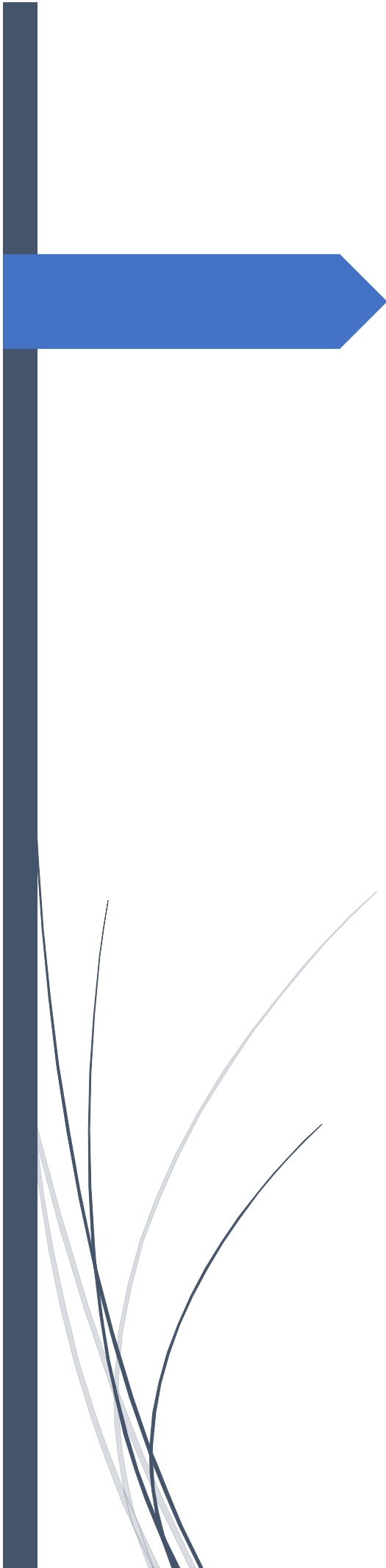




Academic and Employability Skills

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Section 1: Self – Introduction

Hi, I'm Reka Ragupathy, currently studying 1st year HND Applied Computing at Gower College Swansea. After 4 years of break in education because of my family situation, I decided to move forward to make my dreams come true. I decided to go to Swansea University but their times doesn't suit me. I need to work also part time to support my family. So, on that time Gower college offered me a good timing and suitable days so that I can continue my work without any problems. I did my A-Level in Computing in Germany. From there onwards I was very interested in IT-field. After I moved to the UK, I did my Level 3 Access to Computing at Uxbridge College London. The growth of technology in IT inspired me a lot. This course helped me a lot to develop my IT skills more. There is many software which I am able to use. These are Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Visual Studio, yEd Graph Editor, Microsoft Visio, Notepad ++, Cisco Packet Tracer and so more. I am good at some programming languages. This will include C++, C#, HTML, CSS, BOOTSTRAP and JAVASCRIPT. I also have other skills which will include Networking, Computer Architecture, SQL, Internet Security and Web development.

The aspects I could improve on my next presentation will be:

- **Use a Presentation Structure**

Once I have an ambition, I need to make sure that I will move the audience from where I am right now, that means at the start of my presentation to where I want to end the presentation (like a GPS). This will contain analysis of the knowledge level and bias of the audience as well as the level of credibility you have with them. I can write on paper an outline or to move ideas around I can use sticky notes. With the help of an outline, I can make sure that the content of my presentation is solid before I concern myself with the visual elements.

- **Select Colours that Have High Contrast**

To design a slide look, pick colours that have high contrast so the text and graphics can be seen easily by the audience. Usually dark background colours like black, navy blue or dark purple will go with text colour like white, yellow. The text float will be on top of the background.

- **Use Visuals Instead of Text**

Instead of using slides full of texts, look for different ways of presenting the information, such as a diagram, graph or photographs to explain the point you make. A picture will catch the audience quicker than a long paragraph of text. A great way to present data is charts, graphs and tables if they are used correctly.

Section 2: Research into Skills Evaluation

The newfound freedom is one of the biggest adjustments for new students in higher education. Higher education students have a growth in personal responsibility and a lot less external structure. Study times are not fixed, meal times are not required, they don't need anyone to tell when they need to sleep or get up, there is an increase in their academic workload, a greater need to multi – task and balance and a myriad of new social opportunities and challenges. The following skills will help to be successful in higher education:

TIME MANAGEMENT

Produce a weekly timetable that will includes the time you are spending in class, studying, activities, work, meals, study and time with friends. Being a higher education student is like working in a full-time job. For each class there is a several hours of preparation and studying.

STRESS MANAGEMENT

To reduce stress, there are so many suggested ways. These will include regular exercises, adequate rest, good nutrition, prayer and meditation. Finding ways to increase managing resources will help students decrease the stressors that life will throw your way.

STUDY SKILLS

Even the students from top high school haven't developed good study skills. To be more successful in the classroom, there are several ways like knowing how to read a text book, take notes in class, use the library and take multiple choice tests.

