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Academic and Employability Skills (BMSW4001\_LON)

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Assignment Title: ACE Practical Portfolio

## Introduction



This practical portfolio will help analyse my academic and employability skills



I will start by briefly defining academic and employability skills



I will state the career this report is tailored to



I will state the roles specific requirements in terms of skills needed to do the job successfully



In this report I will outline the skills that I possess, the skills I need to work on and the skills that I definitely do not have



I will include a SWOT analysis

## Academic and Employability Skills

ACADEMIC skills can be defined as the ability, strategy and habits the a learner would possess in an academic environment.

Examples of these skills include:

- ▶ Qualifications
- ▶ Good knowledge of maths
- ▶ Listening
- ▶ Good knowledge of Microsoft Word, Power Point, Excel and Access

Employability skills can be defined as transferrable skills and qualities that an employee uses for their job. They can also be used in other jobs.

Examples of these skills include:

- ▶ Organising and planning
- ▶ Communication
- ▶ Time management
- ▶ Teamwork



## Microbiology

In the future I aim to get a job in microbiology. I am not sure what exactly role within micro biology however various roles will require similar academic and employability skills.

A microbiologists main role is to study micro organisms and make relations to how they influence our day to day lives. It is also the application of core science in the area of biology.

In order for this to be possible I must have the various academic skills required to be able to do the job effectively.

- ▶ A degree in micro biology
- ▶ Commercial experience in a microbiology laboratory
- ▶ I must be very good at maths
- ▶ I must have good knowledge of how to use Microsoft office

I must also have these vital employability skills:

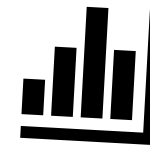
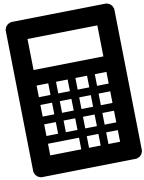
- ▶ These skills include good housekeeping (keeping clean, washing hands, wearing protective clothing)
- ▶ Good written, verbal and visual communication
- ▶ Very good time management skills
- ▶ I must be able to work in a team

## Do I have a good mathematical background?

Maths is applied throughout Microbiology.

I believe I have growing mathematical background. I know that for sure I have already struggled with many math problems and equations. In most of these I have been able to reach an answer for the equation however sometimes I had to study further.

Examples of these problems in this industry including calculating how many molecules are in a specified weight of a substance.



## Do I have a good knowledge of different Microsoft Office (WORD, POWER POINT, ACCESS AND EXCEL)?

Microsoft Office, or simply Office, is a collection of client and server software as well as services created by Microsoft.



- ▶ I have good knowledge of some of the software in Microsoft office.
- ▶ I have used some of the software over a long period of time.
- ▶ I have good knowledge of Microsoft word, power point
- ▶ I have good knowledge of Microsoft excel
- ▶ I have used Microsoft word for basic word processing, an example of this is using it as a base for sending formal letters
- ▶ I have used Microsoft excel to create and keep track of business finances
- ▶ Some time ago I did a workshop on Microsoft excel where I had to apply formula to cells and it has never left me.
- ▶ I find programs such as Microsoft access and Microsoft excel trickier to use than Microsoft word and Microsoft power point as I have not had as much practical use for them in the past.
- ▶ Fortunately there are many workshops that are available for me to join, this will help me gain more knowledge in these programs.
- ▶ Its not enough learning how to use these programs, so regular practice after workshops is vital.

## Do I possess adequate Communication Skills?

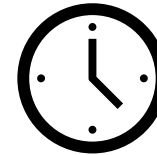
- ▶ In order to gain a role in the future I must possess excellent communication skills as I will be required to work in a team
- ▶ Teamwork makes tasks more efficient
- ▶ Working with them will help complete the organisations main objectives
- ▶ I will need to speak to many different professionals
- ▶ I have good communication skills as I have work experience where I have had to work in a team
- ▶ I also have the experience of working directly with customers
- ▶ Spoken and verbal communication have been a big part of previous job placements I have had



Communication Skills

## Time Management Organising & Planning

- ▶ In the microbiology career pathway time management is vital
- ▶ Most vacancies for this position require availability to be Monday to Friday between the hours of 8.30am to 18.00pm
- ▶ There is also a possibility that I will have to work at different sites
- ▶ I have worked various different shift patterns and I am able to accommodate the hours of work described
- ▶ I am able to plan and organise my schedule to a degree where I can be at different places at the appropriate times.
- ▶ I am able to organise tasks in order of priority in the professional area. This is compulsory as there will always be a scale of importance in tasks in the workplace
- ▶ I keep calendars and notes on my laptop that tells me if an important event or meeting is coming up soon
- ▶ One thing I need to improve on is organising my personal life as it is always changing
- ▶ On some days I feel but not always, my personal life has an effect on my professional life
- ▶ To have better time management and organisation I must take action and complete tasks more decisively



**“Successful, effective people are those who launch directly into their major tasks and then discipline themselves to work steadily and single-mindedly until those tasks are complete.” (Tracy, 2017)**

## Personal SWOT Analysis

### Strengths

- I have a rounded knowledge of computer applications
- I work well in a team
- I am able to solve a range of mathematical equations

### Weaknesses

- My time management could be more accurate, I need to take decisive action on tasks to give myself more time
- I must cut out procrastination as this delays the completion of important tasks
- Sometimes my personal life has an influence on the tasks I have to complete

### Opportunities

- There are numerous learning resources to help me to get more practice mathematically
- There are workshops that I can take this will help me get an up to date view on computing software like Microsoft office

### Threats

- The process of getting to my chosen long term goal is longwinded and can take years
- The price of studying is very expensive and is not always funded by the government.
- At times I find myself becoming ill because I have taken on too many tasks

## Conclusion

In this presentation I have noted some of the academic and employability skills that I have. I have also noted some of the skills that I will need to improve on in relation to microbiology.

There are some skills that I have that come naturally, these skills have helped me in day to day activities and tasks in the work place and other skills where I have practiced for years.

In the future there are some skills that will definitely need improving and fine tuning

This improvement will help me be successful in my chosen field of work.

# Thank You!

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