

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

To be successful in today working world is essential, but just academic digresses is not enough. In this day's employers needed more than academic skills from recruits, they also required employability skills. The combination of academic skills and employability skills are the key to a successful future career.

Academic skills are core skills such as academic writing, presentation skills and referencing, which are based on more complex skills like critical thinking and reflective practice (Academic specialist,2013). Academic skills are part of academic progress and help students obtain a better grade at their educational level. Employability skills are a set of achievements, understanding of their attributes which help to be successful in today world of work. Employability skills help the employees to deal with daily tasks in the workplace, problem-solving, communications skills, team working are just a few of the employability skills required by employers today. The academic report will present personal SWOT analysis, time management tools, and a PDP plan by which the student can apply the learning from the individual session in their situation. From knowledge, students will identify the strengths and weaknesses of their learning skills. The study will also discuss advice from various recruitment agencies and job centres and analyse and evaluate the overall process learned from the class.

Understanding of the working world

The world of work is highly competitive in the present periods due to the rapid changes in skills requirement. Now, the human resources department helps organisations fill the skill gap by using recruitment and selection skills appropriately. Human Resource Planning is, by far, an essential ingredient for the success of any organisation overall. There are several techniques that need to be followed by every organisation that guarantees that it possesses the right number and type of people and the right place to enable the organisation to achieve its planned objectives (UKEssays,2018).

Some skills are relevant for the job profile, but most of the gifts are standard for all types of jobs, and the employers expect the new starters to have all these skills (ACTE,2018). Organisation to organisation the process of recruitment as well as selection varies but the same stages are followed. Under the first step, recruitment planning, vacant positions are described and analysed based on

skills and qualification. In the second stage, the human team develops the strategy by focusing on the geographical areas.

By supporting Chowdhury (2016), stated that the right approach might be time and cost consuming but highlight the importance of attracting the right candidate for the correct position. Within the organisation, internal sources of recruitment are promotion, former employees, and internal advertisements.

On the other hand, external recruitment sources are advertisements, employment exchanges, professional associations, and advertisements. In the recruitment process, control and evaluation are the last stage of the process where the performance of the overall process is thoroughly analysed as the costs associated with the recruitment process included with advertisement cost, outstanding and overtime costs associated with the process. For instance, for external recruitment, one of the largest British multinational retail companies, Tesco advertises job vacancies through the websites and after filling the position, applicants are invited for an interview, and after final assessment, the selection is made (Tesco, 2020). On the other hand, for fundamental job roles and specific requirements, additional, enthusiasm is focused on making them useful in the business domain. In this context, I specifically focus on the recruitment agencies' concept as they help candidates match the job vacancies by filling in their roles. The recruitment agency acts as a bridge between employers and employees helping both parts in the recruitment process.

Self-assessment tools and analyses

Using self-assessment tools for graduates helps them identify the skills they need for employment in the current world of work. The academics skills and employability skills are, in most cases related to each other. Good academic skills are helping to learn in school, university and the employability skills are the skills needed to fit in correctly role and position. The tools used for self-assessment to recognise bought academic and employability skills are SWOT Analysis, Time Management Assessment, and PDP.

Personal SWOT analysis

STRENGTH	WEAKNES
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Good communications skills and a positive attitude Team player Good leader skills Capable of managing tasks efficiently	Poor time management skills Poor software management skills Lack of trust
OPPORTUNITIES	THREATS
Increase confidence level Improving personal skills to manage daily tasks	Lack of knowledge of diplomatic organizations

From the SWOT analysis mentioned above analysis, it is understood that I have various strengths, weaknesses, and some opportunities and threats that need to be overcome to achieve success in my professional and personal fields. I have proper communication skills and positive behaviours and attitude that supports me within my employment and academic areas accordingly (Deveci and Nunn, 2018). I can communicate with my colleagues and classmates; on the other hand; they also feel free to make interaction with me regarding intricate work and other issues. Being a team player is one of my strengths, I like to work in a team to share all my knowledge and to help my team colleagues, but at the same time, I have good leadership skills. I am always focusing on tasks and deadlines. Poor time management skills are one of the significant weaknesses I have. Due to lack of time, it is hard for me to manage my personal and working time and this is the part where I need to improve; also the software management skills are inferior due to lack of knowledge.

