

ACADEMIC AND EMPLOYABILITY SKILLS

- STUDENT NAME: MARIA ORTEGA NOGALES (ID: 2131909)
- MODULE CODE: BMSW4001
- LECTURER: TIMOTHY HOPKINS
- ACE TERM 1 ASSIGNMENT PART 2
- WORD ACCOUNT: 2.384 words.



TABLE OF CONTENTS

• Front page -----	Page 1
• Table of contents -----	Page 2
1. Introduction. -----	Page 3
2. Time Managment -----	Pages 4,5,6
3. Curriculum Vitae -----	Pages 7,8
4. Referencing -----	Page 9
5. Public Speaking and Presentation -----	Page 10
6. Conclusion-----	Pages 11, 12
7. References -----	Page 13

1.Introduction

In this report I have made an analysis of the knowledge and skills that I acquired in my classes of academic and employability skills. I have also analyzed:

- How I felt in my classes, the way I am learning to combine my life with my studies.
- How I manage my time in a more effective way to make my learning time more productive.
- What are the results that I am obtaining (eg, if my classes are being useful for my learning, if the way in which I am studying is effective or not and in which fields I am improving more or better).

For this report I have used different analysis models that I have learned in class and through the available resources. To analyze how I have improved and acquired new skills on how to manage my time I have used The Eisenhower Method and a weekly plan and for analyze them I have used Kolb's model; I have analyzed my experience learning about CV with the Driscoll's model, to talk about my experience on referencing I also have used the Driscoll's model and finally to analyze Public speaking and presentation I made an analysis based on the Gibb's model. I studied about all the models of reflection and applied each one to the topic in which I thought it would be most useful to me.

To finish I have written a conclusion about how I am developing new skills thanks to the acquired knowledge and how this will benefit my future career.

2. Time Managment.

All students have high expectations when we start a new course, we visualize ourselves obtaining good academic results and acquiring all the necessary skills for our future career but the time goes by very fast and if we do not know how to manage it properly we can take the risk of not being prepared at the time of our end of course or term. (Educationcorner.com, n.d).

Before starting to study the academic and employability skills module, I thought that it would be very easy for me to assimilate concepts and acquire knowledge in time management because I had already acquired some skills in that field in my previous work experience, and I thought that these would be enough to apply them also in my studies and future career, but when I started to attend my lessons I was able to understand that although I already had concepts and general skills acquired, I still did not know everything about that topic. I began to be worried because I was not properly understanding the new concepts but the method that our lecturer used was of great help to me because we practiced all the lessons we had learned by participating in class and we also reinforced this with homeworks. It was at that time I understood that if I make an effort and I attend my classes regularly I can know how to manage my time in a more effective way to be able to combine my work and my studies and the result is being good, using the models I learned in class (e.g Swot analysis, PDP and Eisenhower and I started to practice it, after a week I understood that it is helping me to be calm because I have time to do everything and in this way I can dedicate the necessary time to my studies. I have used The Eisenhower Matrix to analyze my to-do list and know how to prioritize the most urgent and important things to do.

The Eisenhower matrix is a management tool that helps us manage our time based on the most important or urgent tasks. (Asana, Inc., 2021).

URGENT	NOT URGENT	
• WORK • ATTEND TO MY CLASS	• SLEEP • STUDY	IMPORTANT
• SOCIALIZYNG AND RECREATION	• HOME TASK	NOT IMPORTANT

I have also made a weekly plan in order to plan the hours that I must dedicate to each task based on the classification that I made with the Eisenhower method.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sund.
9 am-1 pm	Study	study	work	work	work	study	Home task
2pm-6 pm	class	class	work	work	work	Recreation	Recreation
6 pm - 10 pm	Homework/study	Homework/studying	work	work	work	recreation	Recreation
10pm - 8 am	Sleep	sleep	sleep	sleep	sleep	sleep	Sleep

TO DO LIST	HOURS SPENT PER WEEK
Class	8
Study	18
Work	32
Sleep	70
Socializing and Recreation	14
Home task	4

Conclusion:

As a conclusion I could say that due to my commitment (e.g attending my classes and dedicating time to my studies at home) and the knowledge that I acquired in these sessions I have been able to know how to better manage my time in order to take advantage of this opportunity to get the job that I always wanted. To show this process and its results I have made an analysis with the Kolb's model based on the knowledge acquired in my classes and the models shown by our lecturer.

