

Learning In the Digital Era
ACCA4025

Component 1: E-Portfolio

Submitted by

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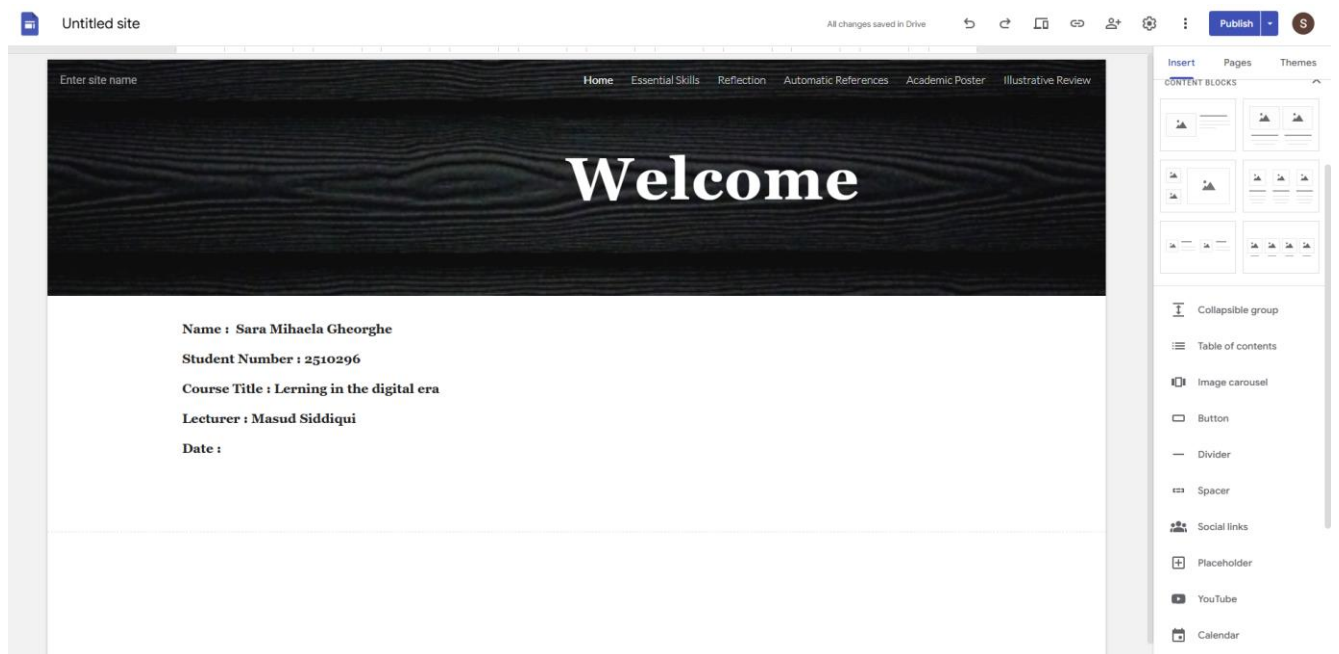
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E-portfolio link: <https://sites.google.com/view/learning-in-the-digital-era06/illustrative-review>



Screenshot of task 1

Untitled site

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Essential Skills



Time Management

Time management is a fundamental element of both academic and career success because it develops a wide range of intellectual, social, and professional skills. It promotes effective communication, allowing individuals to share ideas, listen attentively, and engage in constructive discussions that enhance understanding and collaboration. Working in teams fosters adaptability and flexibility, as individuals learn to manage different working styles, personalities, and preferences while maintaining focus on shared objectives. It also encourages responsibility and accountability, since each member's contribution directly affects the group's success, leading to the importance of consistent, reliable, and meeting deadlines. Moreover, teamwork strengthens problem-solving and critical thinking abilities, as collective analysis and brainstorming often lead to innovative and efficient solutions. Essential techniques to develop through collaboration, including empathy, patience, conflict resolution, and mutual respect, which are essential for sustaining healthy and productive relationships. Beyond practical skills, teamwork builds confidence, resilience, and a supportive mindset, helping individuals handle challenges, manage pressure, and work toward long-term goals. Ultimately, mastering teamwork equips students and professionals with the ability to collaborate effectively, achieve ambitious objectives, and thrive in both academic and professional environments, laying a solid foundation for lifelong success.



