

Module Name:

**Academic and Employability Skills - Health
& Social care**

Module code: BMSW4001

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Academic Report

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Academic and Employability Skills

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➤ Introduction

First class of Academic and Employability skills is over. Despite being frightened of it, I was at the same time fascinated. The lecturer began talking about the module, and after that we had to introduce ourselves. Although the online version was considered to be easier, I was still overwhelmed.

Academic skills are a collection of study habits, learning strategies and time management tools (Upson, 2010). These also include investigations, communication, social, planning, studying etc. For student's, academic skills are very important, for example critical thinking or note-taking. Those skills are flexible and necessary for success in studying or in the future profession.

As the lecturer was speaking, I was carefully listening what we will be doing during this module. A great interest was shown for three lectures and those are Time Management and Organising Study, CV writing and Public speaking and presenting. This reflective writing will convey everything that I felt, researched, but also learned during these three lectures. All our expectations were met, for they were explained through these three points in a clear manner.

➤ Time Management and Organising Study

First lecture - Time management and organising study was helpful and enabled us to see all mistakes made in organising time. Time management is one of the most important skills in 21st century, where the time is limited resource, and our number of obligations and tasks are increasing. All of us must know our values and goals, and time management will help us achieving those values and goals.

'Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight, and pressures are high. Failing to manage your time damages your effectiveness and causes stress.' (Mind Tools Content Team, n.d.)

While researching literature on Time Management and reading various sources, I came across a very interesting article in *Administrative Sciences, Scholarly Journals* on time management for nurses, which can be a good example of why time management is important.

Nurses have many important responsibilities and obligations, often in very stressful circumstances, under time pressure, which may reduce one's ability to adequately estimate the needs of patients and indications for further medical care. It can lead to significant problems such as problem with anxiety because work effectiveness is at a minimum range. Nurse managers are presented as a key factor in maintaining contact with employees, considering time pressure, establishing good and positive work atmosphere, especially when they are faced with changing priorities. Nurse manager's routine role should be helping team, better organizing, and managing time. Productivity is the key goal of every job. Nurses are handling with different types of jobs at the same time, therefore there is a reduction in development in relation patient-nurse and nurse-patient. Part of the concentration is on the expectations of a health care system and the other part on giving personalized care in the most useful way. (Goldsby, Goldsby, Neck, & Neck, 2020)

For studying it is also important how we are managing our time. In a book from Claire Craig, part II, I was reading some good suggestions associated towards organizing learning. By asking ourselves what our goals are, realistic, short-term, long-term, and using SMART terminology will enhance your abilities to triumph. Selecting and prioritizing objectives is very big step in organizing. It is normal for each of us to have 'creative time' and 'down time'. It is important to recognize each one and use it in most effective way. The place intended for learning should be quiet, it is desirable to be alone in order to avoid possible interruptions and disruptions of concentration. (Craig, 2009)

➤ CV writing

Some mistakes are very common in CV writing, and there are always questions when comes time to write it. Every time when it is needed CV to be sent to employer, exist doubt If its written alright, if something is missed, or it is written too much on the other hand. If person is applying for job and there is thinking that there is nobody better to do it, CV has to say the same thing. Almost certainly there is a competition, but a well-written and well-structured CV will separate person from other applicants and ensure getting a job interview. During the class we were speaking about common mistakes that people are making while writing a Curriculum Vitae, also I did some research about that on the Internet. In this report will be written some of the most common mistakes, and the idea came from one page on the Internet from Robert Walters.

CV must be legible and without grammatic and spelling errors, therefore before sending read it few more times, but also there is possibility finding someone to verify. Too long CVs should be avoided. In many cases, too long CV's have many inappropriate and unnecessary data's written down. Specifying religion is not required, or other irrelevant information to a possible future employer. Why not specifying religion? If employer does not make a call for a job interview, the question can be asked if that is related with listed religion – religious discrimination.

Doing a double-check on contact information's. If there is an interesting CV and employer is interested, it will be pointless If incorrect contact is written.

Important factor is also hobbies and interests listed in CV, but it also need attention. If I write my hobbies, what am I doing when I have free time, employer can see If I am eligible for that position that I am applying for. If I want to apply for a sales manager for example, I will put in my interests something related to the position rather than collecting stamps for example.

Also, CV is a document that shows your qualifications, skills, and work experience and requires honesty. Giving an example: invitation for a job interview is received and employer enquires some questions, answers to questions are missing because untruths are given about qualifications. Or in CV is written workplace in one hospital, future employer calls them, in order to get more information's and experience with employee, but that hospital do not have that information's.