CONCRETE EXPERIENCE

Manage my time to be able to combine my studies and my daily task (e.g work, home task, social life...).



REFLECTIVE OBSERVATION

I need to manage my time in a more effective way to be able to pass my course.



ABSTRACT CONCEPTUALISATION

I analyzed my task basing in my priorities and urgents task ans I made a weekly plan to organize them.



ACTIVE EXPERIMENTATION

I applied my the plan I did and after a few weeks I started to see good results, Actually I have the necessary time to dedicate to my studies.

3. Curriculum Vitae (CV).

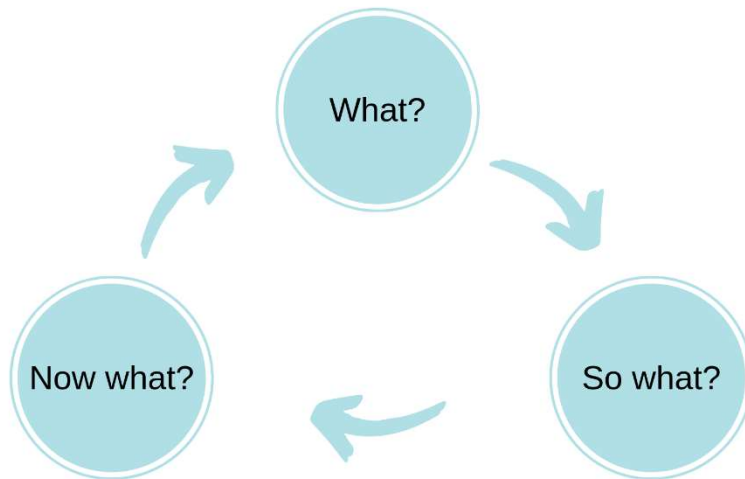
Cv Definition:

Abbreviation of the Latin phrase Curriculum Vitae which means "Course of Life". It is a letter that details your best qualities in relation to the position you are applying for. The standard is to send your CV to aspire to positions at any level. A CV should show your professional experience, your level of studies and key aspects. You can expand your CV with other sections relevant to the position. (Indeed, n.d).

I think that most of the people who have had some work experience have had to prepare a CV. When my teacher told us that in that class he would show us how to write a good Curriculum Vitae and the importance that it would have in our future career, I thought it would be very easy for me because in my country I had several work experiences and had already written several CV templates depending on the position I was applying for, but writing my CV in England was not going to be easy because the templates that our teacher showed us and the ones I found on online resources were totally different from the ones I already had so I started to feel a little embarrassed by the CVs that I had already sent in London but I tried to find a way to understand how to do it in a more professional way, learning above all how to highlight the key aspects of my professional experience, my studies and my future career plans.

When I got home after my ACE class I searched for resources online and read numerous times the presentation that our teacher showed us in class and I started to write my CV in different ways adapted to the English structure and I think I got the results that I needed.

As a conclusion on this topic I will say that as in the previous topic the key is commitment and perseverance attending my classes and looking for information in all the resources until I find the results I am looking for. I have analyzed this topic using Driscoll's model.



(University of Cambridge , 2021).

WHAT?

I thought that I had more skills writing my Curriculum Vitae but when I started my class on that topic I knew that I needed to learn much more about it.

SO WHAT?

I had to commit to myself to be very focused in that class and I also searched for online resources about how to make a professional CV.