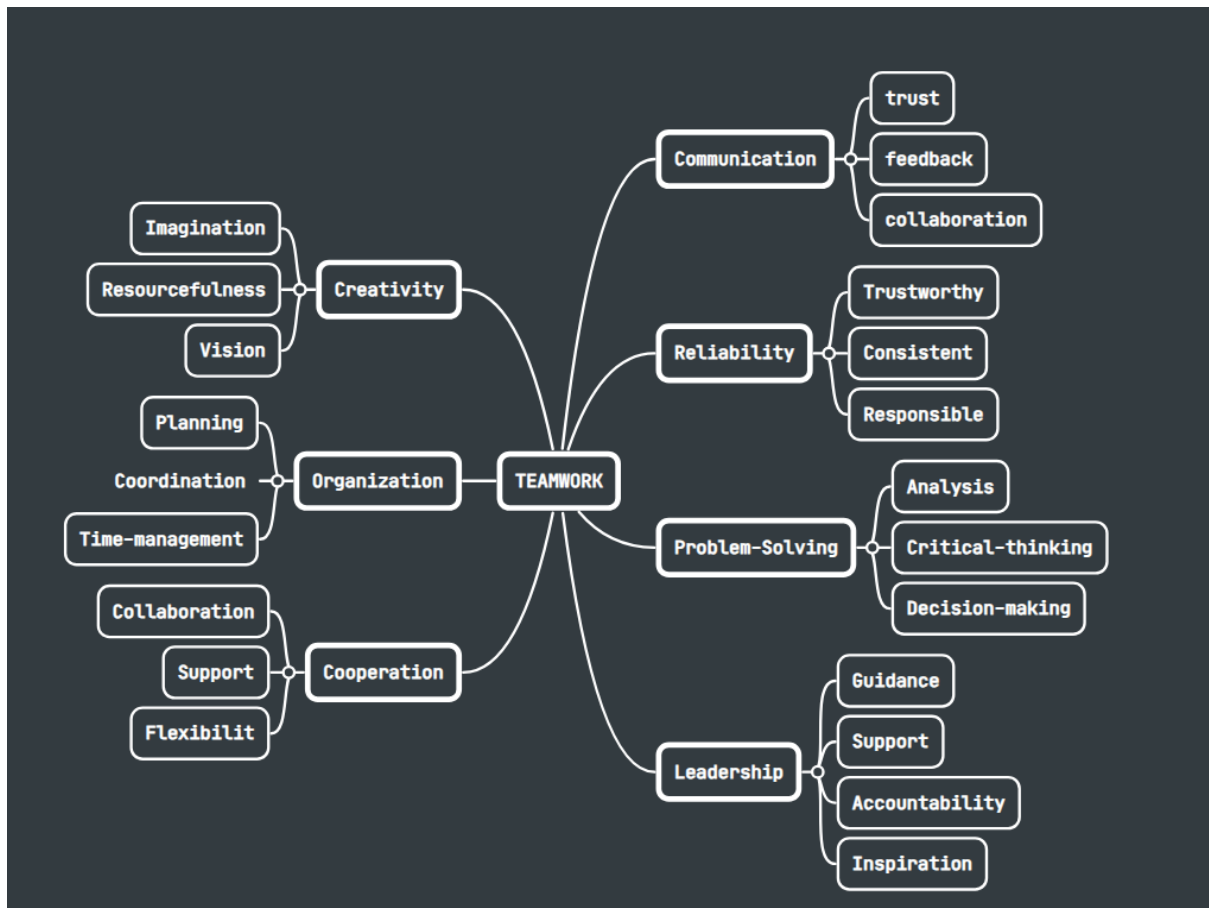
Critical Thinking

Critical thinking is an essential skill for academic and career success because it equips individuals to analyze information thoroughly, evaluate different perspectives, and make informed, logical decisions. It involves questioning assumptions, identifying biases, assessing evidence, and considering the consequences of various actions before drawing conclusions. In academic settings, critical thinking helps students understand complex subjects more deeply, compare and contrast ideas, solve problems effectively, and construct strong, evidence-based arguments in essays, research, and discussions. In professional environments, it allows employees to approach challenges strategically, anticipate potential problems, identify solutions, and make sound decisions that benefit their teams and organizations. Critical thinking also nurtures intellectual curiosity and self-confidence, as individuals learn to rely on their reasoning while remaining open to feedback and new information. However, it strengthens problem-solving, analytical, and decision-making skills, which are vital for handling pressure, managing responsibilities, and achieving long-term objectives. Beyond cognitive skills, critical thinking nurtures adaptability, creativity, and resilience, enabling individuals to navigate complex and rapidly changing situations. By developing critical thinking, people enhance their ability to resolve disputes thoughtfully, communicate ideas effectively, and perform successfully in both academic and professional settings, laying a strong foundation for lifelong learning and career growth.



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Screenshot of mind map



Link: <https://mm.tt/map/3947676645?t=Qg9Hq3qpHD>

Screenshot of academic poster



THE IMPORTANCE OF TEAMWORK IN ACADEMIC & CAREER SUCCESS

TEAMWORK IS THE ABILITY OF INDIVIDUALS TO WORK TOGETHER TOWARD A COMMON GOAL BY COMBINING THEIR SKILLS, IDEAS, AND EFFORTS. IT INVOLVES CLEAR COMMUNICATION, MUTUAL RESPECT, TRUST, AND A SHARED SENSE OF RESPONSIBILITY. WHEN PEOPLE COLLABORATE EFFECTIVELY, THEY CAN SOLVE PROBLEMS MORE CREATIVELY, COMPLETE TASKS MORE EFFICIENTLY, AND SUPPORT ONE ANOTHER THROUGH CHALLENGES. STRONG TEAMWORK NOT ONLY IMPROVES RESULTS BUT ALSO BUILDS POSITIVE RELATIONSHIPS AND A SENSE OF UNITY WITHIN A GROUP.

