



TASK 2: REPORT

BMSW4001



SUBMITTED BY

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Introduction

The educational programme of the students play a key role in preparing them for the future professional life. This module has also been very beneficial for me in terms of providing me with the knowledge about different aspects that will be helpful in my career. Also, I have been able to develop and enhance different skills which will prove to be extremely beneficial for me in future as a professional. This report is based on my personal reflection about the various learnings that have happened in this module and the development of employability skills in myself through these learnings. Employability skills can be described as those transferable skills which can help an individual in becoming more employable in the professional world (Hendrawan and Daryanto, 2019). The employability skills are extremely important for the students as they are demanded by the employers from the fresh graduates to start their careers. The reflection on the skills that are useful for enhancing employability of the students and how they have been developed during the module will be discussed in this report using Kolb's reflective cycle model.

Kolb's Reflective Cycle Model

This reflective model is also called the experiential learning model. This model is based on the experience(s) of an individual and systematically reviewing, analysing and evaluation of these experiences. Once the cycle is complete, the learning form the experience is then ready to be implemented in multiple new situations. For other new experiences, the learning cycle is started from the beginning. There are four stages in the Kolb's reflective cycle; concrete experience, reflective observation, abstract conceptualisation and active experimentation. The concrete experience is the first stage in the cycle in which something new is experienced by the individual. This experience may be physical or at conscious level. The new experience gives rise to the realization that something new has to be done in this regard. The next step in the reflective cycle is reflective observation (McLeod, 2015). In this stage a deeper thinking is done on the happening or the situation. The different aspect of the situation such as the reason of the happening, the positives and negative happening and the reason the response are given in a particular way. The next stage in the cycle is abstract conceptualisation. In this stage, we work further on the reflection which was done in the previous stage. The positive and better ways to deal with the situations are thought up in this stage. To get better understanding of the situation, the help can

be taken from established literature, seniors and colleagues. The last step in the cycle is active experimentation. This means that in this stage, the new knowledge acquired related to the initial situation are practices or applied. The new strategies discovered for dealing with the situation in better manner are applied. The experiences in the active experimentation stage may work positively or negatively in the future. These experiences may serve as the concrete experiences for new reflective cycle as per this model (McLeod, 2015).

Developing employability skills as a learner

The students need to understand the importance of learning employability skills for their future career success. The different programme and the modules are designed in such a way at the institutes that the students are given opportunities to develop or enhance different employability skills which will help them by increasing the chances of getting employable at the workplace (Gill, 2018). Below is the discussion on some of the important skills which were taught in this module along with the reflection on how these skills were developed in myself.

Time Management Skill

Time management is one of the most important skills for any individual. The time management refers to managing the tasks or activities against the time in such a manner that maximum level of productivity is achieved and the idle time is eliminated from a person's life. The time management skill revolves around the use of different strategies, tools and techniques which help a person in organizing their activities in a planned manner and then executing these activities according to the plan. The ability to manage the time in an effective manner is not only a very powerful tool for a student during their studies but is a skill that will be valuable for them in their professional career. The effective time management increases the productivity of the person and enables them to avoid missing deadlines. As a result, such an individual is highly valued at the workplace (Aeon and Panaccio, 2018).

Reflection:

During this module, I was faced with various challenges which required the effective management of my time. For instance, when I reflect using the Kolb's model, I had to complete an assignment and the deadline was very near. Also, I had a quiz in the upcoming week and the preparation was to be done for them in the most effective manner. I also had to manage my work

and family along with these tasks and faced trouble consequently. This was the concrete experience which I had. The reflective observation on this experience, I realized that my lack of focus on prioritizing my daily tasks has led me to face this trouble. In abstract conceptualisation, I asked my teacher for help and searched for the best methods to manage my time in an effective manner. This led me to established the setting of daily and weekly goals. The active experimentation of this time management technique was applied for future tasks to manage my studies and organize them in a better manner. My performance in terms of ability to manage my time had improved dramatically.