NOW WHAT?

Thanks to my lessons and my interest in this topic, I was able to learn how to make a proper CV.

3.Referencing.

Referencing is when you show and acknowledge someone else's work so that the reader knows where to find the sources you have used. Plagiarism occurs when a student submits work without mentioning the sources from which they have taken the information (kjr77, 2011).

The first day our teacher mentioned references to us in class, I didn't know anything about that subject. In my country I had never studied it and I had never used it either. At first I was a bit confused, I didn't know where to begin to understand this topic but after our lesson I understood the importance of writing the references correctly in order to recognize the work of others and to make it easier for the reader to locate the information that you have used, writing references you are not only acknowledging the work of others but you are also avoiding plagiarism.

In my class I was very focused on learning about this topic, our teacher explained to us that we would use the Harvard model for our assessments and showed us examples so that when doing so we would have a clear idea of how to write these references.

I have analyzed this subject with the Driscoll model and as a conclusion I can say that my classes were very helpful for me because I had to learn how to make references because I will use them in all the years of my degree in Health and social care. I made an analysis about my experience learning

WHAT?

I had to learn a completely new topic for me and that I did not know anything about and it was not going to be easy to learn quickly to be able to use it in my assessments.

SO WHAT?

I had to be very focused on learning about references in my class and I also looked for some resources on my own to do my assessment well.

NOW WHAT?

Finally, and thanks to attending this class, I was able to quickly understand how to write references well and I think that I currently have a clear idea of how to do it.

4. Public speaking and Giving Presentations.

To begin with, I will introduce this topic by saying that for me it is one of the most difficult challenges of all that I am facing in this totally new academic experience for me.

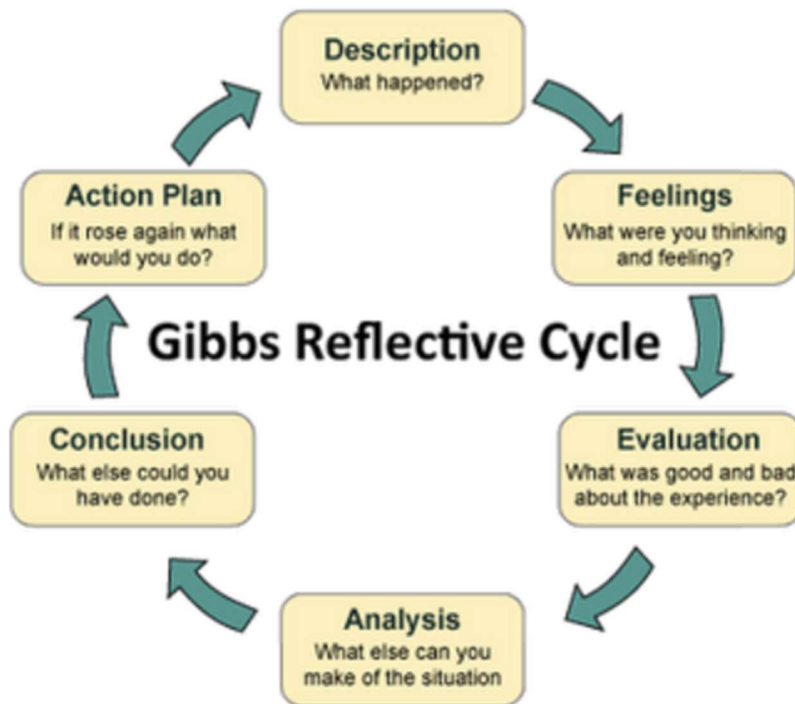
When I started the course I did not know that I would have to speak in public showing my assessments but a friend who He is studying at this university told me that I would have to expose some of my university work so I began to be very worried because I was taking on a new and complicated challenge, this was to speak in a language that is not my language and how I did it would depend on my final mark for the first term.

