

Academic and Employability Skills

Module Code: BMSW4001

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Introduction

This particular report will effectively highlight the employability and academic skills of students in an effective manner. Along with this, the report will also describe the Gibbs' reflective model and its importance. Various kinds of skills, like academic writing, referencing and time management skills will describe here. Moreover, a brief overview of these skills will be effectively showcased here. All the skills will also be reflected by the Gibbs' reflective model in an effective manner. Further, all the essential steps in the Gibbs' model will be effectively described here.

Gibbs' Model of Reflection

It is basically a management and self- reflection tool for students to think systematically and clearly regarding various kinds of experiences that they have faced during any situation or activity. In the year, 1988, the model of Gibbs' model of reflection was developed by Graham Gibbs. This is the most significant framework to effectively analyse the experiences that allow the students to change their planning and activities (toolshero, 2021). There are mainly six essential steps in this Gibbs' model of reflection, Feelings, Description, Evolution, Analysis, conclusion and Action plan.

Academic Writing

This is mainly a formal style of writing that is commonly used by the students in the higher education and in various scholarly publications. This type of learning is commonly seen in the journals, academic topics and books. Along with this, the students can also deliver this type of

learning in the research paper, dissertation and essay. This type of writing a proper content and structure that highly assist the students to present their viewpoint. The main aspects of academic writing are precise, not-biased, focused and authentic sources. The academic writing also assists the creativity of the students to improve their skill set. For a learner, it is effectively significant to have the intellectual development (Paltridge, 2016, pp.87-105). Through this manner, the students can also use innovative ideas to enhance their writing capabilities. Further, it will also include factors like choice of words, evidence based topic and language.

Gibbs' Reflective Cycle on Academic Writing

Description

The academic writing is mainly a style of portraying knowledge and thoughts of the students that they have learned in the universities, it may be articles, topics and journals. In this case, I have gained an adequate amount of knowledge regarding this matter that effectively assists me to write some well maintained and structured topic that is directly associated with my learning (ac, 2021).

Feelings

In this particular process, I have effectively gone through various kinds of guidelines of academic writing. At that time, I feel that I did not have an adequate amount of knowledge of academic writing. Along with this, I also feel that I need more time to enhance my abilities. In such a manner, I can effectively enhance my ability of academic writing that will help me in my future studies.

Evaluation

In the time of developing my academic writing skills, I had faced various kinds' issues. Along with this, I have also noticed that I did not have an adequate amount of understanding. For that

reason, I have effectively learned various ways to enhance the skills, through this manner, I can effectively provide suitable assistance to my learnings (Brush, 2021).

Analysis

In the academic writing, there are various kinds of guidelines are there by which I have effectively enhanced my writing style. Along with this, all of these guidelines also helped to provide an effective structure in my learning. In such a way, I can easily avoid my mistakes and make my assignments more structured and authentic.

Conclusion

Through learning the skills of academic writing I can easily enhance my knowledge and deliver a well maintained and structured assignment in an effective manner. In order to enhance my ability, I also need to work on my choice of words and academic language (harappa, 2021).

Action plan

The enhancement in the skill has helped me to improve my assignments. I can easily get a better number in my university exams. Further, it has also helped me to improve in my academic career and capability of learning.

Referencing

This is the most essential aspect of the writing that mainly provides a brief idea of where the information was taken. Along with this, it also includes the academic integrity, by which the student can easily provide effective authentication to the topic. It is very much important for the students to recognise the sources from where they have found the information. In the writing, the

student needs to paraphrase the topic and present the finding on their own. In the referencing, there are basically two types such as, website references and books and journals. In both references, the students need to give credit to the author (Werner and Brand, 2021, pp.501-519). Along with this, a proper referencing has effectively showcased the proper page number and date of the research. Through adopting a proper referencing skill, the students can easily avoid the chances of plagiarism in an effective manner.

Gibbs' Reflective Cycle on Referencing

Description

Academic integrity is an essential part of the referencing. In such a way, the students can easily conduct the work in an effective manner. There are various kinds of references that exist in the academic writing. In which I have effectively learned the Harvard referencing style. Along with this, I have also effectively learned the ways to use various kinds of books and journals as referencing (learningperformance, 2019).

Feelings

In the entire learning process, I think I have an adequate amount of knowledge regarding referencing. Through this manner, I can effectively make the assignments more authentic. Further, through implementing proper referencing I can easily avoid plagiarism and provide effective support to my assignments.

Evaluation

Through gathering knowledge about the referencing I can easily use proper referencing in my assignments. Along with this, I can also use various kinds of sources in my assignments and search various books and journals that's makes my assignment more authentic.

