

INDIVIDUAL PRESENTATION ON INTENDED CAREER ANALYSING ACADEMIC AND EMPLOYABILITY SKILLS

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Academic and Employability Skills BMSW4001

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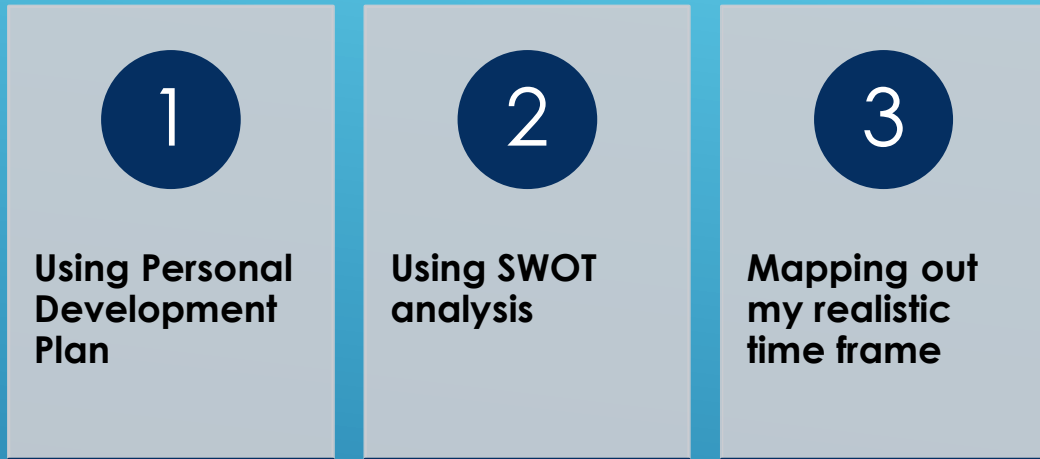
What is Academic and Employability Skills?

Academic Skills –

All skills learnt from education establishments, such English Literacy and Language, Mathematics, Sciences the Arts

Employability Skills –

Solving problems, flexibility, working in a team, working independently, ethics, morals, personality,
as cited by **CareerReadyBrief (2013)**, this is one of the crucial skills
Employers look for



- ▶ **Identify challenges and threats**
- ▶ **Identify Strengths and weakness**
- ▶ **Identify opportunities**
- ▶ **Identify skills I can transfer**

ANALYSE MY ACADEMIC AND EMPLOYABILITY SKILLS

PERSONAL DEVELOPMENT PLAN

- Starting up my catering Company from Home
- Studying BA Business & Management

My Goals

Skills & Knowledge to be Learnt

- Business Plan
- Acquiring Level 2 Food & Hygiene Certificate, advertised by **High Speed Training, (2021)**
- How to registering my Business at Local Council
- Book Food Hygiene
- Inspection
- Researching Local Competition, blogged by **Alliance (2021)**, I need to look at in-depth planning
- Finish CERTHE SFWP

- Present – 1 Year
- 3 years – 5 years

Time Schedule

Next Steps, How am I acquiring these skills & Knowledge

- Local questionnaire collection
- Online local catering websites
- Local Council to register Business/ Food Hygiene inspection, **Gov.com, (n.d)**
- Apply for BA Business & Management, **University of Westminster, (2021)**

