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Introduction

The purpose of this report is to reflect on my understanding in the module based on my intended career, this will be done by using the Gibbs model of reflection. I have been building up a diverse range of skills and qualities which I believe are good for my academics. My assessment will be based on time management, references and reflection, CV writing and my personal development skills. I am a positive person and love being in university in school hours and I also have goals in my intended career as a social worker, in other for me to achieve my goals and aim as a student, I need to perform very well while I am in class and listen attentively to my lecturer and be focused, motivated, believe in my self, be confident, responsible and able to tolerate and work and also participate in any task as a team with my classmates because it's makes work easier. I am good at planning, organizing and time management that is if I am given a lot of work to do at school in will make sure I do it on time and with the help of my time table it makes me know what to do at the right time as of using my personal development plan and creating a timetable makes work easier and faster. I am happy to work on my own, and also working as a team, I am a fast learner in 5 years time I want to be very experienced and be a high performing achiever and also working as a social worker which I believe I can with the help of my academic skills, this report will also be about my strengths and weaknesses.

Task 1 -- Time management

According to Nancy (2021), "Time management refers to the planning, prioritizing, and scheduling of tasks to create work efficiency in an environment of competing demands. Sometimes called time budgeting, time management enables people to efficiently complete task and meets deadlines, contributing to success at home, school, or the workplace and reduced levels of stress" (Nancy,2021).

Time management helps me to allocate my time and using that time effectively, it also helps me in balancing the time requirements of different aspect in my life, using the time management it assists me in activities that takes my time and my daily time management, the time management has helped me to build up my skills to plan ahead on what to do and to be very active and efficient, I remember vividly my tutor gave us a To-Do-List in class to work on what

we do every day, after doing the class work I could set my time and as well manage my day to day activities which I am skill doing and it is really helping in major areas of my life. On the module my tutor taught me about setting my goals using the SMART goals, the SMART goals stands for (Specific Measurable Achievable Realistic Time-related). A video was played in the class after watching the video I could understand that setting SMART goals can ensure the goals are clear and reachable, I understand that the SMART goals can help do develop professional growth which consists of breaking down big ambitions into a plan of smaller ones.

Academic writing

Academic writing is the process of writing analytically the breakdown of ideas with the purpose of presenting information that depicts a clear understanding of a certain subject. It is also a process of presenting ideas in a rational, organized, systematic, reasonable, and logical way. Academic writing has help me to understand how to use my sentence structure which is to use series of words to express one or more ideas, with the learning of academic skills I could use the expanding of clause to provide more detailed information and I could use many smaller word groups to that act as adjective even if they do not contain an adjective.

Under academic writing we have the academic skills which has helped identify my basic skills using the SWOT analysis. By using the Swot analysis I could identify my strengths, weaknesses, opportunities threats in my intended career as a social worker. The SWOT analysis has helped me in my intended career as a social worker and I could identify my weaknesses which I am working on, one of my weaknesses is lack of experience, as a social worker I would be working with vulnerable people both adults and children with this I would need more experience which I need to start from now, knowing my weaknesses and how to work on it I applied for a role as a support worker for an agency, I got employed couple weeks ago which is really good and I am on my way to make my weaknesses my strengths.

CV Writing

A CV (Curriculum Vitae) is a document that a job applicants use to showcase their academic and professional accomplishments, it is used to apply for positions within areas where a person's specific knowledge or expertise is required. A CV is usually longer than a resume and must include the information that the recruiter needs to verify the skills, experience, and educational qualification of an applicant. My tutor help me identify various tasks in the module in developing and writing a CV, writing a CV firstly at the top of my CV I need to write my personal information which is my full name and contact information such as phone number, email address, registered mail address, address and social media if applicable and LinkedIn. The second step is to write my personal statement which is not going to be mor than three lines.