Analysis

In the learning module, I have learned the Harvard referencing style in a proper manner. Along with this, in order to make my assignments more authentic, I need to conduct much more research. Further, I have also learned how to do in-text referencing of both websites and books and journal referencing. Through adopting the style I can easily, make my assignments more authentic (Ruby, 2018).

Conclusion

I have effective get to know the importance of the referencing. Along with this, with the help of proper referencing style, I can easily avoid the plagiarism and make my assignments more genuine. This has also helped me to improve my learning and provide me with various kinds of benefits in university.

Action Plan

In the assignments, I have used both books and journals and website references. Along with this, I have also learned in which way, I can make my assignments more authentic and structured. It has also helped me to do better in my studies (Melvin, 2021).

Time Management

Effective time management is a process of planning and organising the tasks of a person within a suitable timeframe. Throughout the process, the person can easily segregate the work as far as the requirement. Along with this, through managing all the aspects the student can easily manage the time and utilise those in a proper manner. With proper time management, a student can easily finish work in a certain manner. It has helped the student to stay focused on the work and deliver a suitable schedule to the work. Along with this, an effective time management also helps the students to reduce stress and focus on their studies. Moreover, with help of effective time management skills, a student can easily finish theirs before the deadline (Claessens., 2017). The student can also set some objectives for their goal. Through this manner, they can easily accomplish their goals in an effective manner. Further, the students can be able to prioritise their work in an effective manner. In such a way, they can easily schedule their work and complete their work in an effective manner.

Gibbs' Reflective Cycle on Time Management

Description

Effective time management is mainly a process of schedule based working that are highly required to complete any work. Throughout the learning, I have collected various kinds' information on the time management. It has also helped me in various kinds of learning and gain several kinds of benefits through it. Further, I have also made a daily schedule for my studies that helped me in a large manner.

Feelings

I have effectively felt that all the aspects in the time management are accessed by me and it has also provided me various kinds of benefits. Along with this, I also think that I need to focus on my studies so that I can provide effective importance to my works. In such a manner, I can easily draw out potential benefits from it and ensure effective growth in my career (libguides, 2021).

Evaluation

Through completing all the work from the schedule, I have made a proper use of time management. Along with this, I have also effectively learnt how to set a goal and prioritise tasks based on the requirement. Through adopting the tasks I can easily complete my work in an effective manner. In order to enhance my time management skill, I have also faced various kinds of issues.

Analysis

I have learnt several kinds of factors that have helped to build a proper time management schedule in an effective manner. However, in this process, I did not bale to gain the whole knowledge of the time management skills (consuunt, 2021). For that reason, at certain times I have faced various kinds of issues while marking the importance. Due to this, in future, I can face serious issues with the submission of the assignments.

Conclusion

Throughout the entire process, I have learnt how to manage myself. In order to do that, I have effectively set some limits and a suitable time frame. Along with this, I have also developed suitable aims and objectives. Right now in my life, the time management is an essential aspect that

effectively helped me to better in my career. Further, it has also helped me to find out the importance of time in academic life in an effective manner.

Action Plan

In this process, I have learned various aspects of time management in a suitable way. It has also helped me to organise all the tasks in an effective manner. Through this manner, I can easily maintain suitable time in my studies and provide effective support in my studies (libguides, 2021). Further, it has also helped me to enhance various kinds of skills and provide effective growth in my career.

Conclusion

There are different skills in a student and this report has discussed three skills elaborately. This report has analysed the three skills following the Gibbs` reflective cycle. Academic writing, referencing and time management have been critically analysed in the report. Gibbs` reflective cycle follows six different stages which are description, feelings, evaluation, analysis, conclusions and action plan. This report has explained definition of academic writing and the hurdles a student faces while learning it and then analysed the situation using Gibbs` reflective index. The problems one faces during referencing and plan of action that can make it simple has been discussed in the report. This report has also discussed the time management skill and analysed its flowing steps provided by Gibbs`.

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Assignment 1 – Individual presentation



Business manager

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What are Academic and Employability Skills?

The Academic and Employability Skills are talents or habits accumulated over the years practicing at work and studying.

