

ACADEMIC AND EMPLOYABILITY SKILLS



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**Module title: ACADEMIC AND EMPLOYABILITY SKILLS
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**Assignment title: ACADEMIC AND EMPLOYABILITY
SKILLS**

Lecture's name: LLOYD BEHARRY

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1 Introduction

The purpose of this report is to examine academic and employability skills and how important and relevant they are to me. I will do this by a swot analysis and by developing a personal plan. I will aim to highlight the importance of those and their

role in daily life. This essay will begin by discussing skills, and their importance, and how academic skills are necessary for a student.

2 What is a skill?

A skill is the ability to do something well. Skills are usually obtained through training or experience. The skills we possess make us different from each other, benefiting each of us in different ways in our career. As Peter and Gomez (2019) said “Skills are important for the economic growth of the nation and help improve workforce readiness, productivity and social integration and solve problems such as unemployment.” Those do not depend on our social status but can be influenced by this.

3 Employability skills

Employability skills are the group of skills which make you the best candidate for your job. Everyone need them to be hired. Also, employability incorporates not simply having the aptitudes but the capacity to impart and show those abilities to employers. (Hillage and Pollard, 1998). Alongside a decent specialized understanding and subject information, managers frequently layout a lot of aptitudes that they need from a representative. Employability relies upon information, aptitudes and frame of mind, how you utilize those advantages, and how you present them to bosses. In the ordinary day-to-day existence, having the skills to complete things is completed faster, better, saving in this way time and simplification of life without relying on others.

3.1 Hard Skills

Hard skills are teachable abilities or skill sets that are easily measurable. According to Sumihar et al. 2017, those skills are specialized skills in fields related to explicit employment, for example, construction, presentation and financing. Moreover, these

skills get better through practice. Unlike soft skills, we can easily demonstrate them, while the others are a bit difficult. We also acquire hard skills through courses, degrees, showing us the skills and knowledge in the respective field.

3.2 Soft Skills

“Soft skills are a combination of interpersonal and social skills” Marques (2013). There are several types of soft skills that each person should have, also are the most common skills used in all jobs.

3.2.1 Communication Skills

Communication is the most important thing. According to **MTD Training & Ventus Publishing Aps 2010** “Communication is the art and process of creating and sharing ideas”. Communication is the most complex ability that a person can have, whether it is verbal or non-verbal. Communications means much more than talking, it is also important to listening the others. Even if they are part of our personality, no one was born with a vast language or an excellent manner (body language). These involve time and research. At the workplace we need to communicate so that we can understand each other. For example, we had to do a group presentation, and by our way of communicating our ideas we had to make ourselves understood and capture the attention of the audience.

The ability to understand and give instructions is part of the communication branch as well. This can refer to the leader or even to the work team itself. If we take the leader's perspective, he should be very specific with the instructions, be polite instead of yelling at others with superiority and give employees the opportunity to ask questions. On the other side, as a member of a team, he must have an active listening, not only to hear, he also took notes, and before starting any task to make a checklist. He must also be able to ask questions and be polite to others.

3.2.2 Working with a team

Working in teams can be both helpful and testing simultaneously. Sharing work can be not exactly perfect if the colleagues do not function together. Teams that function together can significantly expand work environment efficiency and make a progressively organization culture. When people work in teams, the chances of prospering and reaching goals are greater than an employee who works alone. The number of ideas and opinions is higher, and things are viewed from different perspectives. They are willing to take risks to reach the goal of the team. The work presented at the presentation we did was made easier by sharing each one's ideas, but also by distributing the work we saved time, which is a good thing.

3.2.3 Time management

Time management involves productive work, and managers in each industry are looking for staff who can use their accessible time at work. Increasing income and saving money can also be favoured by saving time, using it for good. This ability can be divided into two parts. The first being punctuality. No boss will agree that his employees are late for work, or late for business meetings, risking losing clients, they mean an extra income to the company. The second is the use of time in an efficient way, which refers to the way we use time based on our priorities. As Heuer T. et. al. (2016) said "It's hard to manage time when you aren't cognizant of how you're actually spending your time. Many people significantly under or over-estimate how long a specific task actually takes." Based on their words, the priorities should be at the top of the list every time, and we do not accept anything to interrupt us from the things we do, because that can stop us from working to achieve our goals.