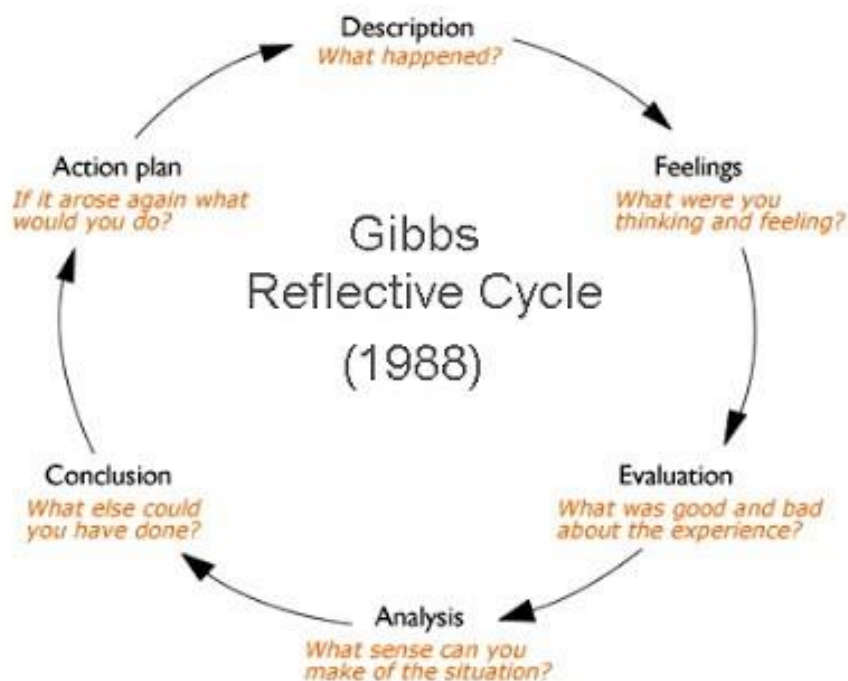
Secondly, I would need to write my education information which will include a list of my education programs I pursued and years and name of the institution I attended. In the module it includes that I should be able to state information on college, graduates' school and post-graduate schools, Title of qualifications such as Certificate of Higher education or GCSE, dates of the qualification (month and year), my result and when I graduated from the program. Writing a CV I will also need to include mu work experience, which is particularly important, the work experience section requires me to list my most recent work experience that is relevant to the position I am applying for, I will also need to indicate the name of the employer(company) and

specify my roles and the duration of the employment. And also, to give a summary of duties I performed at each company and any accomplishments/awards given by the employer which will be most recent. Lastly, I will also need to identify my skills and hobbies which may include Language skills, computer skills, driving skills, computer skills, which would be relevant to the job I am applying for.

Reflective writing

Reflective writing is an analytical in which the writer describes a real or imaginary scene, event, interaction, passing thought, or memory and adds a personal reflection on its meaning. In the common framework of models of reflection, I will be using Gibb's reflective cycle.

The diagram below shows the Gibb's reflective cycle (1988).



My reflection will be following Gibb's cycle (1998) including description, feelings, evaluation, analysis, conclusion and action plan. To my understanding, time management means the way I plan prioritize and schedule tasks to create work efficiency. For instance, I managed my time with the help of my To-Do-List which i used to create my schedule in order for me to be focused and motivated and to know what to do at the right time.

Although it was not easy because I recently moved out of my parents' house when I resumed for this course it was a bit hard for me changing my location, working and going to the university. The time management has helped me organize myself and plan ahead. I was not really expecting much from the university because I was nervous but with the help of the student

support team, my class tutor Anita Nan. And my colleagues I was able to build my confidence and I was motivated.

Evaluation

Reflecting on how I manage my time with the help of technology which has played a role in my time management was a very good experience because I could fix my time by setting my day-to-day activities in every area of my intended career. My lecturer Anita Nan has really helped me in the lessons in different areas, if I do not understand she will try her possible best to make sure I am in line with other students, the university module is part of the good experience in the university, after each lessons I could go back to my module to review topics and take notes on my own, the modules are very easy to access. The good thing was that I was able to meet new people and build my communication skills, I was more confident with people with different races and I was able to learn new things which was a very great experience, The face to face presentation gave me more confidence and how to speak in public, public speaking has been a very hard task for me but with the academic and employability skills I could build my confidence with my strengths and weaknesses which has helped me.

Analysis

Academic and employability skills has helped me in my intended career, I get to know new things and gain more experience from the university and also outside the university, on my intended career where I am working with an agency at the moment I could work on my weaknesses and get more experience in my area of work.

Action plan

I also do some research about how to improve on my skills and qualities with the help of my time management and employability skills, I also did my SWOT analysis which helps me to know my strengths and weaknesses, opportunities, threats which has helped me.

Conclusion on Gibb's model

The Gibb's model has helped me to know how to reflect on various topics in the module, it has also helped me to remember what i have been taught and how to reflect on them.

Conclusion

This report has helped me identify the best way in setting my goals which is mostly working on my strengths and weaknesses with the SWOT analysis and the time management has helped my personal development plan, CV writing will make it easier for me to get my job in my intended career, writing my cv correctly will get me more attention to employers.

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