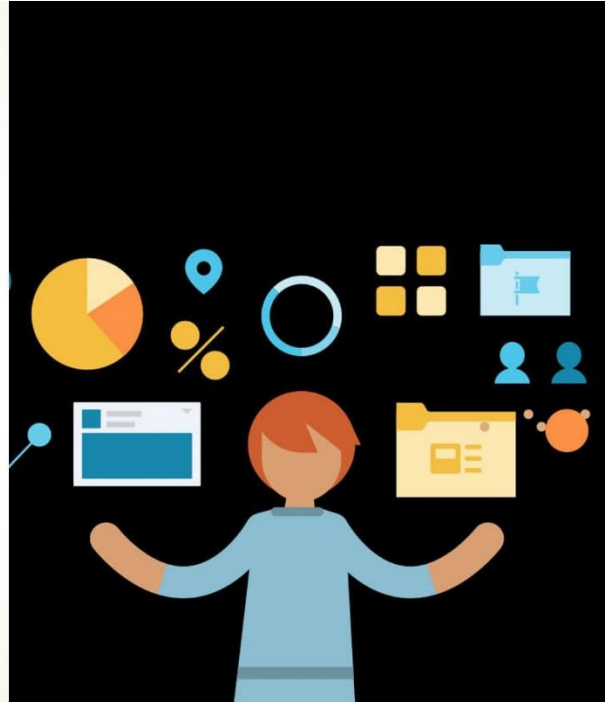
These talents are beneficial for academic pursuits such as:

- Research;
- Individual or group presentations;
- Report writing.

Examples of Academic and Employability Skills

Academic and Employability Skills include:

- Adaptability;
- Problem solving;
- Critical thinking;
- Creativity;
- Responsibility;
- Oral and written communications;
- Teamwork;
- Professionalism.



Why does students need Academic and Employability Skills?

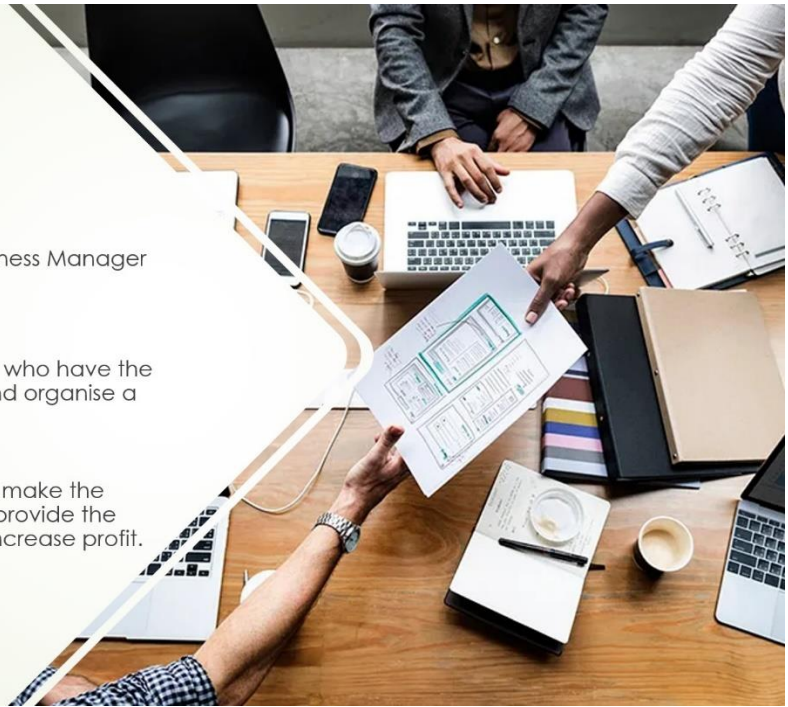
The students needs to learn how to use Academic and Employability Skills because this is what the employers are looking for and the skills are needed in every job such as: problems solving, conflict resolution, communication, responsibility and teamwork.

Every student have to know how to conduct themselves, to accept the critics and the workplace etiquette to be ready for a career.

My intended career - Business Manager

The description and the role of a Business Manager

- A Business Manager is that employee who have the responsibility to supervise, develop and organise a company.
- Business managers are responsible to make the company become more successful, provide the high-quality customer services and increase profit.



Skills needed as a Business Manager

- Responsibility;
- The ability to communicate effectively;
- Leadership;
- Negotiation;
- Problem solving;
- Ability to motivate the staff;
- Professionalism.



Personal SWOT Analysis

Strengths	Weaknesses
▪ Ambitious; ▪ Hard worker.	▪ Language; ▪ Confidence.
Opportunities	Threats
▪ New skills; ▪ Business Director.	▪ Time; ▪ Better trained employees.

Personal Development Plan

What are my big goals?	Skills needed for my goals	Skills I need to improve	Which goals need to happen first?	Where can I go for support?	How long will it take to achieve my goals?
Becoming a Business Director; Opening my own business.	Communication; Problem solving; Teamwork.	Communication; Problem solving.	Complete the Level 4 Skills for the Workplace	Lecturers or colleagues .	4-5 years.

Conclusion

The Academic and Employability Skills are needed for every Business Manager who wants to be successful and to evolve the career.

To work as a Business Manager is serious and need total dedication.

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