

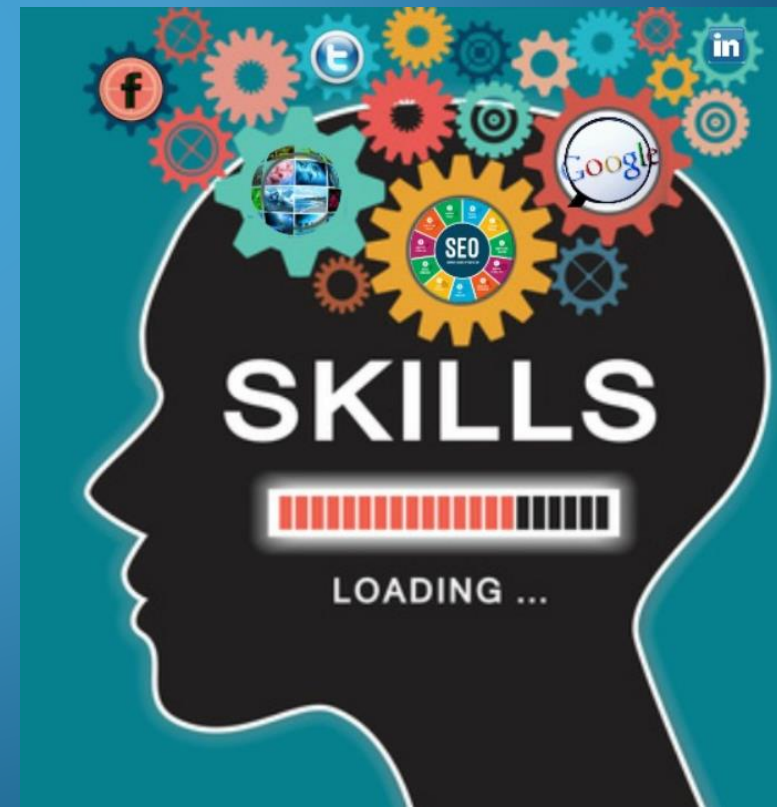
BMSW4001: Academic and Employability Skills

ACE Practical Portfolio (Task 1)

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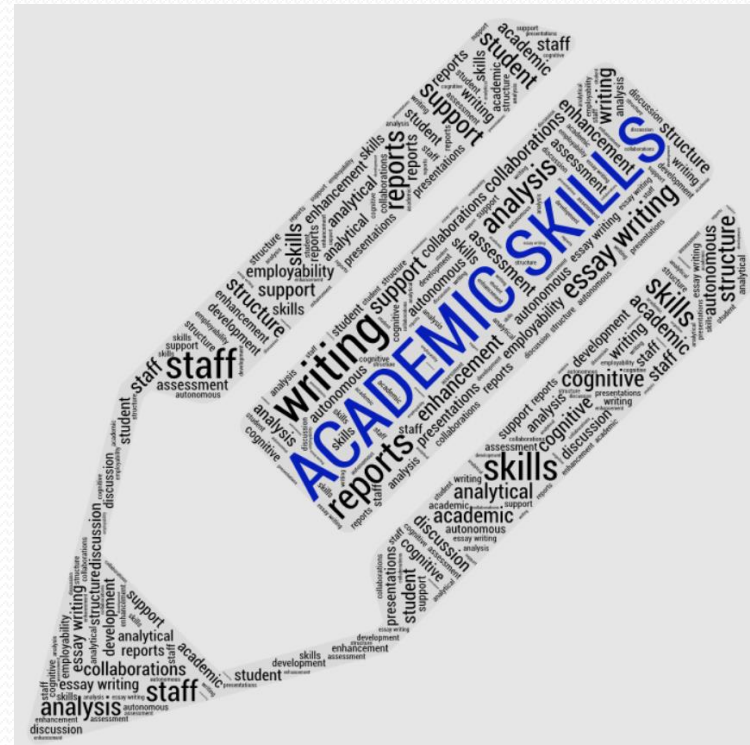
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Introduction

- Academic and employability skills
- An intended career in retail sector
- SWOT, Eisenhower Matrix, SMART
- Personal Development Plan (PDP)



Discussion

1. Academic and employability skills based on intended career

Academic skills

- Listening, reasoning, verbal and written communication skills
- Note-taking, attention to detail, technical literacy, data analysis skills
- Research, time management, self-discipline skills
- Computing, critical thinking, teamwork skills
- Presentation and public speaking, goal planning, multitasking skills

Academic Skills



1. Academic and employability skills based on intended career (Contd.)

Employability skills

- Communication and teamwork skills
- Leadership and problem-solving skills
- Flexibility and learning skills
- Initiative and technological skills
- Self-management, organisation, and planning skills



2. Tools and techniques for own situation

2.1 Personal SWOT analysis

- **S-Strengths:** Good communication and leadership skills
- **W-Weaknesses:** Improper critical thinking and problem-solving skills
- **O-Opportunities:** Improvement of weak skills through training
- **T-Threats:** Lack of technological skills threat to retail employment



2. Tools and techniques for own situation (Contd.)

2.2 Time management tools

Eisenhower Matrix

- **Quadrant 1 (Do):** Improving technological skills immediately
- **Quadrant 2 (Plan):** Self-research on academic and employability skills
- **Quadrant 3 (Delegate):** Improving skills I am weak at
- **Quadrant 4 (Eliminate):** Lastly improving skills I am strong at