4 SWOT analysis

To identify the skills I have and those that I need, I used a SWOT analysis which focus on capitalizing on strengths and opportunities to overcome weaknesses and threats. at the same time, to be successful in everyday life, we must use our talents and abilities that we best handle at the highest level. Also, we will have less problems if we are aware of the weaknesses we have , also we will know how to do it in such a way that we do not highlight them in the work we are doing.

Fundamentally, doing a SWOT examination implies that we need to keep up and improve the qualities that you have, we need to crush the shortcomings, make the most of the chances, and not be scared by the dangers. It is tied in with setting needs and making the viable move to help improve our present state.

For example, in my situation I had to identify what my goals are first, and after I could ask myself “what are my strengths?” and “what am I good at?”, so that can help me to achieve my goals. Also, it is important to identify my weaknesses, how I can improve them. After that I had to identify my opportunities which can help as well to achieve the goals too. When those are done, the next section is the “threats”, here I had to think about things what I am worried about, and to take advantage of the benefits. Going through this process helped me to identify the things that worried me and needed to be improved, to reach my goal, and I also realized where I need to focus my attention the most.



5.Academic Skills-general transferable

Transferable skills are created from many points of view and can be used in a variety of circumstances, throughout the range of works. These can incorporate skills, for example, the ability to share, work in groups and compose others. There are many different skills, which can be moved from one circumstance to the next. Many of these we discover or even improve during our studies. As Smith (2002) suggests "Remember that it is impossible to complete college without acquiring transferable skills." As a student I can say the in-class exercises has an important role in helping student to develop their academic skills and to make them to understand better their importance.

6. Research and Note-taking

As an academic skill, we can count that too. For example, when we take notes we can read with more understanding and at the same time we save time. And when we must write an essay, report, no matter what it is, we will not stress, because we know how to start it with or what we can write in it. Research help us to make an idea from different multiple books or sources, which will help us in many ways.

7. Academic writing

It is very important to read and write at the academic level because we can argue in detail about the topic that is required. Every time we enrich our vocabulary, giving us an adequate language in different situations. If we manage to develop these skills, we will make our work easier, using the right words in any case. So, in order to have good results, we need to know how to write at the academic level, this helping and making us look at things and ideas from different angles.

8. Referencing and avoiding plagiarism

Another skill a student should have is to know how to reference their work. By doing this we avoid plagiarism and failing the exams. Plagiarism being “The practice of taking someone else’s work or ideas and passing them off as one’s own” according to Natarajan (2015). By referencing we allow the reader to know from what sources we have been inspired. Whether we use someone else's idea or work or just copy it, we need to give references. Even when we think we will pass exams if we copy someone else's work done very well, without giving references and we boast that it is ours, doing this we fool ourselves but at the same time we risk exam failure.

9. Paraphrasing and summarising

Paraphrasing involves more than just changing a few words in the text. It is not enough to replace them only with synonyms, we must keep the idea of the text, whether we shorten the sentence, or the words are changed from nouns to verbs or vice versa. These again proving that it is necessary to give references of the text, from where is the idea taken to show us its knowledge. As with paraphrasing, when we do summarise the same idea must be kept, except that here you must keep in mind that everything must be brief, but also followed by quotes.

10. Communicating and Presenting information

From the first months of university we realize the importance of communication and its types. It is not enough to put into words the words that come to mind, we must put ideas in order that they can be understood by our audience or even by the reader. also, the body language has a close connection with the communication and presentation of the information, here the visual contact with the respective person but the movements we make must coincide with what we say. For example, if someone asks us about something and we confirm it, but at the same time, we shake our head as if we didn't know about it. In this way the person will be confused and will not know what to understand. That is why the way we present information is very important. The information must be clear on the subject, because we do not want to bore the audience with useless ideas or that they already know.

