

Academic and Employability Skills

Module Name: Academic and Employability skills

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Executive Summary.

Academic skills can be defined as the different types of approaches, which are applied to the process of learning. Employability skills can be referred to the competencies and qualities, which the employers consider as essential for carrying out the different tasks in the workplace. This study has been carried out by concentrating on the number of academic as well as employability skills that this module has assisted with accruing and enhancing. Literature has been provided regarding this matter and an understanding of the topic has been explained. Other than that, a list of academic and employability skills has been analysed in the study and their practical implementation has also been discussed.

Introduction

Academic and employability skills are important elements, which are constantly required by individuals all through their professional, student, as well as personal life. Academic skills can be referred to as the facets of behaviour that are learned by the students during studying. These skills are necessary for operating effectively. Regular practice of these skills results in development of certain attributes, such as analytical and problem solving capabilities and others. On contrary, employability skills can be referred to as the skills, which are transferable in nature and required by people in order to become employable. In this study, I will discuss the different skills that I have learnt as well as improved in this module and the manner in which this has helped me professionally and personally.

Part 1

Research-informed Literature

According to the information extracted from Samf.ku.dk (2019), ***motivation, self-discipline*** and ***determination*** are very essential academic skills, which are core premises in terms of carrying out higher education. ***Self-discipline*** is the key to each technique related to studying, as in university courses, one is responsible for one's own study. Moreover, motivation assists students to sustain initial interest in study. When students become bored or tired, motivational techniques will help them to cope with the circumstances.

As opined by Simpson (2019), ***planning skills*** are very important in academia, as well as professional life. A well-organised plan of study offers the students an overview regarding the tasks; thus makes it easier to prepare for the semester. The scenario is same in case of one's professional life. ***Effective planning*** leads to accomplishment of the different kinds of job roles and responsibilities proficiently. Other academic skills, such as ***critical reading skills***, which help students regarding understand that manner in which authors use styles, tones and others as such. ***Writing skills*** assist pupils to manage the grammatical framework utilised for modifying through comprehension of correct use of adjectives.

As per the data collected from Exeter.ac.uk (2019), ***communication skills*** and interpersonal skills are very important in the context of employability competencies. These assist individual to work effectively with others through clear interaction. On contrary, ***problem-solving skills***, which is important for academia as well, is a crucial component of employability. These are required in every phase of one's professional as well as personal life. Moreover, according to the views of an employer, ***teamwork*** is also crucial, as individuals need to work alongside their colleagues in harmony in an effectual manner.

Knowledge and Understanding of Subject

I think that many of the ***academic skills*** later help us to become ***employable***. Thus, it can be said that there are some common skills that are necessary for academia as well as professional life. These skills help individuals in terms of building a better understanding of the areas that are necessary for conducting higher education, as well as executing different kinds of job roles and responsibilities. With the ***use of theories and knowledge***, I have been able to deliver better

results. In addition to that, from my personal experience I can say that **good communication skills** and the **ability to speak English correctly** is important for not only getting a desirable job, but also carrying the different kinds of tasks related to the course of my studies. I have also comprehended that academic skills nurture an employee that is in pursuit of business.

From the perspective of an employer, I will say that they will obviously want to recruit people who will possess the necessary competencies, such as **communication skills, cooperation skills, problem-solving skills** and many other as such. This improves the efficiency of the company. As a result, organisations are able to increase productivity, which leads to enhancement of their brand equity. In addition to that, possessing necessary employability skills not only makes one employable, but also improves their idea on the significance of credibility and working for the company. It also has an impact on their understanding of the strengths and weakness of the different kinds of aspects required for executing delegated tasks.

This can be explained with the help of the **Constructivism**. It is a theory, which is established in psychology that explains the manner in which individuals can acquire knowledge (Von Glasersfeld, 2013). Therefore, according to the theory, it can be stated that students construct knowledge, as well as meaning from their experiences. Thus, I think that when I was in Romania, I did not need to learn correct spoken English for carrying out studies or getting a job. However, the scenario was different when I came to England.

Analysis

In this module, I have come to know that our capability of acquiring a new skill or improving a possessed skill is reliant on our mindset. If an individual possess a mindset that is growing and expanding consistently, one will be capable of accomplishing one's objectives in an effective manner (Dweck, 2017). However, I have also found that if an individual has a mindset, which is fixed or closed, it will lead to restricting one's own development both academically, and personally, as well as professionally. This has helped me to transform the manner in which I used to perceive things before. In addition to that, this has also assisted me to realise that previously I had a fixed mindset, which hindered my learning and development. For instance, I used to think that since I have a Romanian background, I would never be able to learn English effectively, especially **spoken English**. This in turn affected my confidence and self-esteem as well. Even after being a software developer before moving in England, I was not being able to find any

suitable jobs, as my spoken English was very poor when I first came to England four years back. The module has helped me in this matter largely. In addition to that, my work as a barista at a small coffee shop have also helped to polish this particular skill and has helped to improve my **communications skills**, as I was required to interact with people regularly. Moreover, it has also assisted me to improve my **cooperation skills** and **resilience skills**. This in turn helped me to answer the employers during the process of interview in a proficient manner.

