

Academic and Employability Skills

BMSW4001

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Introduction

The report will highlight the academic and employability skills from a reflection of learnings from the module. An overview of Gibbs' reflective model will explain to the audience the importance of the model in developing an understanding of learning. Further, three skills that are learned in the module in regards to time management, academic writing, and references will be highlighted in their report, and the learning reflection of the learner will be assessed through Gibb's Reflective Cycle.

Overview of Gibbs' Reflective Cycle

The reflective cycle of Gibbs was developed in 1988 for providing a framework for learning experiences. It provides a paradigm for analysing experiences, and as a result of the cyclic behaviour, it adapts easily with the recurring confrontations, allowing people to understand and prepare from the experiences. It is divided into six distinct classifications:

Description

In this section, a situation is analysed and described in fragments. In such circumstances, one is just concerned about a description of the situation and draw a conclusion (Nicole-brown, 2021).

In the description, the following discussions are to be taken into consideration:

- 1) Time and place of the incident
- 2) Reason for the person to be present in that situation
- 3) Accompanies

- 4) Description of the situation
- 5) Role of the individual in that situation
- 6) Role of other people in that situation
- 7) Result of the circumstances.

Feelings

In this section, the person has to express his thoughts and feelings about the situation at that instance. No emotions are considered, and the impact of the experience needs to be evaluated in this part (Adeani, Febriani and Syafryadin, 2020). In feelings that following explanations are to be taken into consideration:

- 1) Feelings before the situation
- 2) Feelings during the situation
- 3) Feelings of others at the time of the occurrence
- 4) Feelings after the situation
- 5) Present thoughts on the situation

Evaluation

In this section, the situation is evaluated, and various approaches have been conducted on the same (Mulryan-Kyne, 2021). The discussions of evaluation mention the following:

- 1) Thoughts on the experiences
- 2) Positive and negative contributions of the situation.
- 3) Contribution of the gathered mass to the situation.

Analysis

It provides a sense of the situation and illustrates various situational aspects of the circumstances.

The analysis is conducted through the following highlights:

- 1) Senses of the individual towards the situation
- 2) Reflection of the situation

Conclusion

This section provides a finding of the total situation where the learnings are summarised and highlighted for improving the future outcome on the basis of the circumstances (Middleton, 2017).

The points that need to be covered in the discussion are:

- 1) Learnings from the circumstances
- 2) Positive possibilities of the mass involved
- 3) Skills that need enhancement to deal with such situations in the future.

Action plan

The section helps in improvising a plan for dealing with such situations in the future and how a person will be able to act in a different manner (Persson, Kvist and Ekelin, 2018). An action plan holds the following discussions:

- 1) Different ways of commencing the same task
- 2) Methods of enhancing the skills
- 3) Ensuring of acting different for the next time.

Time management

The practice of arranging and managing the time within various tasks is called time management. At times of hurdles and tight timetables, proper time management allows in completing a task in a particular time range. Strong abilities of time management enhance reputation improvement and professional advancement while managing the schedules as well as deadlines (Skillsyouneed, 2021). The abilities of time management allow efficient time management and goals achievement by assisting in effective time allocation for accomplishing activities.

Reflection

A reflection of the time management is provided with the help of Gibbs' Reflective Cycle through 6 major steps:

Description: I have been facing high issues of managing time due to a lack of skill. I was not able to submit my assignments on time. I lacked time for my personal work and finally was not able to cope with the work pressure before the module.

Feelings: I feel very demotivated and embarrassed when I am not able to submit the work on time. My fellow teammates were provided with a negative impact, and they felt that I did not possess the skills of a successful teammate (Zadorozhna, Datskiv and Levchyk, 2018). Thus, I am not able to execute a task within a deadline.

Evaluation: The experience of being unable to meet the deadline was not at all good. I felt embarrassed in front of my co-members and was not able to provide the professor with any sort of explanation. I was even late for class on that day as I was not able to get up and dress for my classes on time.

Analysis: In such situations, the professor can reject my assignment for late submission or put a penalty as a punishment. The circumstances did not go well as I was late for the class and even did not submit the task on the provided deadline.

Conclusion: From such an embarrassing situation, I have learned from the module that I need to manage my time management skills efficiently so that I do not face such situations in the future. For the same future circumstances, I will ensure that my skills are enough enhanced to commence a task appropriately and meet the deadlines.

Action: In the future, I will ensure that I manage my time efficiently and resolve the issues of unmet deadlines. In my personal life, I will ensure that the personal tasks are performed within the provided time limit, and no complaints are raised for my late submissions.

Academic Writing

It refers to a clear, brief, focused, systematic and evidence-based piece of writing that aims in improving the comprehension of a reader. It possesses a formal attitude and approach but does not require large phrases or vocabulary; thus, it is not formal on the whole (Library, 2021). Each subject field holds writing standards, language and forms of communication. There are even various aspects that are common in the field of academic writing. For enhancing the skills related to academic writing, one needs to enhance his research abilities, produce an argument, knowledge on the audience, organisation, transparent and consistent writing, proper use of spelling, grammar and punctuation and resources (Wordy, 2021).

Reflection

Description: Before commencing the class, I have found that I lacked in academic skills when I had started writing my assignments. I have started facing issues of grammar, punctuation and writing. My work quality was poor among the other writers. I was unable to comprehend a sentence and construct them properly. I did not know how to use resources in effective academic writing.

Feelings: I feel very humiliated and have lost my confidence in writing my academic assignments. I felt that I would not be able to incorporate the keywords and produce effective writing in front of my professors. I felt ashamed when the professors provided me with bad remarks on my assignments. Sometimes I had to re-do my tasks due to the lack of my academic writing skills, which was humiliating as well as unacceptable.

