

Preperation for university

ACADEMIC, INDUSTRY, AND DIGITAL SKILLS MODULE

Key skills developed

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Academic, Industry, and Digital Skills (BMTP4015)

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I confirm that I have not used any AI tools in the research and creation of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.



INTRODUCTION

Introducing AID and the presentation



What

IS THE AID MODULE?

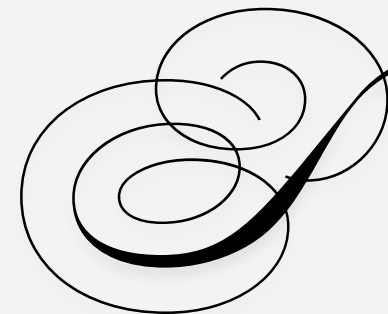
The academic, industry, and digital skills module is intended to provide the necessary skills in order to successfully complete academic studies.

: Through teachings and application to real life practising

Workshops

Training programmes

Studies



PRESENTATION

This presentation will talk about my experience on the AID module, and how it was essential to my preparation for university, and the long term transferrable skills I have gained.



TIME MANAGEMENT

What is time management? _____

Time management is an ability which requires good organisation, prioritisation, and timekeeping in order to understand priorities and conduct them in an orderly time (McMillan, 2021).

Examples:

Diaries

Timetable

Planner

Importance

Time management is important in an academic context as students are heaving to be responsible of being able to spend time wisely amongst their studies, social life, work life, and other activities. Constant use of time management would create confidence in effective scheduling and routine, lessen stress, meet deadlines in time, and being able to cope in a healthy manner.

How the AID module helped develop them?

The AID module helped develop time management through in class teaching, as well as elearning courses. In class we were able to discuss techniques which could help with time maangement.

The most valuable learning was through being abble to apply the taught methods through assignments and small tasks given throughout the module. It allowed me to reflect and understand the importance of planning and researching in adavnce.

BAD TIME MANAGEMENT



Stress



Increase
workload/overlap



Procastination



TIME MANAGEMENT

How will it support my ongoing academic journey?

The use of time management would be able to support my ongoing academic journey by being able to understand how to allocate time wisely amongst my studies and how effective I use my time (Cottrell, 2024), creating good work ethics and practice.

A good work ethic would then enable me to keep on track of assignments understanding my priorities and how to manage time effectively through time management strategies, allowing to meet academic goals and be immersed in my academic studies.

How can it be transferred to a professional context or placement opportunities?

A developed understanding and expertise of time management could easily be adapted into a professional context. Being in an occupation will come with more workload and a variety of tasks that need to be completed in short amount of time.

This is where knowledge of time management can be used in order to understand prioritisation and the urgency of each task in order to reduce stress and increase operational efficiency (Asgarov, 2024)



In regards to tourism, there will be a lot of responsibilities whilst having to cater to guests, and there may be emergencies which will require quick responses and how to manage disruptions in schedule.



Schedules

Crisis

Workload



TEAMWORK

What is teamwork? _____

Teamwork is used to describe a group of people who work together in order to achieve a shared goal. It requires members to step up and work effectively with the use of capability, cooperation, coordination, communication, and more (Tannenbaum and Salas, 2021) in order to accomplish things smoothly.

Importance

Teamwork is an important industry skill as it makes students have to think creatively and work effectively amongst others, making it easier for them to adapt into a professional career where teamwork factors are necessary (Levin, 2005). It also makes students feel more confident in their own capabilities, allow learning through others, and to practise critical thinking and problem solving.

How the AID module helped develop them?

The AID module developed teamwork skills through collaborative discussions in class whilst discussing the different methods which worked best for us all individually. We also learnt practical theories and constantly did group tasks which made us able to apply teamwork constantly.

The most valuable learning process for me was the group tasks. It allowed me a deeper understanding and learning experience by having to work together effectively. Being able to be responsible for a role each such as researching, or creating the presentation, and having to communicate whilst doing them in a timely matter.



Confidence Communication Socialisation



TEAMWORK

How will it support my ongoing academic journey?

In my academic journey there will be many opportunities and tasks for group work which would then need the support of teamwork. Working together with a group of people is only successful if teamwork is conducted such as communication and collaboration.

