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**Module code and title: BMSW4001 and Academic and  
Employability Skills**

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**Assignment title: ACE Practical Portfolio**

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## **Task 2: Report**

### **Introduction**

Reflective skills help to assess the different strengths and weaknesses of any individual critically. Different aspects can be learned through reflection. Gibbs model is recognised as one of the most effective frameworks that consist of Description, Feeling, Evaluation, Analysis, Conclusion and Action Plan. By using this model, lessons learned through the class will be critically assessed in the below section. Different topics have been taught throughout the class, among which the chosen topics are Time Management, CV writing, and Academic Writing. Both employability and academic skills have been learned through the class. Based on the learning, the chosen topics will be discussed over here.

### **Reflect on Learning**

#### ***Gibbs on Time Management***

The concept of Time Management refers to how one could organise different activities and plan time-based on which different activities could be divided as per schedule (Jensen *et al.* 2017).

#### *Description*

During my coursework, I failed to submit my assessment on time due to lots of pending work. I have realised that I have no specific time frame based on which I could complete my jobs.

#### *Feelings*

I have felt disappointed and upset from this situation, knowing that I had no idea about time management.

#### *Analysis*

However, when the topic of time management was discussed in the class, I got overwhelmed. I have understood the benefits of time management and how proper scheduling of works based on a specific time frame could help one complete their jobs on time.

#### *Evaluation*

The lack of time distribution and abilities to manage my daily schedule has led to these results. However, after learning the use of time management, I got my confidence back.

#### *Conclusion*

I concluded that I must develop certain actions by which future issues about managing time could be dealt with well.

#### *Action Plan*

I have decided to develop a timeframe based on what I could set my schedule for different jobs that should be done. Moreover, the timeframe will be developed based on the priorities of the jobs and mentioned deadlines for it. These actions will help to dedicate precious time on learning about time management.

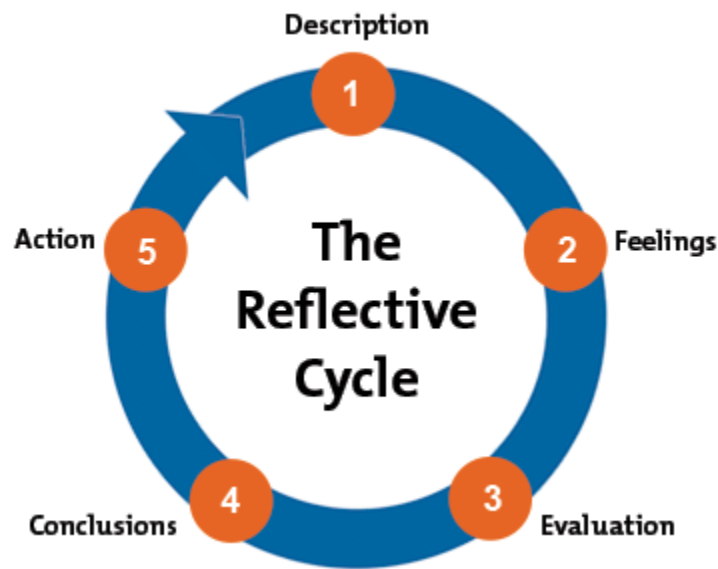


**Figure 1: Gibbs Model**

(Source: Narisetty *et al.* 2018)

#### ***Gibbs on Academic Writing***

Academic Writing refers to a form of writing style which is mostly formal and can be used in scholarly participation and universities (Teng *et al.* 2021). In different journal articles, books, academic papers and news articles these forms of academic writing can be found.

#### *Description*

In my coursework I have found certain difficulties in my writing style. I got feedback from my tutor about the form of writing style which is probably not following the academic form of writing. Academic writing should be used in educational institutions as it shows perfection in explaining any object or theory. It helps to elaborate different ideas and research findings well.

#### *Feelings*

After knowing this discrepancy I have started panicking about my writing style. Not following a proper form of academic writing might lead to rejection on submission of my papers.

### *Analysis*

In such cases, through my class I have come to learn about academic writing. Different steps and activities that should be followed while doing academic writing also have been identified by me. I have come to learn about different steps that could be used for improving writing style and obtaining academic writing effectively.

### *Evaluation*

Previously, I had no understanding about the use of academic writing although after knowing the applicability of academic writing I got knowledge about its use. I have learned different steps that should be followed in academic writing.

### *Conclusion*

At the concluding stage, I must state that knowing is not enough until it has practical application. Therefore, I have decided to apply my learning in my daily activities for completing my assignments and even in coursework's.

### *Action Plan*

I have also decided to imply my learning on academic writing in my assignments and classwork's. I will practice academic skills through diary writing. It will help me in the future.

