

ACE Practical Portfolio BMSW4001 – Task 1 Academic And Employability Skills

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June 2021 – Term 1, Group 3
(WEEKENDS)

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Transforming Education; Transforming Lives

Topics discussed in this presentation

Academic and Employability Skills

- Academic Skills
- Employability Skills

My intended future career

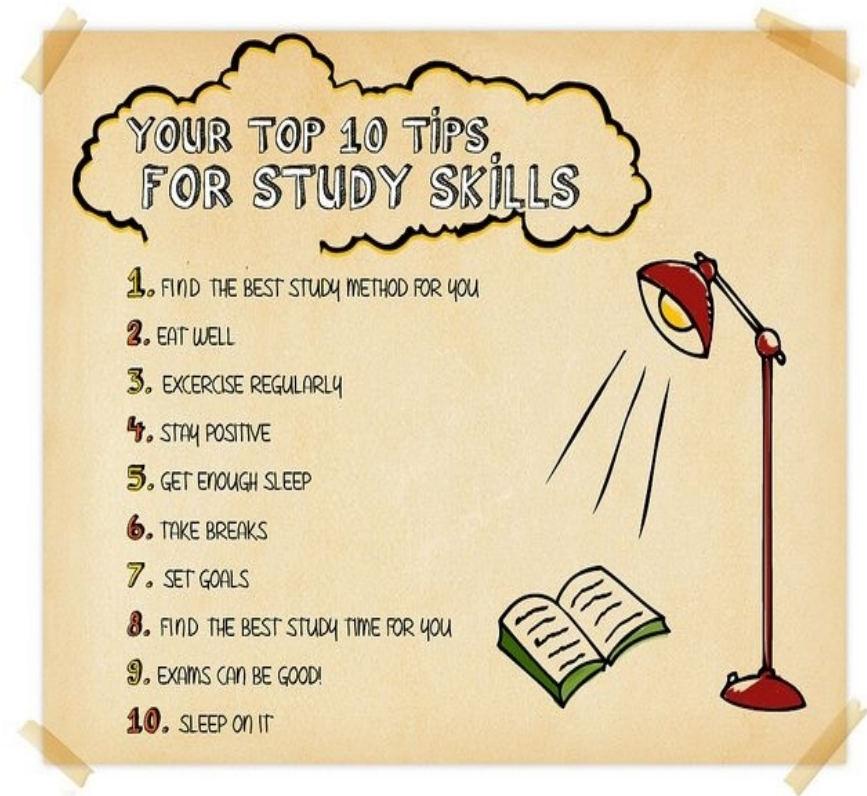
- Skills required for the role
- SWOT Analysis

Academic and Employability Skills

What are they?

ACADEMIC SKILLS

- Academic skills are a set of study methods, strategies of learning and right management of time that help an individual learn and absorb knowledge efficiently in an academic context



Employability Skills

Employability skills (also called “soft skills” or “transferable skills”) are qualities that can be used in most job positions, skills apart from the technical skills and knowledge in a field that one has and that make a person more “desirable” for employers.



My intended future career

From the point of view of career, in future I see myself covering the role of care home manager.

Care home manager is the person that ensures the well-being of the residents and members of staff, that makes sure there is a good and effective way of communication between residents, families, third parties (such as GPs etc.) and internal staff.

Skills required for the role

Teamwork – a good manager is be able to work with his/her team and makes sure the individuals of the team work efficiently with eachother.

Communication skills – a good manager communicates easily with everyone: residents, families, other organizations and staff.

Time management – a good manager knows time and the way we manage it is very important: time has to be used in efficient and productive ways.

Skills required for the role

IT knowledge – a good manager has knowledge which is at least basic when it comes to modern technology such as computers, printers, scanners, etc

Customer service – a good manager knows that not only they to deal with the staff members but with customers which unlike staff, often have no or poor knowledge in the field the business relies and bases, specially when it comes to
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SWOT Analysis

STRENGTHS

- Team working
- Time keeping
- Organisational skills
- Communication skills

WEAKNESSES

- Language barrier
- Multitasking

OPPORTUNITIES

- Worked in this environment 4 years
- Participated into the management of the family business as teenager

THREATS

- Competitors
- Lack of vacancies in the role
- Geographic location

Sources list

<https://nationalcareers.service.gov.uk/job-profiles/care-home-manager>

(Accessed on 7 of August 2021)

C. Benz, <https://resumegenius.com/blog/resume-help/soft-skills>

(Accessed on 6 of August 2021)

<https://www.kaplanpathways.com/about/news/what-are-employability-skills-and-why-are-they-needed/>

(Accessed on 6 of August 2021)