After a few weeks our teacher began to talk to us about the first presentation that we had to do to evaluate the knowledge acquired by us in this term, he explained to us how to do it and showed us the topics that we could choose to make our presentation, we had several sessions I learn and practice this subject because I think that all the students needed to be very focused on this to be able to do it well on the day of the evaluation. We saw presentations from other colleagues and we were also watching videos about how to make a presentation.

The hardest work for me was my own, I started writing and this part was not very difficult for me because I was very excited looking for resources and learning new things about my future career but when I finished and I had to start practicing to presenting it in public I had to make a great effort, I spent many hours talking in front of my mirror and practicing the English pronunciation and finally I made my presentation, I was very nervous that day but my classmates and the lecturer made me feel very comfortable then I could be calm and do the best I knew how.

5. Conclusion.

To end this report I have analyzed my learning in this module using the Gibb's model, it is a famous cyclical model of reflection that consists of 6 stages: description, feelings, evaluation, analysis, conclusion and action plan. (The University of Edimburgh, 2020).



(B, 2017).

DESCRIPTION:

I have to face the challenge of starting a pre-university course after I spent many years without studying and besides, my new course is in a language that is not mine, so it will be more difficult for me.

I have to pass my course with good academic results.

FEELINGS:

At the beginning of the course I was very nervous and worried because I did not understand many of the concepts due to my level of English and because most of the topics were new to me.

EVALUATION:

I was very excited about this new experience but at the same time this was creating a lot of stress for me because I had to combine my work life with my studies and make the most of my time to take advantage of it.

ANALYSIS:

I had to learn to manage my time well to be able to dedicate time to my studies in each and also to be able to hold my classes weekly since this would help me a lot to learn all the new skills that I had to acquire.

CONCLUSION:

Maybe I could have started my part-time job earlier, since at the beginning of my course I was working full time so I wouldn't get stressed but finally had the free time I needed to dedicate to my studies.

ACTION PLAN:

I believe that I am learning to manage my time effectively to be able to dedicate the necessary time to my studies and my classes, which are being of great help, and also thanks to my English lessons, it is becoming easier for me to understand all these new concepts.

6.References.

- Asana (2021). The *Eisenhower Matrix: How to prioritize your to-do list*. (online) Available at: <https://asana.com/resources/eisenhower-matrix>. (Accessed 23/08/2022).
- B, N. (2017). Guide to models of reflection – *when & why should you use different ones?* (online) Lifelong Learning with OT. Available at: <https://lifelonglearningwithot.wordpress.com/2016/05/02/different-models-of-reflection-using-them-to-help-me-reflect/>. (Accessed 29/08/2022).
- Educationcorner.com (n.d). *Using Time Management to Improve Study Skills*. (online) Available at: <https://www.educationcorner.com/effective-time-management.html>. (Accessed 15/08/2022).
- Indeed (n.d). *What it a Cv? Curriculum Vitae Definition and Examples*. (online) Available at: <https://uk.indeed.com/career-advice/cvs-cover-letters/curriculum-vitae> (Accessed 25/08/2022).
- kjr77 (2011). Referencing and plagiarism. (online) www.open.ac.uk. Available at: <https://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism#:~:text=Referencing%20is%20when%20you%20acknowledge> (Accessed 29/08/2022).
- Project IDEA (2020). *Good Presentation VS Bad Presentation **. YouTube. Available at: <https://www.youtube.com/watch?v=V8eLdbKXGzk> (Accessed 29/08/2022).
- THE UNIVERSITY OF EDINBURGH (2020). *Gibbs' Reflective Cycle*. (online) The University of Edinburgh. Available at: <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle#:~:text=One%20of%20the%20most%20famous> (Accessed 29/08/2022).
- University of Cambridge (2021). *Reflective Practice Toolkit: Models of reflection*. (online) Available at: <https://libguides.cam.ac.uk/reflectivepracticetoolkit/models> (Accessed 27/08/2022).

