

ACE Practical Portfolio

TASK 2

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Introduction

Academic and employability skills can be considered as transferable skills that are required for students to have to get employment opportunities to perform effectively on academic tasks during the academic periods. The set of skills that are outlined and expected by the employers to have among its employees are effective technical understanding, knowledge on the respective academic subjects of the applicants, skills to think critically, effective problem solving, effective verbal and written communication, team working, innovative, responsibility, professional, ethical, and others. The study is based on reflection on my existing skills that are required to get effective employment opportunity and to grow further professionally in the future.

Following are some of the skills that I have gained inside and outside of the classroom during my academics described using the stages of Gibbs reflective Cycle:

1. Time management

1.1 Description

In order to describe the learning is on time management, it can be stated that during this module I have participated in a various session arranged by my teachers to improve our time management skills. The sessions were arranged at our institution's premises and during the sessions, the way to manage the works according to time was instructed to us. I was there to improve my time management skills to make every day a day of learning. I was there because I believe that effective time management skills can help me to bring efficiency in my study and during employment in the future (ed.ac.uk, 2021). In fact, effective time management can also help me to keep the balance between my professional and personal life.

1.2 Feelings

After attending the sessions, where a wide range of discussion on the way of improving time management skills, I have been more confident that, I will be able to manage the timing of my study that will help me to get effective academic scores. Before, attending the sessions, I did not use the feel this much confident about my study management. I think the other students that were present in the sessions, were feeling that this session will help them to bring efficiency in their works during their academics. I think, before the sessions they were not so confident enough about their time management skills.

1.3 Evaluation

The sessions helped me to observe the wrong decision I took to manage the timings of tasks as a student including required necessary tasks of survival such as sleeping, eating and others. But somewhere I started feeling less confident that in the future I will be able to manage the timings of my daily tasks as a student or employee in the future (Adeani *et al.*, 2020). The tasks that were given by the teachers to do at home during the sessions on time management such as managing appropriate sleeping and eating timings did not go so well as I did not able to observe the sudden changes I should have made in my daily routine.

1.4 Analysis

After completing the sessions on time management skills I have realised that proper time management is dependent on our efficiency on the tasks we do or will do and the complexity of

the tasks as well. In fact, proper time management is also dependent on the timings we start doing any particular tasks. It can be reading, working, eating, or sleeping (Sekarwinahyu *et al.*, 2019). Moreover, proper time management can help us to prove us as efficient individual during our working life.

1.5 Conclusion

Attending the sessions on time management skills, I have learnt that in order enhance effective time management skills, it is necessary for me to be punctual first. That means in order to show effective skills in managing time, I have to start doing nay tasks early as starting doing work early, I can be able to think about the tasks more critically that can bring effective on my work as well. It can help me to top grow effectively during my professional life.

1.6 Action plan

In order to improve my management skills, being a student I would like to fix an effective daily routine for me. Fixing an effective daily routine, I can be progressive in my study to get effective employment opportunities in the future and stay strong physically and mentally as well. In order to improve my time management skills, I would like to prioritise my tasks during the study and during working life in the future (Li *et al.*, 2020).

2. Online Learning Experience

2.1 Description

During this module, sessions were also arranged to improve our online learning skills. A tech-savvy person was engaged as our instructor on our improvement of online learning skills were engaged by the institution. The main motive of the instructor was to make us learn from out of the classroom such as from various online sources such as Journals, Articles and blogs on various topics on our subjects. Other students and I were excited to know about the way we could improve our leanings skills from different online sources in a shortcut way. We used to listen to the lectures that were given by the instructor on the improvement of online learning skills very carefully.

2.2 Feelings

Before attending the session, I was not confident enough on learning from different online sources but after completion of the session, I have started adopting that in this digitally growing world, online sources can be considered as the bests source to learn about any subject and gain vast knowledge. I think the other students that were present in the sessions are feeling the

same. I am carrying a strong feeling from the starting of the session that, in order to improve my online learning skills, I need to learn to search topic using specific keywords. In fact, I have to bring expertise in me to handle various types of internet-based sources.