Time Frame

3 - 5 years
become a
home owner

Present - 1 year

1. settling in new flat
2. Settling in the course
3. completing CERT-HE course

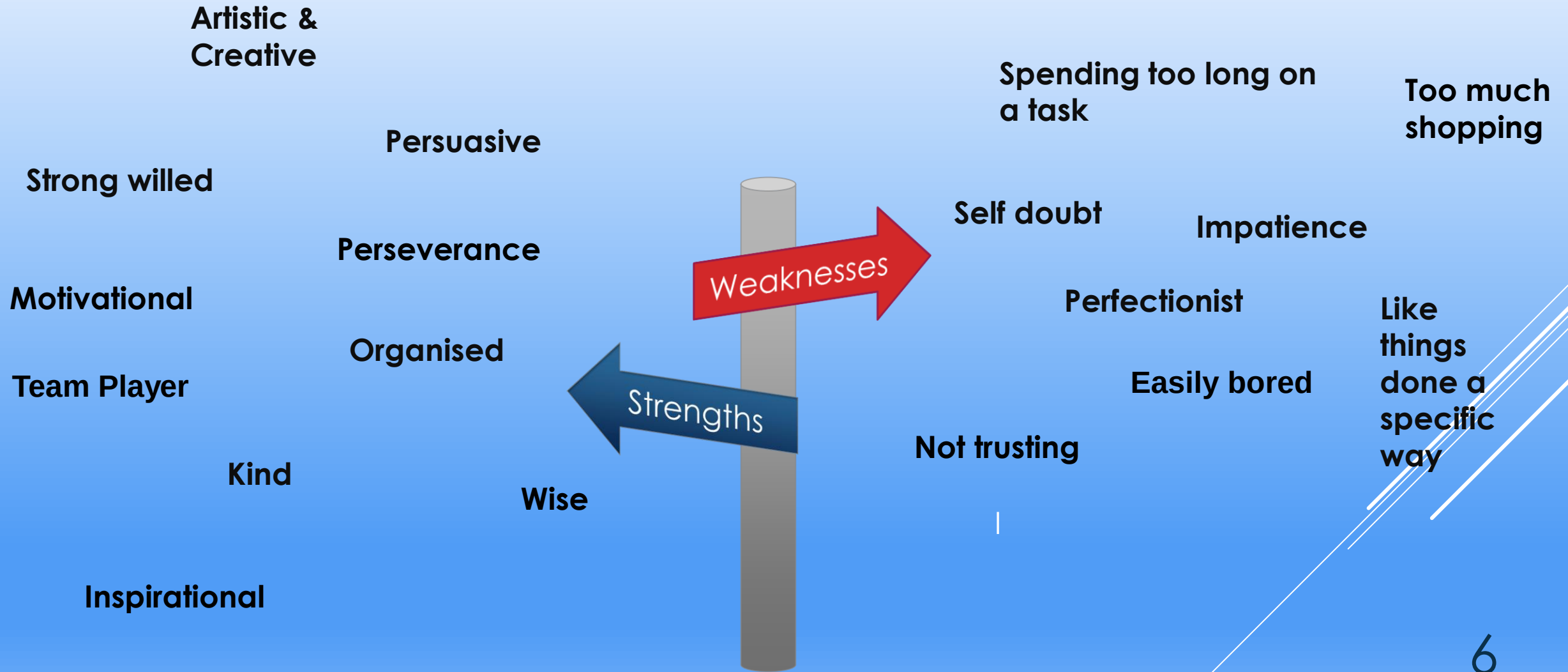
Presently
enrolled 3
Day Level 2
Food
Hygiene &
Safety
Course

9 months BA
Business &
Management
course

6 months – 1
year setting up
my catering
business from
home

5

Strengths & Weaknesses



SWOT ANALYSIS



S

Overcome
challenges,
problem solve
and these are
advantageous
Employability
Skills



W

Change
belief
system, set
realistic
goals using
Time
Management



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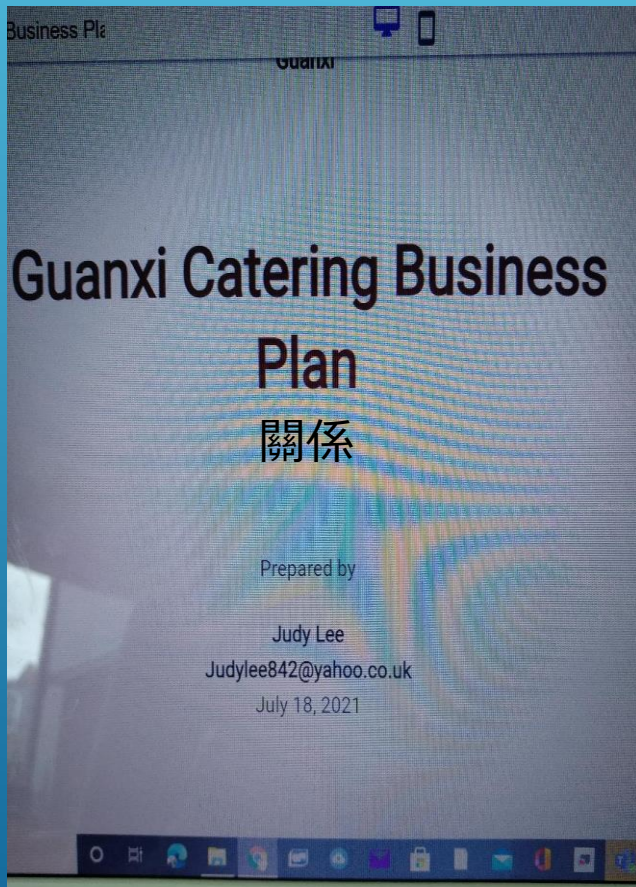
- Self advancement
- Increase income
- New skills
- New Career/business
- Finding my Passion
- New knowledge
- Networking – improving business relationships cited by GT Scholars (2019)