### ***Gibbs on CV writing***

CV refers to Curriculum Vitae that consist of career objectives, personal skills, educational background, previous experience etc. (Brammer *et al.* 2019). With the help of presenting the curriculum vitae at any workplace, the recruiter gets to know about certain skills and efficiencies of the candidate, and it helps to decide the suitability of the position for the candidate.

### *Description*

I was quite good at CV writing. When I was looking for job opportunities, I prepared curriculum vitae for my preferable workplaces and got a sound response. I got feedback from one of the recruiters that I have not mentioned my personal details in my CV that is lacking my personal information from it.

### *Feelings*

I felt embarrassed after knowing this mishap and I have started looking for help over it. During my coursework, I have come to learn about CV writing and understood the importance of adding personal data in CV.

### *Analysis*

Before knowing the use of CV I was unaware about the inclusion of date of birth, guardian's name, place address and other fields. I have found that along with qualifications, skills and other details of efficiency the recruiter must know my personal background to offer a proper employment opportunity that helps in work life balance.

### *Evaluation*

It has been evaluated that with the help of an improved CV I could improve my job profile and possibilities of job opportunities.

### *Conclusion*

I have decided that in future I would follow my learned lesson in regard to CV writing.

### *Action Plan*

I have also decided that with the help of CV writing knowledge I will develop my curriculum vitae by including the missing fields and proficiency before applying for any new job opportunities.

## **Discussion on Chosen Topics**

### ***Time Management***

#### *Understanding*

Time management has obtained strong responses from individuals. It has been understood through the coursework that effective time management helps in working smarter on the other hand Al-Hayanni *et al.* (2020), have stated that people who are not aware of time management fail to complete their work. I have come to this understanding that I did not have time management skills before although after knowing the usefulness of time management skills I have started practicing it. Time management skills help to enhance productivity and efficiency. It reduces the stress of managing time and submitting work on time. On the other hand, I have come to this point that Time Management helps to prioritise different tasks by ensuring the prior availability of time for different activities. The quality of time improves the performance level of individuals.

### *Usefulness of the Topic*

There are several benefits that can be obtained through time management (Wolters *et al.* 2017). Firstly one could manage time in both universities and professional workplaces and it helps in reducing stress. Moreover, it gives more time to complete work in advance (Ghiasvand *et al.* 2017). I have been able to complete my weekly assignments beforehand by suitably managing time as per their priorities and requirements. It reduces procrastination and with the help of time management doing and managing different activities become simple and easy. It improves focus on different activities and improves the quality of it. It gives a higher level of productivity and improved work life balance.

### *Learned Lesson*

Through the presentation of this topic I have learned a strong lesson. I have come to learn different aspects of time management as it helps to increase energy while doing work. According to me, I was very idle of doing my work on time. However, after knowing the entire procedure, I do my jobs on time. Through my coursework I have learned the different steps that could be used for developing a timeline. Based on the developed timeline one could be able to divide the schedules on different activities.

### **Academic Writing**

#### *Understanding*

Through my coursework I have understood the importance of Academic Writing. It is concise, clear, backed up, structured, clear and focused with evidence. The primary purpose of using Academic Writing is to understand the reader's understanding in a proper form of formal writing of theories and explanation (Strobl *et al.* 2019). Academic writing is not complex and here no requirements of using complicated vocabulary and long sentences are present. There are mainly four types of academic writing present such as Analytical, Descriptive, Critical and Persuasive. Moreover I have understood that there are several characteristics involved in Academic Writing such as precision, complexity, explicitness, hedging, responsibility and accuracy. There are different steps of developing academic writing such as note-taking, prewriting, brainstorming, planning, revising, editing and lastly publishing.

### *Usefulness of the Topic*

There are several usefulness that can be found in the application of academic writing in both academic fields and workplaces (Mitchell *et al.* 2021). Academic writing plays an effective role as a tool of communication that helps in conveying obtained knowledge in a particular field of education. By knowing different steps that should be followed in academic writing, the students could be able to learn the process of it. However, by understanding the common features and application of academic writing, the students could be able to analyse, understand, convey and could think critically over a particular topic.

### *Learned Lesson*

I have learned an effective lesson from the use of academic writing. I have understood that during my coursework and submission of papers I must attain academic writing as a most convenient tool of explanation. It makes the explanation more simple, precise, clear and professional. By focusing on individual technique and skills, I have successfully been able to improve my academic writing. My tutor has also helped me to understand the application of academic writing in my assignments.

### **CV writing**

#### *Understanding*

I have to come to this understanding when applying for job opportunities. I have learned that with the help of curriculum vitae, the candidate could be able to summarise their skills and abilities. It shows the necessary skills and experience that any company is looking for. CV not only helps a candidate but also an employee. I have also understood from my previous experience that by including personal details in a CV I have become able to depict my personal information. It helps to understand the necessary work life balance that should be maintained in a workplace. Through my classes, I have learned that CV determines specific positions where a specific attribute of a person could fit well.

