



ACE REPORT

REFLECTIVE REPORT ON EMPLOYABILITY SKILLS

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Introduction

REFLECTION ON ACADEMIC REPORT

Writing a reflective report means to think back on skills we have before, during, and after, a topic that is taught in class. It also allows us to know our weaknesses, strengths, and achievements. Reflection lets us learn from our experience. Both failure and success must be reflected on when writing a reflective report. One of the disadvantages of reflective writing is that if students forcefully take part, they will fake it to get a mark. Before this time, we do not know much about the skills required by the employers or in academic but now we know few things about it. There are so many kinds of academic skills, but few is going to be written about such as paraphrasing, summarizing, cv writing, referencing, and online learning experience. Having mentioned some of the types of skills above, there are different types of reflective as well like Driscoll's model (1994,2000), Kolb's experiential learning (1984) but this report is going to focus on Gibb's model (1988) (Cypert, 2017).

PARAPHRASING

I am writing a reflective report on paraphrasing. I have never written a paraphrasing in my previous education not until I became student at the university, this is my second term in the first year. Before the teaching of this topic in my university, I do not understand what paraphrasing means. One time, I thought it is the same thing as summary or just to copy and paste. It was in my first term of learning, the lecturer taught us in depth. She made us to know what it means, how to use it and where to apply it. Now, I know more that the words of original statement or version of where you get the ideas from need to be change, keep the same meaning, and it can be of same length. Paraphrasing is use in all the universities to weigh the writings of students and it is important in academics to help student in their respective learnings. It is also good at workplace to express one's ability on the job but there must be a reference to proof any report written by students. If there is no proof about paraphrasing it will be referred to as plagiarism. Task is supported by reading textbooks, newspapers, journals, watch the television or use other people idea to develop in future. I will learn to paraphrase in future by reading books and make notes the important element to phrase. I will also try to put text into my own words. However, I have come to understand the benefits of paraphrasing in my learning and it has really assisted me (Yocco.V, 2018).

SUMMARIZING

Summarizing is another activity needed academically and I really do not know much about it as well. Previously, I thought summarizing is the same thing as paraphrasing. English is my second language and my education stops at secondary school level not until I came to England and I enroll at a college to study catering and hospitality, that was when I got back on education. Although I have written so many summary sentences in my past education but do not know the fact about it. My academic and employability skill (ACE) lecturer in the first term has taught us and made it known to me the meaning and importance of summarizing in our learning. Summarizing is an important part of our learning. It is use when making research or writings, I have learnt more about summarizing and come to realize that is just not to shorten the sentences but knowing the important aspect of the textbook, newspaper, journals, or sentences you are re-writing on. The entire book or journal should be read to know the facts and the relevance, if not the story will come in a different way. Summarizing is also a way to know the student understanding on the textbook, articles, or journals. Summarizing can be use when writing assessment or assembly evidence. I need to focus more on the facts and not the opinion on summarizing activity, the key points need to be identified, the reading knowledge need to improve, and understand the topic, many of things I learnt from summarizing will be implemented (Marypat, 2020).

CV WRITING

I had a cv some years back and I still submit the same to employers whenever I apply for a job. All I knew about cv is just to write about your previous job, experience, and educational background, some people believe that you can download a sample online and use. But after applying I do not get call or reply from the employer and I will conclude in my mind that maybe they have got enough staff or being partial about the job. I do not know that there are some things to include or exclude like adding a picture, residing address, age, and nationality which is not necessary except when stipulated. My current learning has made me to know the importance of curriculum vitae, the things to put into consideration before applying, like finding out about the job and to have special uniqueness that can convince the company. Every job applicant must have a cv to hand in at the *organization* or to submit it by email. I have learnt more of what need to be in cv. There should be a covering letter to tell the company about what to expect in the cv, your personality, to tell the organization on how best you are suitable for the job, to be rest assured to invite the applicant for interview, the pages of a cv should be two pages or there about, to write plainly and tell the employer your knowledge and capability on the job. Having learnt all of this I need to improve on my cv by making research about the role and what the company wants. Making sure that the text on the cv is easy to read, avoid platitudes and replace with more likeable writing, and add voluntary jobs if you have got experience on it (MORAGAN, 2017) (cv-nation.com, 2020).

