital skills is very important because most jobs require basic digital skills, including being able to communicate via email or social media to create and edit digital documents and to search for information and more importantly to protect personal information online through social media.

The modern technology has changed modern business and learning in many ways, and it comes with a number of benefits. Modern technology has shaped and changed almost everything so one of the biggest ones is the way people communicate.

And also, modern technology has an important role in improving the productivity in the workplace of an organization so that nowadays, managers rely on a business efficiency software that allows them to track progress during every task completion phase. On the other hand, employees can complete their daily task more efficiently in the workplace with using different devices and software.

Technology now is everywhere in schools, colleges, universities, learning platforms, laptops, mobile phones and so on. This is a new way of teaching and educating others and many teachers and educators have embraced new technology and endeavor to use it to help their student effectively. Also, it facilitates allowing the schools, colleges to choose the most comfortable channel of communication such as (SMS, push notification, email, chat, social media).

Finally, the skills for professional practice that we need are including stability, the management skills, the communication skills, basic technical skills, reading and writing, motivation and independence and a good study environment.

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