#### *Usefulness of the Topic*

Curriculum Vitae are a precise and short document that represents different attributes of oneself (Chawla, 2021). It also helps in showing the perspective of the employer in the best way. Moreover, with the help of Curriculum Vitae, one could be able to determine different aspects such as qualifications, skills, experience and personal details by which the different aspects of a candidate can be easily depicted to the employer. With the help

of Curriculum Vitae, one candidate could be able to sell their skills and job experience. Moreover, it shows them the capabilities whether they are suitable for the position or not.

### *Learned Lesson*

I have learned a lesson from my coursework about the use of CV writing. I have learned that while applying for any job profile it is necessary to have a professional CV. The specific aspects of a CV should be well presented and well documented in a CV. I have also learned that a professional CV always puts a good impression on the employer.

### **Conclusion**

It can be concluded that with the help of Time Management, one could be able to design their activities as per the validity and time. Time management improves the productivity level as well. Moreover, the use of Academic writing has been identified along with CV writing. The usefulness of Academic Writing and CV writing has been examined above.

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## Appendix

### TASK 1: INDIVIDUAL PRESENTATION



### INTRODUCTION

Employability skills are important for future growth

Academic skills help a student to pursue their careerist goals

In my class, I have learned about different topics such as time management, PDP, Use of Reflection and many else



## ACADEMIC SKILLS

I have come to learn about different academic skills during my course

These skills have helped me to enhance my habits and talents that could help me to gain benefit in my academic pursuits

From the class, students have learned about different methods for improving communication, planning for career growth (Ishaq *et al.* 2019)

Moreover, different activities for reflecting over own strengths and weaknesses have been learned by me

Different activities such as planning, analysis and studying have been learned (Hung and Yen, 2020)

I have also learned about task taking and completion of those tasks

During my coursework, I have learned that to pursue any career, it is important to have better knowledge in own strengths and weaknesses



Working knowing own strengths and weaknesses, one could not be able to grow their future

Different analytical skills have been taught to us by which one could easily perform self-assessments

Technical skills equally important that I have learned during class

## EMPLOYABILITY SKILLS

Apart from academic skills during my coursework, I have learned about different employability skills.

Communication is one of the important aspects that I have learned during the class.

I have learned different software skills and research strategies during my coursework.

Teamwork and different aspects by which teamwork can be enhanced are also taught in the class (Fürstenberg *et al.* 2019)

Along with this I have learned about different topics such as time management, CV writing, Cover Letter writing that are important factors that should be taken into account by any individuals while pursuing their career

I have learned about problem solving skills, initiating skills on different grounds of work, organising and planning have been learned by us

In class decision making skills have been taught by the lecturer

In any career, self-management plays an effective role

Without having proper self-management one could not assess individual strengths and shortcomings based on which proper analysis is necessary



## USE OF SWOT TOOLS

SWOT depicts individual strengths, weaknesses, opportunities and threats (Herman, 2017)

In terms of Strengths, I must state that I have good communication skills and effective decision making skills by which I could easily eliminate my shortcomings

In the case of weaknesses I have learned that I got nervous in different situation

Moreover, I have learned that I have certain shortcomings in regards of job analysis

Intense confusion in choosing right career path has created personal weaknesses (Mullola *et al.* 2018)

However there are certain opportunities exist in my personal characteristics such as I always love to learn new skills

If there any adverse situation takes place I can handle the situation with my decision making skills

I am able to review my weaknesses and can easily deal with certain features that might lead to the weaknesses

I can obtain others support in a more convincing way that could help me in my future career objectives

There are certain threats found in my personal characteristics

I got high level of stress at any unexpected situation

Highly competitive world in career opportunities would create threats for me



## USE OF TIME MANAGEMENT AND PDP



Time Management gives the ability to manage time in different activities (Wolters *et al.* 2017)

With the help of time management one could help in reducing stress

For better work-life balance use of time management skills is important

Higher levels of productivity and increased energy are the essential benefits that can be gathered by time management

In an adverse and complicated situation with the help of time management one could be able to manage different activities based on a set schedule

Greater focus is important for managing time in different activities

Moreover, throughout my class I have learned about Personal Development Plan

With the help of PDP plan one could be able to identify different factors for improving personal and professional skills

## UNDERSTANDING OF THE WORLD

**Competition is everywhere**

**In the retail sector, there are so many companies are equally operating and offering a vast range of job opportunities (Olsen and Tomlin, 2020)**

**People are working in this sector and the percentage of employment in retail is higher than any other sector**

**Therefore, I must use my gathered skills and my learning to my employment**

**To deal with huge competitive world of work I should eliminate my threats and weaknesses**



## CONCLUSION



**It can be concluded that I have learned about my strengths, weaknesses, opportunities and threats**

**I have learned that how time management could be used to deal with any adverse situation**

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