Evaluation: The experience of being humiliated for unprofessional academic writing is never good. My fellow classmates mocked my inability, which was very depressing and embarrassing. I was not confident enough to submit my assignments and took help from them during writing. As per my mates, I need to enhance my qualities of academic writing for producing good work.

Analysis: As per my analysis, I had to enhance my skills; I needed to know the strategies that would help me to meet my deadlines. I had a conversation with the people who possess the same issues and found out that it's not only me; there are various people with such disabilities in academic writing. I have seen that these people face the same consequences as me, which have lowered their confidence in academic writings. My professor has marked the issues and has told me to focus on the areas of improvement.

Conclusion: I have further decided to enhance my skills of academic writing so that I am able to produce an effective academic piece. I have read various books and journals, watched educational movies and have learned to implement appropriate resources while accomplishing my assignments

(Sweet *et al.* 2019). I have started writing to get rid of the issues of grammar and punctuation. I have decided to enhance all the skills that are effectively used in commencing appropriate academic writing.

Action plan: After enhancing my academic writing skills, I will be able to implement them in my future assignments. I will ensure that the assignments are written correctly, with proper grammar and punctuation. I will also ensure that the work is produced within the deadline and are appreciated by my professors. I will also keep in mind to commence proper referencing so that the professors get to know about the articles from where I have collected my ideas for writing down the assignment.

Referencing

Referencing plays an important role in academic writing as it provides the task with a context and demonstrates the depth as well as the breadth of research. It also acknowledges the work of other researchers, and it is a must while implementing someone's idea in academic writing (Library, 2021). It is referencing needs to be done correctly in order to avoid plagiarism in writing and highlight the ideas of the writer and other researchers. It helps an individual to analyse his comprehension of the subject and provides support to the opinion, ideas and arguments in writing. It also helps others for detecting the sources that are used by the learner while commencing a piece of writing (Sheffield, 2021).

Reflection

Description: While commencing the process of referencing in an academic study, I have analysed that I am unable to commence proper referencing in my writings. My professors are not able to relate the work of other scholars in my study. I have been doing wrong referencing and was not able to separate my ideas from the other scholars.

Feelings: I felt demotivated when I faced issues of referencing. I have found out that in spite of writing an appropriate assignment, my marks got deducted due to improper referencing.

Evaluation: The experience of wrong referencing is not good, and I need to enhance my referencing skills to get rid of such unwanted marks deduction.

Analysis: I have analysed all my previous assignments and have extracted the issues. Then I have read about referencing from various websites and my professors to enhance my skills in referencing. I have implemented my learnings in sample assignments and got them checked from the professors so ensure that the knowledge I have gained is enough to commence proper referencing.

Conclusion: After gathering knowledge on referencing, I am able to analyse and differentiate my work of me from the others with proper referencing. I have learned how to use their thoughts and ideas in creating an innovative piece of writing. I have seen that my marks get no more deducted due to referencing, and my professors are able to draw a proper conclusion of my writing and relate it with the sources.

Action Plan: In the future, I will be commencing applying my skills of referencing and drawing proper conclusions on my study. I will implement their idea in the study and provide a better comprehension of my assignments. I have ensured that no assignment of mine will receive bad marks or feedback due to the issues of referencing.

Conclusion

The report has evaluated the academic and employability skills that have gained a reflection from the learnings of the module. A summary of Gibbs model of reflection has explained the relevance in establishing a cognitive understanding to the audience. In addition, three skills mastered in the course have been emphasised in the report, including time management, academic writing, and reference. The learning outcomes have been analysed through Gibbs' model explaining the description of the issue, feelings on it, evaluation and analysis of the same. They have further been provided with the conclusion and action that have explained the current status of the skill improvement.

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Assignment 1 – Individual presentation

EXECUTIVE CHEF

Module: Academic and Employability Skills

Module code: BMSW4001

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WHAT IS ACADEMIC AND EMPLOYABILITY SKILLS?

- Employability skills, or transferable skills are the most soft skills, important and required to succeed in any job.
- These skills are not often listed the jobs descriptions, but most employers are looking for them when interviewing applicants.

TYPES OF ACADEMIC AND EMPLOYABILITY SKILLS

- ✓ Leadership
- ✓ Initiative
- ✓ Self-management
- ✓ Teamwork
- ✓ Communication
- ✓ Organisation
- ✓ Reliability
- ✓ Problem solving

MY FUTURE CAREER -EXECUTIVE CHEF-

Role of an Executive Chef:

- Knowing everything about the restaurant
- Introduce new dishes
- Check on all the other brunches
- Make sure his team is following the recipes
- Solving all the kitchen issues



REQUIRED SKILLS AS AN EXECUTIVE CHEF

- Leadership
- Initiative
- Responsibility
- Organisation
- Having good imagination for creating plates
- Being all the time focused

SWOT ANALYSIS

Strenghts:

- ❖ Responsible
- ❖ Motivated
- ❖ Focused
- ❖ Fast

Opportunities:

- ❖ Promoting
- ❖ Open my own business

Weaknesses:

- ❖ Communication

Threaths:

- ❖ Competition

PERSONAL DEVELOPMENT PLAN(PDP)

What is my goal?	What needs to happen first?	What do I need to improve to achieve my goal?	What skills do I need to improve for my goal?	How long is it going to take to achieve my goal?
➤ Become an Executive Chef	➤ Promotion of Headchef	➤ Better communication	Get more knowledge about food	➤ 3-4 years

CONCLUSION



Improving the Academic and Employability Skills is going to give me the opportunity to succeed, therefore I can become an Executive Chef, or even better than that, having my own restaurant in the future.



This job requires a lot of responsibility and needs totally focus otherwise the business get dragged down and lose money.

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