Practical Application and Deployment

I am starting a new job in Leatherhead within the next few days. My objective was to acquire a job at the position of a junior soft developer at some renowned firm within the city where I live. In order to acquire such a job, I was required to speak not only **correct** but also **fluent English**, along with needing excellent **communications skills** and **thinking skills**. In addition to that, I was needed to think the correct answers of the questions quickly without becoming nervous. This is where I will deploy my **thinking skills**, which has been enhanced in this module due to various brainstorming activities that I was required to perform during **reflective writing**. Apart from that, I was needed to answer in fluent English in the recruitment and selection process in order to impress the employer, which is necessary for acquiring a good and desirable job.

I have also made use of the frameworks such as **self-swot analysis** in order to assess the different areas, in which I require enhancement. This helped to discover my strengths as well. When I found out my weaknesses, I planned to improve upon them with the assistance of a **Personal and Professional Development Plan**. It is a part of the concept known as **continuous learning**, which helps individuals like me to become better in personal life, as well as professionally.

When I've acquired my desired job position as a junior software developer my cooperation and resilience skills had come into practice. It is a universal truth that in order to develop professionally I will need to work on collaborative tasks from time to time. Since this module has helped me to improve my **cooperation skills** through taking my time to **reflective writing** and **reflective thinking** back at my day and understanding what I didn't do properly before. This helped me to work effectively with my colleagues without any or minimum level of disputes. On the other hand, my attitude towards resilience will help assist me to cope with problematic or traumatic circumstances personally, as well as professionally. I will be able to incorporate the concept of continuous learning in my professional life as well.

Skills for Professional Practice

Introduction

In this segment, I will discuss about the list of employability skills, which I have acquired and improved during the module that is necessary for professional practice. These set of skills are provided as follows.

Communication skills

Communication skills are very important and are necessary for performing tasks such as writing reports and assignments. It is required for writing communicating through different kinds of mediums in an effective manner. Other than during oral presentation, this particular skill is very significant. Since I am aspiring to become a senior full-stack developer, I will require corresponding with my colleagues and seniors as well.

Teamwork skills

I will need to get along with my colleagues in order to perform my job roles and responsibilities in a proficient manner. As a junior software developer, I will require to work towards accomplishing the goal of my employer with my team members. I think I can further improve my cooperation skills by thinking about the manner in which I will be able to work better with my colleagues at my workplace. This in turn will enhance the overall performance of my team as well.

Problem solving skills

These skills are very important for professional practices. Being a junior software developer, I will need to utilise logical processes in order to find out solutions as soon as possible.

Planning and organising skills

Planning along with organising is essential in every step of life both professionally and personally. The module has helped to develop this particular skill by following steps such as developing a schedule for studying and following it thoroughly.

Self-management skills

Self-management skills are vital for every kind of profession. This will help me to stay on the top of my own targets and deadlines. The various tasks, which I had to carry out throughout the module has assisted me to enhance the skills. As I am a software developer, it will be helpful for me in terms of executing new responsibilities at work.

Self-motivation skills

Performing the similar types of job roles and responsibilities can become monotonous and thus I might end up losing my interest. This might affect the quality of my performance as well as productivity in a negative manner. Therefore, I will need to motivate myself from time to time so that I can deliver a consistent quality performance.

Time management skills

This is very important for not only professional aspects but also completing any kind of task, be it daily chores or anything else within a specific amount of time. If a task is not completed in a timely manner, it is capable of affecting various other aspects, which might be related to that initial one in a direct or indirect manner, negatively.

Conclusion

From the above segment, I have deduced all the skills, that I have mentioned above is necessary for effective professional practice. I think that among all the competencies, two of the most important ones are teamwork skills and problem solving skills.

Conclusion

From the above study, I have deduced that this module has assisted me to develop not only my academic skills but also a number of personal skills largely. I have provided literature, which is research- informed. In addition to that, in this study, I have explained the knowledge that I possess regarding the subject matter in order to demonstrate my understanding of the matter. I have provided an analysis of the manner in which this module has assisted me to develop all sorts of skills, which will help me in the course of my not only academic life, but also personal as well as professional life.

Reference List

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