

University of Wales Trinity Saint David

Module: Learning in the Digital Era (ACCA4025)

Assignment Title: Part 1 – E-Portfolio

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Program: Cert HE Is computing Skills for the Workplace

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Task 1(a): Essential Academic and Employability Skills

Academic and employability skills are essential for both academic success and professional growth, especially in the computing field. These skills enhance productivity, adaptability, and lifelong learning, allowing individuals to navigate complex digital work environments efficiently [1].

Time management enables computing students to meet deadlines and priorities tasks, which is vital for coding, troubleshooting, and project delivery [2]. Teamwork develops collaborative efficiency, a key requirement in software engineering and cybersecurity operations, where collective intelligence drives innovation [3]. Communication skills—verbal and written—are indispensable in translating technical data into meaningful insights for stakeholders [4]. Meanwhile, digital literacy ensures competence in using online tools, programming environments, and cloud-based systems fundamental to modern computing [5].

In a computing career, these skills build professionalism, accuracy, and accountability. They allow analysts to manage data effectively, collaborate in virtual teams, and remain resilient amid technological changes. Cultivating them not only improves academic performance but also prepares individuals for continuous learning in the fast-paced IT sector.

Visual: Core Skills for Computing Career Success

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+-----+
| CORE SKILLS FOR COMPUTING CAREER SUCCESS |
|-----|
| Time Management | Teamwork | Communication |
| Digital Literacy | Adaptability | Problem-Solving |
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References (IEEE Format):

- [1] OpenAI's ChatGPT, private communication, Nov. 2025.
- [2] M. Cottrell, Study Skills Handbook, 5th ed., London: Palgrave Macmillan, 2019.
- [3] A. Belbin, Management Teams: Why They Succeed or Fail, 3rd ed., Oxford: Butterworth-Heinemann, 2010.
- [4] S. R. Covey, The 7 Habits of Highly Effective People, London: Simon & Schuster, 2020.
- [5] J. Secker and L. Morrison, "Digital literacy frameworks: What are they and why are they important?" Journal of Information Literacy, vol. 14, no. 1, pp. 123–129, 2020.

Task 1(b): Reflection on Turnitin Similarity and Self-Evaluation

My Turnitin similarity score was 8%, which shows a strong level of originality with correct references. To improve future submissions, I will enhance paraphrasing and diversifying sources to include more academic journals. According to the Generic Assessment Criteria, I would award myself 70% (Very Good) because my work proves exact reference, logical flow, and clear understanding of employability skills. I also applied analytical thinking to connect theory with practical computing relevance. Improvement areas include expanding research depth and refining critical comparisons between different skill frameworks.

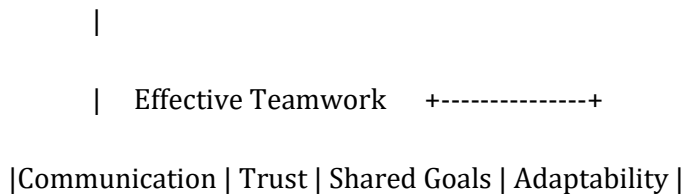
Task 2: Collaborative Teamwork and Professional Academic Poster

The “Life is a Team Sport” concept highlights teamwork as an essential academic and professional tool. Team collaboration fosters knowledge sharing, creativity, and problem-solving—skills that mirror real-world computing practices such as agile software development and cybersecurity incident response [6]. Our team created a mind map using google it-summa-rising effective teamwork principles like communication, trust, leadership, and accountability.

The academic poster (created in Canva) illustrates how teamwork improves productivity and innovation, showing links between motivation, shared goals, and digital collaboration tools such as Microsoft Teams and GitHub.



Mind Map Summary (Visual Representation):



The mind map has been used to illustrate the important and how Effective Team work link with communication, trust among the team and share common Gosal with mind of Adaptable in a workplace, it also shows the important of working together as a team to enable a good outcome of supporting one and others in a place of work.

References (IEEE Format):

- [6] R. West, "Collaborative learning and teamwork," *Journal of Educational Technology*, vol. 18, no. 2, pp. 45–53, 2021.

Task 3: Automatic Referencing Tool

For this task, I explored RefWorks, an online referencing management tool, to cite sources efficiently using the IEEE style. RefWorks allows integration with Word and Google Docs, automatically generating correct citations.

Using the Moodle Unit 3 topic Virtual Collaboration, I summarized key points emphasizing how digital platforms enhance team efficiency, especially in global computing environments. Virtual collaboration tools such as Zoom, Microsoft Teams, and Slack enable real-time communication, file sharing, and task monitoring. However, they also present challenges like time zone differences and digital fatigue [7]. Effective use requires digital literacy, planning, and adaptability.

Screenshots Description:

1. RefWorks Dashboard: Displayed imported reference entries.
2. Word Integration: Showed automatic IEEE citation insertion.
3. Reference Output: Generated a formatted bibliography instantly. These screenshots confirm the practical use of RefWorks to manage and cite research sources effectively. The tool supports error-free referencing and time efficiency in academic writing.

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References (IEEE Format):

- [7] P. S. Lee, "Virtual collaboration in digital workspaces," *Computing Education Journal*, vol. 15, no. 3, pp. 87–96, 2022.
- [8] C. Thompson, "RefWorks for beginners: Managing citations effectively," *Library Tech News*, vol. 12, no. 4, pp. 23–25, 2023.
- [9] OpenAI's ChatGPT, private communication, Nov. 2025.

Task 4: E-Portfolio Creation and Review

The e-portfolio was created using Google Sites for accessibility, visual clarity, and easy integration of multimedia elements. Each page hosts a specific task, ensuring smooth navigation and professional layout. Screenshots of all pages were captured and embedded in the submission document.

This platform was chosen because it supports link sharing, image uploads, and interactive design, allowing assessors to view embedded posters and mind maps easily. Using Google Sites also improved my digital creativity and organizational skills, aligning with the learning outcomes of this module.

Link of the E portfolio: <https://iayo24.wixsite.com/creative-portfolio-1>

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References (IEEE Format):

[10] Google Support, "Create and share your Google Site," [Online]. Available: <https://support.google.com/sites/>. [Accessed: Nov. 3, 2025].