2.3 Evaluation

Attending the session on online learning, I have been able to gather a wide range of knowledge about various online sources from where I can get brief information about any topic related to my subject. The way the teachers have instructed me to use various online learning sources can help me to be more prepared and confident in keeping additional information about my study topics (He *et al.*, 2018). During the session, I got instruction not to learn from online sources that do not contain any kind of authentication or evidence against the information given.

2.4 Analysis

As I was excited to know about the various recognised sources and the way I could improve my online learning skills, I was focused enough on the lectures that were given by the instructor, which has made my progress on improving online learning skills, effective. The tasks given to us to observe our progress on learning from different online sources did not go well because after completing the sessions it was very tough for me to complete the task due to lack of time. After attending the sessions I have observed that in order to learn effectively from different online sources such as journals, Articles and others, I need to be more tech-savvy. In fact, by learning from different online sources, I can be able to get updated information and opinions regarding various topics of my subjects. Gaining updated information can help me to get effective employment opportunities in the future in this regularly updating world of business.

2.5 Conclusion

Attending the sessions, it can be concluded that without skills on computers and other digital media devices I cannot be able to use online learning sources effectively for my learning. The sessions on the improvement of online learning skills can prove to be effective for us as gaining additional and updated information about any topic I can be more efficient when I will apply my learning's in my professional life (Ahmed, 2020).

2.6 Action plan

In order to improve my online learning skills, I would like to start learning from various online sources such as Google scholar where journals, articles, and books of different recognised authors are uploaded and available for learning. In fact, in order to get vast knowledge about my

study topics to get effective employment opportunities, I would like to learn from multiple sources about every topic.

3. CV writing

3.1 Description

Although I am not new in this field, I am new to this work area and the criteria to be followed while cv writing. I was assigned the duty of looking at the other, members writing styles. However, I was afraid whether I will be able to tackle such pressure and issues since I was an average student during my education times. Before that, I was assigned few samples to watch their way of writing and was asked to carry forward mine so that they can be confident enough to assign me the job.

3.2 Feelings

I had been on tension for nights and it was an important task, and I was in charge since the guide was very ill and wanted relentless examining. I was especially disinclined to see my duties going very well though at times I felt hesitant. I was tense keeping it friendly and making it look great.

3.3 Evaluation

No one till now reprimanded me for the case, nor did they soothe me. The cv was excellent and all were very pleased and happy with the work leading me to relief. Few of them were generous to me and amazed I had possessed up to the gaffe. I felt very appalled about the inaccuracy still and viewed another style of making the cv.

3.4 Analysis

The scene truly startled me as I had performed all appropriately. I had assessed the internet and also consulted my mates about the cv writing techniques. Besides, I have no thought what persuaded me to agree regarding the personal statement but that I had been very unwilling to give it. The people who helped me understood my issue and supported me more without creating any hurdles and made me know my mistakes. I trust that this occasion was laid down to a cycle of clashes coupled to overextend, sleepiness and rifts.

3.5 Conclusion

I am very much reassured that I can handle the writing skills of mine and prepare an attracting to entice the recruiting people. I understood my potentialities and the people who aided me were

knowledgeable nonetheless if no one had helped me in this cv writing, I would not have done it so smoothly.

3.6 Action plan

I have heard to be extra cautious with my writing skills and to certainly recognise the methods. If essential here and now I will glance up the way in websites or google prior to I provide them as it is my job if I, do it harm. Moreover, I need to be eternally extreme-wise with mentioning the fascination or initiating oneself in the outlook and if I am worried, then check out my emotional sense. Even Though, as I discussed with my friends, at the moment I do felt as if I accomplished as considerably as I could have. Additionally, if writers in my crew are engaged in instances where they have created a miscalculation, I am at all times on hand to deal encouragement and provide them with an occasion to interact with me. I certainly not need an extra writer to face a similar situation I went through only and I do not choose to spoil everybody in my work or surroundings.

Conclusion

It can be concluded that by learning from different online sources I can be able to gain vast knowledge about my academic topics. In order to reflect on I outside and inside of the classroom have gained the skills set that, Gibbs reflective cycle has been chosen as the most appropriate model. By gaining vast knowledge about those topics, I can be able to get effective opportunities for employment in the future. Improved time management skills can prove to be effective to bring efficiency to my study and work during my professional life. Showing efficiency in work, presence of time management skills can help me to grow in my career more effectively.

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