A downside to my upsides when it comes to being a team member, disadvantages comes into play while generating trust relationships with each other. Developing my inner skills by adopting another strategy to boost my confidence will automatically improve the overall efficiency and performance metrics.

Time management

Time management tools help me to learn how to manage time within the work. The primary purpose of time management tools is to set each activity or task's timing within an overall project and help the individuals complete the job within the deadline. During the learning session, I have learned how to apply the respective tools incorporated within academic and professional work to complete the allocated task within the stipulated time. The Eisenhower method is one way to

improve time management skills (Spica international, 2020). I would like to use Pareto analyse in the future to help my academic and professional area (**Pareto Analysis Step by Step, 2020**) .

Eisenhower method

Urgent and important	Not urgent and important
Do it first. Phone calls, emails, meetings, deadlines, etc.	Long term goals in work and life
Urgent, not important	Not urgent and not important
Regularly routine Sport, learning, bonding with people	Delete

Personal development plan (PDP)

Goal	Action	Evidence	Remarks	Timeline
To improve time managing skills	Carry out Pareto analysis and submit some allocated activities within the desired time.	I need to take training and do various time-based tasks to meet the target.	I can complete and submit some urgent tasks within the deadline.	2 weeks
To enhance problem managing skills	I must observe the behaviour and capabilities of my classmates and get an idea of how to manage any issue within the team.	For improving the skills, I need to attain a seminar and take training on the same	I can manage complex issues within a task by applying suitable strategies.	3weeks
To assimilate technological skills	I need to work with technological tools and equipment to gather knowledge about the same	I have worked with advanced technologies and can solve the problem with these technologies. I joined a training class to obtain knowledge and know the practical implementation of software tools.	I can work with advanced software, technical equipment, and other required apparatus to offer proper solutions.	4 Weeks

Academic progress reflections

At the beginning of my module, I did face a lot of issues and a range of different challenges like lacking confidence, unable to understand the allocation of various resources, with ineffective planning which was not good enough. I was unconfident about the learning module and how it can help me analyse my shortcomings in employability skills. I felt unsure about the outcome of the course, but throughout the module, I gained confidence and felt delighted to work on my inefficiencies. This made me realise my shortcomings, and I was happy to see the time management plan work out. Finally, my emotions went over the happy stage as I accomplished something which seemed impossible.

Taking part in this academic project was my best decision because my learning skills gained a massive improvement as I acquire many great experiences will work on my knowledge, power and abilities.

While going through this mode of work, I tried to develop a new range of skills that I was not very aware of, and I also tried to improve my practical knowledge, which is based on human resources policies, such as the recruitment procedure and significant progress on my hiring skills. Therefore, in comparison to the beginning and the end of the assignment, I went through a very mixed reaction that can be concluded and realised from the overall of the task. Therefore, in the future, I will work hard by focusing on all the necessary points from starting to the end of work.

Conclusion

The study illustrated the application of various tools such as SWOT analysis, time management tools, and proper PDP plans to understand my strength, weakness, and opportunities. Moreover, I learned how to use time management tools within the work for completing and submitting urgent jobs in both academic and professional areas. Besides, I also prepared a PDP plan based on my weakness and proper action, evidence, and remarks with a timeframe to overcome my weaknesses and improve my identified skills accordingly. Moreover, the study also discussed how I could consider recruitment and job agencies to improve my professional skills. The report concluded with the self-reflection of the graduate evaluated and analysed my entire learning session more critically and supplied conclusions and needed action for my future.

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