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- Finance/Investments
- Commitment and time
- Stress
- Childcare
- Retaining Information
- Focus

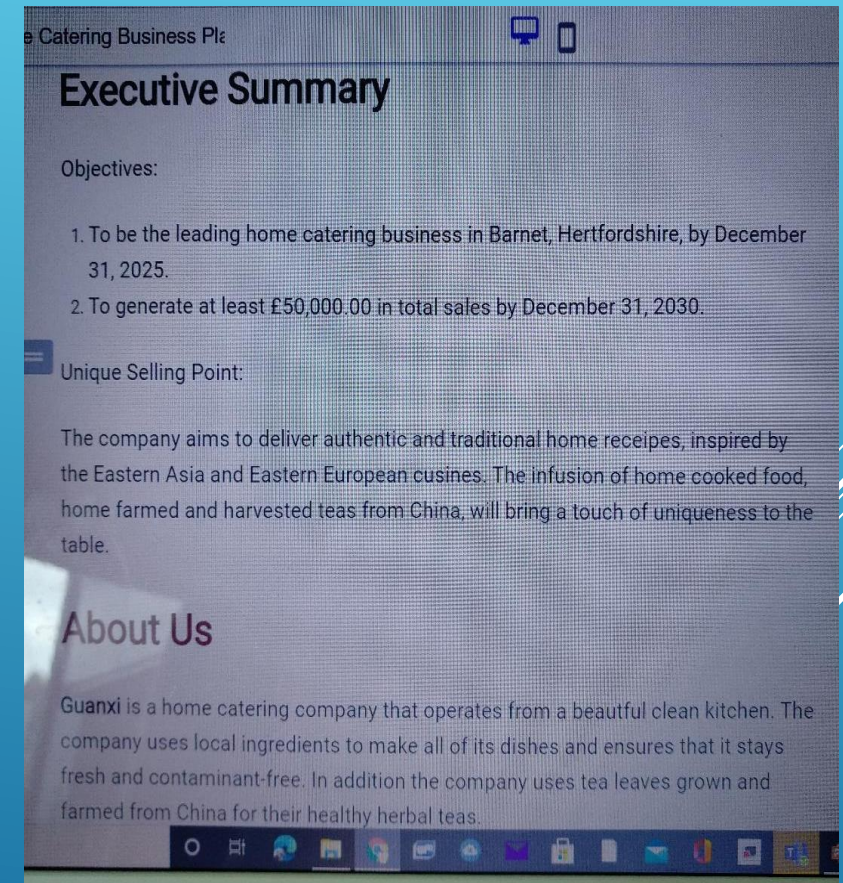
Business Plan with SWOT Analysis



Catering Business Plan

SWOT Analysis

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Location flexibility	Costly food ingredients	Partnerships with local bars, clubs, or open-venue events	Competition with takeout food
No catering companies within 5 mile radius	New business with less market experience	Bigger market reaction	The growing number of market competitors outside 5 mile radius



TRANSFERABLE SKILLS

- ▶ Interpersonal skills
- ▶ Customer Service
- ▶ Accounting
- ▶ Management
- ▶ Organisation
- ▶ Artistic
- ▶ Creative
- ▶ IT Skills

IMPROVEMENTS AND REFLECTION

- ▶ Self confidence
- ▶ Courage
- ▶ Gaining new Knowledge by enrolling in this course, supported by Nyaega E, (n.d)
- ▶ Able to set goals
- ▶ Find my passion
- ▶ Identified new Employability Skills and acquired new Academic Skills – such as Digital skills, working with people team presentations, clarified by National Careers Advice, (2021)
- ▶ Ambition

References

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