REFERENCING

I have never heard of reference before, it all started when I got admission into the university. When I was told to reference my assessments, it sounds strange and it was very difficult for me. I prefer to write my work to my own understanding, I thought anyone can just copy and paste from the internet. I struggle with referencing in my first term assessments. I can say that I have learnt a bit more about referencing now. Referencing is very important activity that is needed in the university to recognize other people's work and to allow the reader or the lecturer to know where you got the idea from. By referencing, it protects student being charge with plagiarism, it tells the reader where the source came from, it gives support to opinion or evidence, and it also show the level of understanding on the topic. Sources can be collected in different way, it can be from the webpages, textbooks, journals articles. Works must be cited either paraphrased or summarize to acknowledge where the ideas came from and the full list of reference must be provided at end. There are different styles of referencing, but my university use the Harvard style. Course handbook must be checked for each subject that I am submitting my assignment to, and any instruction that comes with the assignments. Quotation marks must place if exact word is use in the work from the source. Although I now understand a little about referencing that can assist me in my learning. I know I need to progress more on improving the referencing practice by writing references by hand, proof read the references sheet and in-text citation and to be consistent with the information (UNIVERSITY, 2018) (library, 2020).

ONLINE LEARNING EXPERIENCE

I never thought I can learn from online because at time I do struggle with the face to face learning. I learnt very quickly if an example is shown. My experience with online learning is hard because I do not know how to use the computer properly, the only thing I use computer for is to check my emails or check contact for stores, or to buy things needed. I have attended a college previously to study catering and hospitality, but we rarely use the computer except to print out menu list or to print out assignments. I started this course of health and social care with face to face class, though we use the computer to look at the Moodle, check links given by teachers, to submit assessments, and to make research by ourselves which I prefer but due to covid-19 all classes change to online where we can only communicate with one another online and the lecturer teaches through online as well. When I was told the news about online learning, I was not happy and I told one of my teacher that I find it difficult with some courses through the face to face learning, that how do I get it right with virtual learning environment. My son has been assisting me with the computer because he understands it better than I do and sometimes when he is not available to help, I need to call my older daughter on phone to help. Most organizations are using online to contact their customer or to update themselves on their profession. There are some courses that are permanently online which there is no option of face to face learning for. Online learning has made me to learn more on research, it has also made me to know more for my personal use. Online classes have it advantages; it saves the

academic the cost of printing because all necessary educational needs for the courses is posted online. it saves the cost of transportation and time because both the teachers and students do not have to travel to the campus, even the cost of maintenance is less; it is convenient and make me remain with my family while learning.

CONCLUSION

Reflective writing reminds me of why I stop my education and the determination to further when things get better, and suitable to a limit, and how I met a guy on my way to shop at Lewisham shopping centre. He was sharing fliers to people to come study at the university. I got one and went through it and I applied to the university, when I got admitted into the university, my first day in class is like I am dreaming, and I could not believe my eyes. when the first teacher came into the classroom he told a bit about himself and he gave us an assurance that everything will be alright and he will try his best for us to understand the subject, and which he did. This reflective report has made us to remember the experiences and thoughts we all have. I have passion for the job of support worker but do not have experience on it. I love to assist vulnerable people or people with special needs and that is why I went further to know more about it before applying for the job. We have learned so many things about academic and employability skills in this subject and which I think it will go a long way to be helpful for our personal or professional use. I have gained more knowledge on this learning. It has made me to know more about sources, my typing skill has improved, I now understand what entails in cv writing, referencing and I know better on the difference between paraphrasing and summarizing. This learning has been effective to me and my behaviors toward education has changed positively (Essays, 2020).

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