Last thing but just as important, is writing about skills. It is very valuable not to describe your skills, avoiding sound of a cliché. Recruiters want to have insight into your realistic abilities. For example, instead of writing "excellent communication skills" it could be written similar to

this "realization of 5 conferences and 15 project presentations". Difference is more than obvious. (Eight most common CV mistakes - Robert Walters, n.d.)

➤ **Public speaking and giving presentations**

Speech is what distinguishes us from other animal species and represents the basis of human communication. Appropriate control of speech and public performance skills will separate and elevate you from another individual. Public speaking is defined as the process of communicating with a large group of audience. (Juneja)

With the development and improvement of the modern world that we daily face, it is unavoidable that we must express our position and opinion to take the place that belongs to us, based on our work and ambitions. Public appearance is an increasingly prevalent form of communication and connection. First impression matters. Visual impression is important as verbal impression. Audience will very fast create ideas established on personal appearance, including facial expressions, the clothes, how dressed you are and your body language. (Personal Appearance , n.d.)

Through our presentation, necessity is defending positions, successfully explain reached conclusions and bringing opinions closer for particular topic. For public speaking it is very important choosing the right topic, making research about it and organize it. To be more exciting and sensational, public speaking and giving presentation can include questions for listeners, seeing their opinion and interests about certain topic. Keeping an eye contact with audience during public speaking, making a connection with them, and audience will see confidence and self-esteem. Feeling anxiety and worry is not forbidden, this is a normal state of affairs when it comes encountering something not so familiar, but the feelings will be different with a slight smile on face. That will make a different impression on audience. The speech must be clear, not too loud, facial expressions to be controlled, without too rapid movements on stage. If there is a sudden interruption during presenting, keeping the focus and remaining calm is a key of success. Before public speaking, make sure that there was enough exercise and come a little earlier before the presentation starts. Presentation should be simple, not too many words or slides, turning on and supporting audience in presentation, showing interest and excitement. This seems to many things to look at and be careful with, and it is. Everything is important if there is a tendency for success. It cannot be learned for one night, it needs continuous exercise, improving skills, learning. After each completed public speech and given presentation, we will learn some new things that can help us next time, and we will improve necessary skills. No one is perfect or born learned, therefore positive thinking will help. (Juneja)

Academic and Employability Skills

➤ Conclusion

During the module of Academic and Employability skills, there were other topics for including in this report, such as Academic Writing – we learned the definition of academic writing, structures of academic writing etc. Paraphrasing – presenting ideas but using different, our own words. Summarising – consists of main points of some piece, or event etc. Referencing as an extensive and very important topic when it comes to writing essays and using other people's texts and ideas. Reflection means processing thoughts and feelings about certain event and learning from our experiences. Cover letter writing how it should look and what must contain. And about Online Learning Experiences why is online learning good or bad, advantages and disadvantages of it etc.

I was decided for these three topics: Time Management and Organizing Study, CV writing, Public speaking and giving presentation because I wanted to pay more attention to it, those skills I want to improve and see my mistakes while doing it.

In the future, I want to find a job as nursing manager, therefore I need strong communication – written, verbal and nonverbal, organization skills, effective leadership skills, time management skills, computer, and business skills. Emotional intelligence as well, proper interaction with patients and employees. Nursing managers are performing the essential role, they supposed to understand and support employees, and must continuously educating and working on them and on their team. “Nurse managers are responsible for overseeing hiring, staffing and performance reviews for their teams. Nursing management roles rely on leadership skills, but nurse managers continue to work directly with patients and nursing teams to carry out incentives that nursing leaders introduce. “ (Indeed Editorial Team, 2021)

To be a participant in this course, listening this module and learning, means to be one step closer to my goal and my better job, better position with more responsibilities that I am more than willing to accept.

Referencing

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PRESENTATION

Academic and Employability skills:

Academic skills are very important when we are talking about success. If there is a need for better position, better job, more opportunities, conclusion is that working and improving skills must be constantly done in order to keep up with innovations.

Academic skills such as academic writing, communication, time management etc. are skills that can help us reaching goal. Employability skills are some personal qualities which involves ability to perform in the workplace.

Imagine a world where every individual does the work they love and enjoy. Job will be easily done, more effective, better results would be archived, people would be more satisfied. In every business we have certain activities and tasks that we like or prefer less, but It is all on us how we will manage with them.

SWOT Analyses – talking about my SWOT analysis. Strengths – quick reactions, more visual type, tenacious. Weakness – avoiding paperwork, fear of failing. Opportunities – working on my skills and improving them, working on my education. Threats – people around me can compromise my self – esteem.