The more use and practice will ensure future groupwork projects will be done effectively and understand how to meet the shared goal together and not just individually.

How can it be transferred to a professional context or placement opportunities?



Our university courses consist of placements such as working events, so our understanding of teamwork context can be applied into real experience.

Travel and tourism organisations rely heavily on customer satisfaction on their services which are provided by employees (El-Said, 2014).



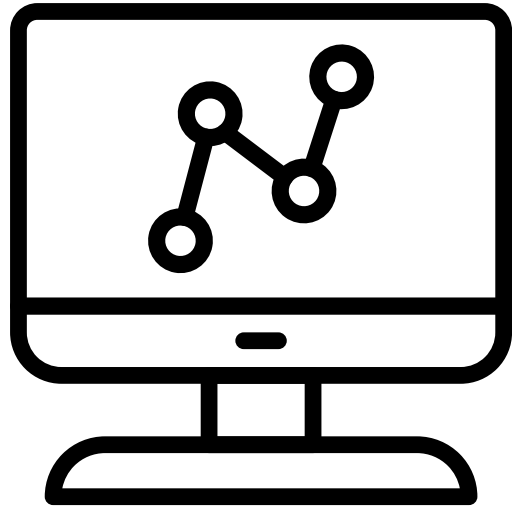
It shows us the behind scenes of organisational management, having sense of your own responsibility/department, whilst ensuring clear communication with others, and helping in other areas when needed.

The job is not only done or seen by a single person, but all the staff members, making teamwork important, and existing understanding to easily adapt.

Individual
responsibilities

Effective
operation

Communica
tion



USE OF DIGITAL TOOLS FOR RESEARCH

What are digital tools? _____

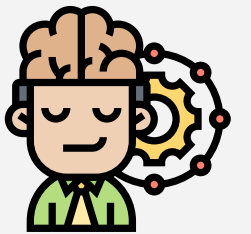
Digital tools are a form of research with the dependence on the internet and search browsers in order to gain data and information. Different digital tools have their own limited functions (Michalski and Lily, 2016).

Importance

Use of digital tools are important in the context of academic studies, as research and knowledge is a necessity for assignments and studies. Students that are understanding of how to efficiently use digital tools are able to be more competent and expand their autonomy (El Quaddane et al., 2025).

How the AID module helped develop them?

The AID module provided in class learning about different types of digital tools we could use and how to have critical thinking and media literacy whilst finding information. We learnt how sources are academic and how to evaluate them through practice from group work and individual tasks on finding research with digital tools which made us justify the use. I found the importance of the tasks to be valuable as I was able to gain feedback on my use of online resources making me feel more confident in correctly and effeciently using digital tools for academic purposes.



Self effeciency



Motivation



USE OF DIGITAL TOOLS FOR RESEARCH

How will it support my ongoing academic journey?

Digital tools for research support my ongoing academic as it helps find various information and data easily and quicckly, allowing me to understand more knowledge for any academic writting.

Seeing the various data and sources to use also allows me to critically think and evaluate my sources I use in order for them to be academic and creditable.

Quick data

Knowledge

Assignments

How can it be transferred to a professional context or placement opportunities?



Knowledge on using digitals tools for research can be seen as an advantage in a professional career, as you will be able to have critical thinking, ease of web finding, and be reliable when it comes to using data and information.

In the travel and tourism industry, resources and informative travel articles require the need of vast data and information where this skill will come in hand. As a travel agent you could even need to be knowledagble in the state of the industry and the recent trends to inform clients.

Reliability

Accuracy



CONCLUSION



In conclusion, the AID module has been able to support my preparation for university through various learning tactics such as in class teaching, independent study, eLearning, and training courses which helped develop our skills and knowledge on different strategies and methods.

Time management, teamwork, and understanding the use of digital tools for research have been very valuable in my academic journey as we are constantly needing to use these skills for assignments. Being able to apply learning to real experiences were able to build my confidence in these skills and find it easier to adapt onto other settings.

The skills can also be transferred to a professional career where we would already understand what is expected of us and how to deal with an increased workload. Especially in regards to the travel and tourism industry where expertise, critical thinking, quick responses, and high quality services are expected.

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