11. The Future: Personal Development Plan (PDP)

Based on the swot analysis I did, I was able to develop the idea, and setting a deadline for each of my goals, and that will give me a visible target to reach, as well as making sure I'm on the right track in what I want to do, so I put all together , I created a Personal Development Plan (PDP).

What are the most important goals for me?	1 st goal which need to happen	When do I want to achieve it?	What skills do I need have to achieve this?	What resources do I need?	What stage am I now?
Finish the university and go further	1.to take the exams (pass them) 2.Apply for another profile at university	All those must happen in the next 2-3 years, depends on how long the next course will be	First, I must be punctual and attend the classes -active listening -research for more information on future academic years, at all modules	-founding courses -and to try to	-working on my assessment for the 1 st course, term 1.
Open my own home-business	-follow some courses for a manicurist, where I can learn more about what I want to do.	Until 2025	- the tactics of the profession as a manicurist taking some courses - patient	-Save money For materials and courses - to pay rent for another room where I will hold materials and furniture for the respective job	- I did 1 st course until now, as a beginner manicurist - working on saving money for materials I need to do this job

12.Conclusion

In summary, this report describes employability and academic skills and the SWOT analysis identifies my strengths and weaknesses and shows how I can improve my weaknesses. The PDP looks at my future plans and the skills I need to achieve them.

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

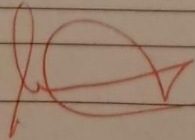
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

Chocolate has consistently been viewed as a reasonable little extravagance, related with sentiment and festivity. So in 2001, disclosures that the generation of cocoa in Ivory Coast implicated child the exploitation of young people profoundly stunned chocolate society (organisation), these need be set and govern it in the same way. The USA introduced the laws to compelling commanding that gauges be made to allow (organisation) society who could demonstrate that their chocolate was delivered made it without constrained work to mark their chocolate "slave-work free". The chocolate society business consented to a global convention that would give chocolate makers 4 years to restrict damaging practices, oppressive practices.

Lecturer's comments:

Very good

Lecturer's signature:



Date:

18/11/19



Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

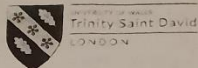
- 1) There will be a few changes around in the office. (announce)
The boss announced there will be some things replaced in the office.
- 2) He doesn't write to me as frequently as I wanted.
I wish I could communicate more in writing with him.
- 3) We were concerned about her health.
We had some worries about her being well.
- 4) You weren't careful, so you made so many mistakes. (had)
If you had been more careful you would not have made so many mistakes.
- 5) The council cut funding so we could not provide free parking.
Because of _____
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal _____
- 7) It was Mary who stole money.
He accused _____
- 8) He seems well-educated. However, he's not very bright. (although)

- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for _____
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

Lecturer's comments: _____

Lecturer's signature: _____

Date: 15/11/19



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising (Oct 2019)

Student Name: Rusu Andreea Lenuta Student ID/Group: 1906868

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5- 10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: _____

Date: _____

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page. Summarise main ideas from the text in your own words. Write about 175 words.

"If you want to succeed, you need to devote some time and energy to self-leadership," says consultant Lars Sudman. Being a leader is not easy, thinking we have nothing at all, but the expectations are not what we want it is more difficult. After his unsuccessful attempts, he found the solutions in Marcus Aurelius, the Roman emperor and Stoic philosopher. He began to focus on self-leadership instead of trying to learn how to guide others. He found 3 factors which helped him in this regard: the first being this that you must know your weaknesses and the parts that you do not master properly. His another idea was to take 5-10 minutes a day, thinking about what you faced so far and what you will have to deal with from now on. And the last thing is to know how to master your feelings and prioritise the most important issues.

Lecturer's comments:

Very good Summary

Lecturer's signature:

[Signature]

Date:

13/12/19