Time management skills - managements tools that I am using at the moment: organize a week ahead, prioritize, Calender, TO - DO list

Personal Development Planning: The Personal Development Plan is a tool that help us safely archive individual success.

GOAL	OBJECTIVE	RESOURCES	MEASUREMENT	DATE TARGET
Certificate of Higher Education	Find a university with subjects that I like	Certificate Application	Pass the Assessments	2022
Find a better job	Work on my skills and improving them	Finish education	Feeling good about new job	2022-2023

Future career plan

Academic and Employability Skills

When I finish this course, it will be much easier for me to decide what is my next step about getting more education. The job that I am interested in is a nursing manager, and for that position I need more qualifications in health and social care, and I will continue to work on myself and my education to reach the desired goal using everything learned on this course.

For five years from now I see myself with finished education that is necessary for nursing manager, and during schooling I also worked on gaining experience.

For ten years I see myself working in hospital like nursing manager.

PORTFOLIO

Time Management

The definition of Time Management – process of planning time by using it more effectively, more successfully and more productively. It is all about how to organize and plan specific activities.

Good organisation in studying – by making short and clear procedures, to provide space for our minds, instead of thinking about when, what, or how to learn – all its resources are devoted to learning.

How to start to manage time?

It needs practice, starting with for example, daily routines and activities, making a daily TO-DO list, arrange activities by importance etc.

SMART Goals – acronym; helps to increase the chances of achieve goals.

S – specific(clear); M – measurable (measure progress); A – achievable (possible or impossible); R – realistic(relevant); T – timely(timeline).

Activity 1

Do I use time efficiently? – Well, in many cases I am not satisfied, and I think that I could do It much better.

How do I waste time? – I waste my time by very long-term thinking what, when, how, and do nothing for a long time about that.

What/Who distracts me from study? – When I am not interested in subject, it is really hard to focus.

Do I need to plan out my time? – Yes, each piece of work.

Do I waste time getting started? – In many cases, yes.

Do I make the most of spare moments? – Yes.

Do I find time passes and I do not know what has happened? – Definitely yes. That is the main thing I want to change.

Academic word – EAP Foundation – AUTHORITY – power to influence, the right to command, control

Understanding Clause Structure

CLAUSE = subject + verb + (object/complement) + (adverbial)

(Adverbial) + Subject + Verb + (Object/Complement) + (Adverbial)

- The subject – subject can be person, place, thing, idea. Someone/Something who is doing/being.
- The verb – that is an action
- The object – someone/something who is receiving action
- The complement – creates more information about subject
- The adverbial – how, when, where something occurs

Sentence structure

Sentences include at least one clause.

There are several types of sentences:

- Simple – includes subject + verb and those two are creating one entire idea.
- Compound – includes two simple sentences related in one by: comma/coordinating conjunction; semi-colon; or, nor, and, but, so, for, yet
- Complex – includes one independent clause + one/more dependent clauses. Dependent clauses have subject and verb, but they are incomplete. They start with: If, because, although, after, until.
- Compound complex sentence – include at least two independent clauses and one/more dependent clauses.

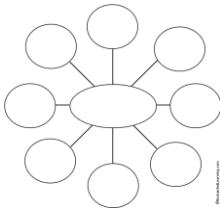
Note-taking is a key part of learning. Notes can help with remembering new information's by sorting and selecting them. For example, in class many students can say that they will remember some very important information about some lecture, but when they arrive home, they wish they'd written it down in time, because they cannot remember.

Linear notes – looking very clean, it is very easy to read it, but they are not visually attractive and not very impressive.

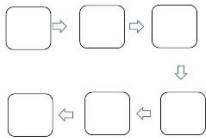
Pattern notes – visually more interesting than linear ones.

There are several types of pattern notes:

Spider gram (mind map)

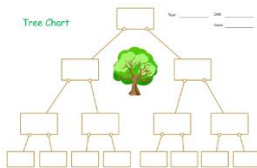


Flowchart



Table

Tree diagram



Symbols and abbreviations - =, >, <, or etc (and other things), e.g. (for example), a.m. (morning)...

Academic word – EAP Foundation – RANDOM – chosen by chance rather than according to a plan

Reflective writing

Reflective writing is activity with purpose in which roles play analyses, experiences, skills in order to learn or improve. Reflective writing is written evidence of reflective thinking!

1. Looking back at something
2. Analysing what happened, analysing idea/memories
3. What is the meaning of that event, what brought that to you?

Reflective report reviews critical reflection on a subject.