Academic Writing

One of the necessary skills for a student to continue and complete their educational programme is academic writing. The writing which is done for different academic purposes is called the academic writing (Strongman, 2018). There are different types of writing which are covered in academic writing such as reports, assignment solutions, thesis, literature review and dissertations etc. The academic writing involves the use of focussed, structure, logical and carefully planned writing in order to meet the certain requirements while completing different academic tasks. Making sure that there is no plagiarism in the writing work is one of the basic necessities of the academic writing (Shapiro, 2020). This skill is essential for students in order to effectively and successfully manage their studies program.

Reflection

There were many tasks in this module that included the use of academic writing for their completion. During my first assignment I submitted my work and the teacher returned the reviews with different problems highlighted related to academic writing principles. This was the concrete experience for me using Kolb's reflective model. Upon reflective observation on this issues, it was identified that I did not focus on proper academic writing during my work. In the abstract conceptualisation, I visited the different resources that I already have which will help me in getting rid of such problem in future. In active experimentation stage, I started applying the different academic writing principles in my work and as a result there was significant improvement in my work.

CV Writing Skills

This course also prepared us for our future employability in the professional field by teaching us the knowledge and skills related to effective CV writing. CV is a very important document as it is shared by the candidates with the potential employers. Based on the quality of the CV, the employability of the individual can be greatly affected. A very important aspect in this regard is that if the CV is not written in professional manner and includes mistakes; then the hiring of the individual may be influenced negatively. The students should learn the best professional way of writing a CV during their studies which can be used to apply for the different vacancies in their professional career (Craven, 2016).

Reflection

The module involved providing the students with basic knowledge and skills related to writing a CV in an effective manner. Using the Kolb's reflective cycle model, the concrete experience involved the realization that I had no understanding of the concept of CV and the proper methodology to create one. There was a need of having necessary skills to write a CV in a proper manner. The reflective observation on the issues revealed that the reason for this lack of awareness about this skill is due to me not having any requirement to apply for a professional job in my life before. In the abstract conceptualisation stage, the different aspects of creating a proper CV and the different ways it can be created to help me with my issued were figured out by taking help from my teacher and the course study material. In the active experimentation, I created different CV for me as per my current status to be shared in the professional world. This whole process during the module has helped me develop my CV writing skills.

Presentation Skills

This is a very important and highly in demand skill which the students must develop for being successful in their academic and professional career. The presentation involves presenting the ideas, complex information, research findings or other such matters in such a way that the users can understand and comprehend it in the best manner. There are different tasks during the educational programme which involve giving the presentations in order to develop this ability among the students. The professional life involves giving presentations no matter which industry an individual is working in (Dolan, 2017). The people who have better presentation skills have a

career advantage over those who lack this skill. The students should focus on maximizing their learnings from the opportunities that involve giving presentations and polish their skills for higher employability (Dolan, 2017).

Reflection

The module involved giving presentation. During my first presentation, I was unable to deliver it and connect with audience effectively. Using the Kolb's reflection model, this was the concrete experience for me as an important situation has occurred. The reflective observation about the experience made me realise that my lack of practice with respect to the contents of presentation was the reason I forgot many things and the resulting presentation was dull. In the abstract conceptualisation, I referred to the learnings about giving effective presentation in this module especially related to content delivery. I actively experimented using the advance content preparation strategy and this gradually has helped me in delivering better presentations.

Conclusion

The students should be prepared for their desired future professional career in terms of the necessary knowledge requirements and the skills required at work place. The educational programme at the colleges and the universities have been designed in such a manner that the students are prepared for their professional life. There are different modules that equip the students with the knowledge as well as the skills that will be useful for them in the future and enhance their employability for starting their professional career. Applying the Kolb's reflective model, it has been found out that during this module, I have learnt and developed the skills of time management, academic writing, CV writing and presentation skills. The reflection has shown that the different activities, tasks, assignments and other projects in the module have helped me develop and enhance these skills which will be greatly influential on my employability upon graduation. I am intended to further enhance these skills before the completion of my education programme.

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