MONEY MANAGEMENT

About living on a budget, it is important to have experience in independently handling money, to know how to balance a check book, using an ATM, reading a bank statement to make responsible decisions.

SEEKING ASSISTANCE WHEN NEEDED

You should know when to ask help. The years in higher education are a time for learning new information, new life skills and a new way of relating with

SEEKING ASSISTANCE WHEN NEEDED

A big part of advocating for yourself is knowing when to ask for help. The college years are a time for learning new information, new life skills and a new way of relating with our world. Seeking help when you need it is a sign of strength and integrity, not an admission of failure.

RESPECTING THE RULES AND POLICIES

Every community has rules and policies and our college campus is no different. Our rules and policies apply to safety and fostering a positive community where all students are respectful of themselves, others and the environment.

DISPLAYING HONESTY, INTEGRITY AND PERSEVERANCE

Learning to incorporate personal values and ethics into every aspect of life is a significant part of personal growth during the college experience. Part of the path of integrity is learning how to hang in there and stay committed to goals even when situations are challenging.

Section 6: Appendices

Journal

18/02/2019

We discussed about the SFIA and need to register on that website. We also need to do some work on that website.

26/11/2018

Useful tips we can use for exams and assignments: Note taking, flash cards, etc.

Need to find out the syllabuses for each Subjects, so we can get ready for the exams.

19/11/2018

We spoke about Mock Assignments and Exam. How we need to prepare for it and how to revise it.

22/10/2018

Today we looked at the marking criteria and mock assignment. We got an Assignment to do over the holidays.

08/10/2018

We looked at how to manage time, how to separate time for study and relaxing time.

Presentation about Myself

BY REKA RAGUPATHY (HND APPLIED COMPUTING)

Introduction

- ▶ About me
- ▶ Qualifications
- ▶ Software I'm able to use
- ▶ Programming Languages
- ▶ Other abilities / skills

About me

- ▶ Hi, I'm Reka Ragupathy, currently studying 1st year HND Applied Computing at Gower College Swansea. I done my A-Level in Computing in Germany. From there onwards I was very interested in IT-field. The growth of the technology in IT inspired me a lot. This course helped me a lot to develop my IT skills more.

Qualifications

- ▶ A-Level Computing in Germany
- ▶ Level 3 Access to Computing at Uxbridge College London
- ▶ Currently studying 1st year HND Applied Computing

Software I'm able to use

- ▶ Microsoft Word, Excel, PowerPoint, etc.
- ▶ Visual Studio
- ▶ yEd Graph Editor
- ▶ Microsoft Visio
- ▶ Notepad ++
- ▶ Cisco Packet Tracer

Programming Languages

- ▶ C++
- ▶ C#
- ▶ HTML / CSS / BOOTSTRAP / JAVASCRIPT

Other abilities / skills

- ▶ Networking / Computer Architecture
- ▶ SQL
- ▶ Internet Security
- ▶ Web development
- ▶ Team management

Bibliography

- https://www.heacademy.ac.uk/system/files/downloads/higher_education_academy_-_white_paper_-_student_success_-_210416.pdf
- <https://www.thinkoutsidetheslide.com/the-top-ten-things-you-can-do-to-improve-your-next-powerpoint-presentation/>

MARKING CRITERIA and STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which these are demonstrated by you determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Common Assessment Criteria Applied		Marks Available	Marks Awarded
1. Engagement with Literature Skills			
Bibliography very limited two is not enough at this level in any assignment, no referencing used. Sources indicated were original but none of the in-class work sources used.		20	5
2. Knowledge and Understanding Skills			
No use or SWOT or SMART targets, no personal action plan or PDP, HE skills download wholesale, skills for employers missing. Data storage not discussed. Skills evaluations applied in or out of class have no evidence as you have neither discussed or included them in appendices.		20	0
3. Cognitive and Intellectual Skills			
No attempt at planning development of IT skills to cover areas of weakness or future career. Future planning of your career and evaluation of skills was a major part of this assignment		20	0
4. Practical Application Skills			
Powerpoint had no notes but was done reasonably well. Skills in HE copied and not made relevant to the assignment. Skills required by employers not discussed, Personal skills listed but not evaluated. No reading log, No SWOT of personal skillset at start of course, no evaluation of own strengths and weaknesses. A limited discussion of powerpoint possible improvements made but not related to personal skillset in any depth. Work does not cover much of required submission. SFIA and other on-line evaluations not included in summary or in Appendices.		20	3
5. Transferable Skills for Life and Professional Practice			
46% copied and re-worded internet, incomplete and late work. Layout reasonable but appendices need to have their own headings. Although this is in your third or fourth language, so much has been left out that you should have been doing as we went along. You need to look at multiple sources of information then come up with your version of it- even if the language is not perfect. Grammarly is free and can help.		20	4
Assignment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Late Submission Penalties (tick if appropriate)		12
	Up to four weeks late	1 week late	
	1st/2nd/3rd attempt?	1st	