REFLECTIVE CYCLE

1. *Description* – simply written what happened
2. *Feeling* – what were the feelings or reactions
3. *Evaluation* – what was good and what was bad about that experience, judgements
4. *Analysis* – what is the sense of experience, ideas
5. *Conclusions* – general conclusion
6. *Conclusion* – personal and specific conclusion

EXPERIENTIAL LEARNING CYCLE

1. Concrete experience – new experience of a situation is encountered or reinterpretation of existing experience. 'Experience is what you get after the fact'
 2. Reflective observation – making a remark about experience. Important – variations between experience and understanding.
 3. Abstract Conceptualisation – generate a meaning of experience. It needs to make sense of what happened and understanding the relationships between events.
 4. Active Experimentation – testing the hypotheses that are adopted.
- 4a – WHAT – ... is the purpose of returning on that event.
- ... happened?
 - ... is seen or done?
 - ... were the reactions?
 - ... did other people do?
- 4b – SO WHAT – ... what was the feeling during that experience?
- ... what is the feeling now?
 - ... does that experience have some positive characteristics?
 - ... why are the feeling different then and now?
- 4c – NOW WHAT – ... needs to happen?
- ... are the next steps?
 - ... will be done about it?
 - ... if nothing will be done, is there any changes?

Academic word – EAP Foundation – POSITIVE – optimistic, confident

Paraphrasing

Paraphrasing is writing ideas of another person but using your own words. When it is paraphrasing, it needs to be changed the structure and words but keeping the sense.

Paraphrased sentence must be grammatically correct!

There is a several techniques: using synonyms

changing word class

changing word order

Paraphrasing a text: reading the text and making sure that text is understandable

writing key ideas

making the structure of text different

rewriting main ideas, using notes, in complete sentences.

checking written work

Paraphrasing Exercises from Moodle

1. Language is the main way of interaction between societies. But so numerous different languages have established, and humans wanted to have a worldwide language because of the difficulties while trying to communicate with each other. If all people spoke the same tongue, social and economic relations might be significantly nearer, and good will rise among states.
2. Antarctica is a huge source of cold just as the sun is the source of heat. Lower the temperature both surface water and atmosphere by combining cold and warm water is endangered because of the human activities.
3. In 1920' consumption of alcohol was forbidden, and the law was a practical joke because everyone knew where to find a bar and a liquor. Organized crime ran the cities, and the police was helpless to do anything. Classical music was disregarded as jazz scattered, and men like Bix Beiderbecke, Louis Armstrong, and Count Basie turn out to be the idols of the young. The flapper was born then, and with her bobbed hair and short skirts, she represented America's break down with the history.
4. Each year there is more than one thousand bicycle deaths, 75% are provoked by head injuries and 50% are school-aged kids. There is one study that confirms that we can decrease the risk by wearing the helmet, because helmet sponge up hits.

Summarizing

Summarising means finding key information's from a text. Summary is significantly shorter than paraphrase and needs a reference of the source.

Summarising is very beneficial, because information is explored and assessed, so its forming memory about what you read or heard.

Step – by – step guide for summarizing:

- Texts must be read and correctly understood. If text is longer, note – writing is a very good option
- Registering the main points, composing from memory each part.
- Writing with own words, using synonyms, changing word order etc.
- Checking source text and summary
- Quoting is also an option
- Appropriate references

Activities from PowerPoint presentation

1. Professors from university are experts in their field and they often write books.
2. The formal yearly testing in students causes big stress and concern.

REFERENCING

Failing to reference – copying text or ideas from somebody but without indicating the author

Poor paraphrasing – partial reordering of words of someone else's work

Self – plagiarism – using own work but without reference

Submitting work for which you cannot claim credit – using another person to do the work for you

Patchwriting – using copied text, connected with other sentences

Collusion – the unauthorised partnership of students

Plagiarism can be avoided with paraphrasing, summarizing, and writing a reference. Showing your ideas and ideas from other persons. Everything that's missing a reference its assumed to be yours.

Referencing is very important skill, and as student it is expected from you knowing to reference in accepted format.

Handbooks offers some basic standards of plagiarism and referencing. Four referencing styles are known, but we make use of Harvard Referencing Style.

Short references are used in text, and full references are at the end of assignment.

Full reference – Author's surname and initials

Date of publication

Title of book/article

Place of publication

Publisher

EMPLOYABILITY

“A set of achievements – skills, understandings and personal attributes – that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy”

Professor Mantz Yorke (2004) 'Employability in Higher Education: what it is- what it is not', Higher Education Academy/ESECT

Examples: communication, awareness, personal skills

Interpersonal skills – understanding, working alone, problem solving etc

Personal skills – developing self-esteem, research effectively, balancing work and personal life

General awareness – ethical, health and safety

NOTE: For portfolio were taken notes from Power point slides and videos from Moodle.