

Ace Practical Portfolio
Academic and employability skills
Skills for the workplace

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Acknowledgement

This report is aimed for students in years 16 and higher, as it can help students gain confidence and competence as effective employees by teaching them a variety of employability skills. This report can assist students in taking responsibility for their own actions, such as combining their social and academic lives and making time for both, rather than just one.

Abstract

The purpose of this report is to discuss four topics: time management, organising study and using the library and gathering information and my own personal reflection on my previous presentation. This list of topics will demonstrate how useful they are to me, as well as how well I understand them.

Methodology

For this report to be finished and handed in on time I had to collect lots of data from different kind of sources such as the internet, books, magazines etc. these are the most useful data I have found so that I can put it in my report so that other students and teachers will understand, I will also put down the links I have used to collect all my data or while using the internet.

Introduction

Hi all, my name is Mario makuna I am currently studying at university of Wales trinity saint David. The course I am studying is called skills for the work place. This report will be a summary about what I have learnt this couple of weeks at my university, I will explain about the 4 topics that I have chosen to talk about, which are time management, using the library and gathering information , organising study and finally public speaking. These topics are about my PowerPoint that I have finished and which is based on opening a barber shop which I would love to do in the future. These topics will link everything together to make a successful barber shop, these topics are using in a day to day base for everyone, will go into further details below as I will explain every topic one by one in paragraphs . I will be explaining on how to deal with the problems that it could give you for example when using the internet for data there are many problems like internet going offline, the information is made up, the information is not precise etc.

Topic one – time management

The first topic is going to be time management which means a lot of things for example time management could mean being on time to work or school, or it could mean how you sort out the amount of work you have with the amount of time. For example if you have 4 task to do in a day how will you brake it up, for example how many hours will you use for what task so it a task requires lot of information or doing you will have to use more time than if it is a straight forward task. In other words making sure you use you time effectively which could mean that you improve on productivity. There are different kind of ways that could help you for example a to do list, mobile phone, diary, calendar and many more these are the most common that every one uses on a day to day basis. Lets get into further information how a mobile phone could help you time manage, a mobile phone has a lots of apps that could be used for example notes. Notes can be used if you have to take quick notes down about a important task or you found out something that someone has said and what could be used in to work. There are different kind of way to take notes there is the old fashion way which is paper and pen or the is a application on every mobile phone which allows you to take notes some mobile phones allow you to draw or even write with a electric pen in the notes areas. For example if you need to draw a quick diagram you can do so on a mobile phone and then do it professionally on a computer when you have time. Another grate time management tool is a alarm, for example a alarm helps me to wake up in the morning early to go to work which means I wont be late, it also helps me if I am doing a task and I give me self a time limit which means I will not spend a lots of time on unnecessary doings. There is lots of advantages and disadvantages like sometimes the alarm might not work or will not set a time for the alarm to ring so I would not know when to wake up or finish of what I am doing so that I can start another task.

Topic two – using the library and gather information

There are lots of advantages for using the library to gather information, for example there are books to read which could help you gather information or there is the internet which can also help you gather information both of them have advantages and disadvantages. For example the book that you are looking for is not there or someone is using it which means you will not gather the information you want at that time and that's where the internet can help you as it has most of the books and information on different websites. Using the internet is a very useful tools as there are lots of websites for images that could potentially find the answer to most of your question. Then there is also a disadvantage which is the internet might go down or the page could not be found there are many more but the most common are that the internet will go off and that means you will no longer have access to go online. This could mean you will have to wait until the internet goes live again or that you will have to come back other day to gather the information you need. There is another way that you could gather information what we called primary research, this is when you as I will go ask other students or people that are in the library and gather information that way, so for example if I was trying to find out how much will people pay for a hair cut than I will have to ask lots of people and this is primary research as I have collected the data by my self by asking others. This as helped me to gather lots of information about how much people will pay for a hair cut and where would be the best location for the shop be. Then I had to gain all the information and add it up to

one page so I can then go through and see if the information that has been given to me will be correct or if there is any issues that I can not use, this can be a issue as some people that gives you there answer could all so be lying, for example they might be saying a price for a hair cut but then they don't get hair cuts by a barber but cut it them self's. these kind of information could be used but not as that much as they wont intend to come and pay but are still willing to be apart of the research. Over all I had to use the information that I had so that I can get a idea of how much it will cost and how much will it make . but using these kind of information is a good thing as you get two kind of data for one task.

Topic three – organising study

Organising working or in other words study, would be how you sort out your work. For example sorting out the research that I have found about where to open a barber shop or in other words sorting out my work for university. By sorting out my work I mean how I present my work to the teacher and how I lay out my work, so if my work (a power point) is messy the hole presentation will not make sense and if I sort out my work by using power point or by headliner for what page is about what. This is called organising in other words sorting out. There are different types of meanings to organising study like for example finding out where you want to study, what university or college or how will you get to the school and even when to study. This topic has helped me in the future to find out and decide where and when I want to study so, for example I used to go to Westminster-kings' way college but they had different locations so I had to decide and sort out which one is the closest to me and how will I travel there. This topic as a variety or meanings.

Topic four – public speaking

Public speaking is when a you or a person is speaking to a group of people (a audience) for different kind of purposes, for example it could be about motivating or even just general information. One of a big example is the prime minister (Boris Johnson) he dose public speaking on probably a day to day basis as he is in charge or many things and public speaking is the way to get the information out to everyone. Another example is standing out and speaking to people, this as been one of my weakness in the past as I am a very shy person and I get mixed up with words when I am hesitant, but I have gained lots of power and motivating from friends and family that I have slowly improved on by speaking to the public and improving my language skills. This plays a big part of when you are working in a business or if you are studying at university and have to present your work to you colleges or teacher. But there is still room for improvement as I get stuck at some words that I don't know when this happens to me I take a brake and just breath out and slowly try to carry on speaking so that the information I do give out make sense.

Conclusion

In conclusion this entire research is about how to improve my skills and what kind of skills I have, the research has 4 topics that I have spoken about for example public speaking, time management, using the library and gathering information and lastly is organising study these are the 4 that I have picked to write about as they have a impact to me. For example I need to gain more experience where I need to use these kind of skills. The research focuses on how to gain data for example as I said in one of the topics that there are two types of research primary and secondary research, these are 2 different thing that I my self have used in the passed for many other task, for example I had a school project to ask the public about if they will pay for smoothies and how much will they pay etc. after I had to collect data from the internet so see how much dose it normally cost so I cant compare the prices and meet in the middle etc. over all this report has lots of knowledge that can be giving to others and maybe help them in the future as I have explain in most of the topics how to gain the data and what to do if you need to find different solutions.

References

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