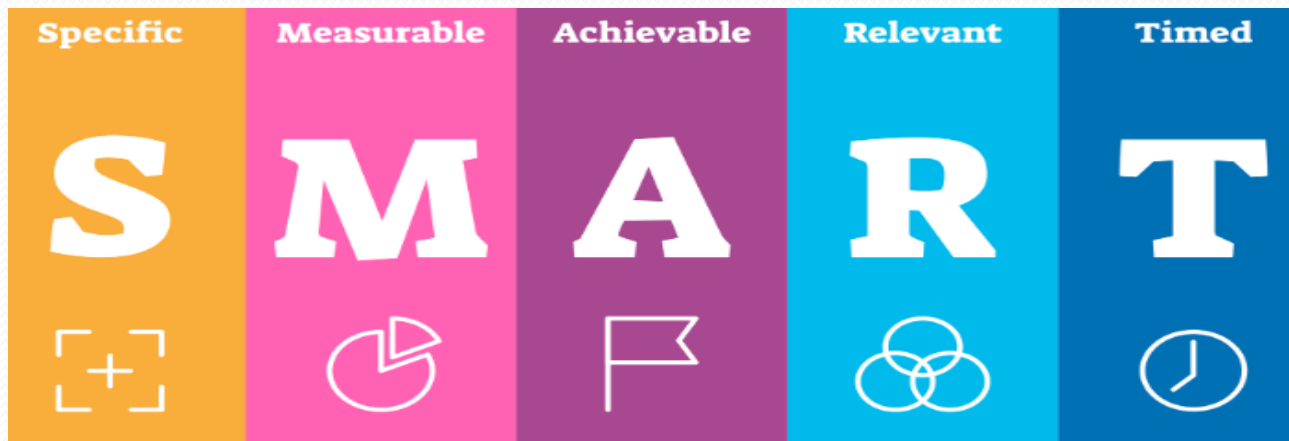


2. Tools and techniques for own situation (Contd.)

SMART framework

For academic skills

- **S-Specific:** Improve academic skills
- **M-Measurable:** Critically thinking and multitasking to create academic papers
- **A-Achievable:** Skills management training courses
- **R-Relevant:** Good academic (summative and formative) feedback
- **T-Timeline:** 6 months



2. Tools and techniques for own situation (Contd.)

For employability skills

- **S-Specific:** Improve employability skills
- **M-Measurable:** Solving problems and being flexible to work in retail sector
- **A-Achievable:** Skills management training courses
- **R-Relevant:** Achievement of intended career in retail sector
- **T-Timeline:** 6 months



2.3 Personal Development Plan

	Skills to improve	Action	Resources	Timeline	Possible outcome
Academic skills	Critical thinking	Training on how to think critically to make effective decisions	External trainer and financial resources	3 months to complete the training course	An academic skill that attracts the eye of employers will be improved
	Multitasking	Training on how to manage multiple tasks together	External trainer and financial resources	3 months to complete the training course	An academic skill that attracts the eye of employers will be improved
Employability skills	Problem-solving	Training on how to solve professional issues effectively	External trainer and financial resources	3 months to complete the training course	Improved employability skills will help achieve the intended career
	Flexibility	Training on how to adapt to changes at work	External trainer and financial resources	3 months to complete the training course	Improved employability skills will help achieve the intended career
	Technological skills	Training on how to develop knowledge of advanced digital technologies used in the retail industry	External trainer and financial resources	6 months to complete the training programme	Increase the possibility to achieve employment in a popular retail organisation in the UK

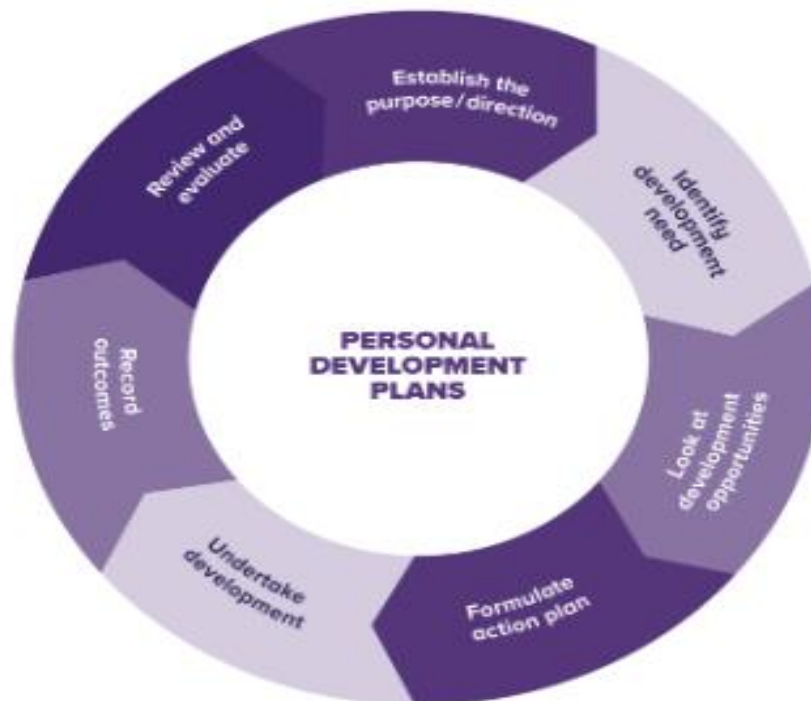
3. Understanding of the world of work in the retail sector

- Average retail salary of £30,000 for a graduate
- 3 million retail employments in 2019
- 536,300 retail jobs on furlough in 2021
- 58% of women employment in the UK retail sector in 2019
- 2.3% pay growth in UK retail sector in 2017



Conclusion

- Academic skills equally prioritised by employers
- SWOT identified weak and threatening skills
- Time management tools, Eisenhower Matrix and SMART
- PDP presented action plan with outcomes



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Thank you for paying your attention



Any Queries ?