TO BE EFFECTIVE AT TEAMWORK, YOU NEED STRONG COMMUNICATION SKILLS SO YOU CAN CLEARLY SHARE IDEAS AND LISTEN TO OTHERS. COOPERATION AND FLEXIBILITY ARE IMPORTANT BECAUSE WORKING IN A GROUP OFTEN REQUIRES COMPROMISE AND ADAPTING TO DIFFERENT PERSPECTIVES. PROBLEM-SOLVING SKILLS HELP THE TEAM OVERCOME CHALLENGES TOGETHER, WHILE RESPONSIBILITY AND RELIABILITY ENSURE THAT EVERYONE COMPLETES THEIR PART. EMPATHY AND RESPECT ARE ALSO ESSENTIAL, AS THEY BUILD TRUST AND CREATE A POSITIVE ENVIRONMENT WHERE EVERYONE FEELS VALUED AND MOTIVATED TO CONTRIBUTE.



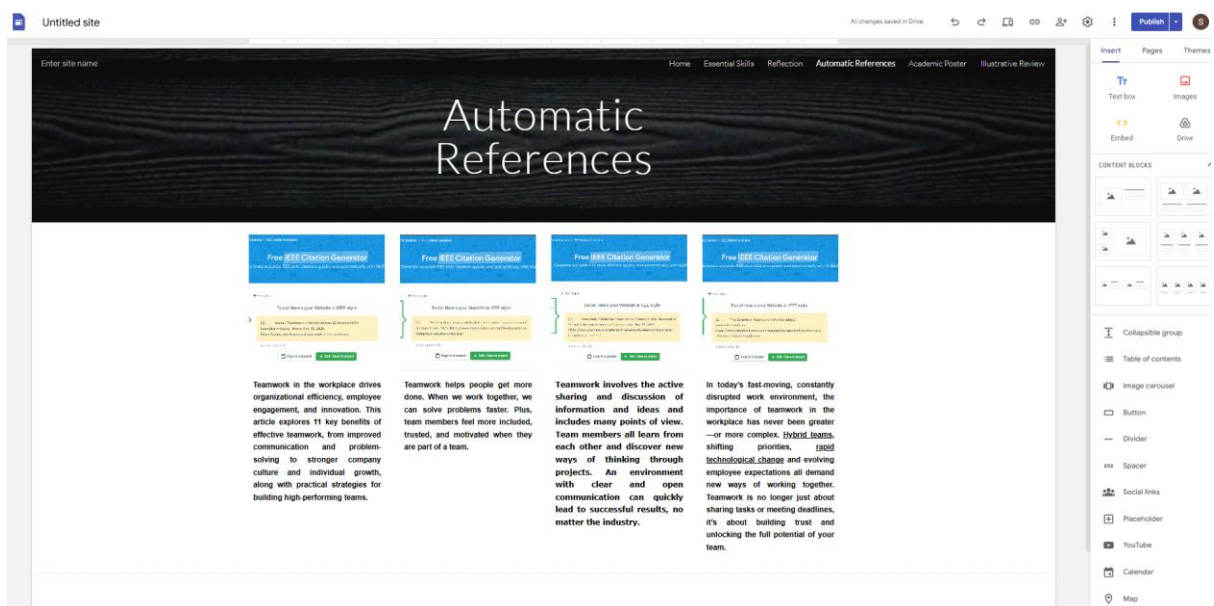
TEAMWORK PLAYS AN IMPORTANT ROLE IN BOTH ACADEMIC SUCCESS AND STRONG WORK ETHIC. IN ACADEMICS, WORKING WITH OTHERS HELPS STUDENTS SHARE IDEAS, UNDERSTAND DIFFERENT PERSPECTIVES, AND LEARN MORE EFFECTIVELY THROUGH DISCUSSION AND COLLABORATION. IT ENCOURAGES RESPONSIBILITY, AS EACH PERSON MUST CONTRIBUTE THEIR PART TO COMPLETE GROUP PROJECTS. IN THE WORKPLACE, TEAMWORK BUILDS PROFESSIONALISM, ACCOUNTABILITY, AND RELIABILITY BECAUSE TEAM MEMBERS DEPEND ON ONE ANOTHER TO MEET GOALS AND DEADLINES. OVERALL, TEAMWORK STRENGTHENS DISCIPLINE, COMMUNICATION, AND COMMITMENT, WHICH ARE ESSENTIAL QUALITIES FOR BOTH ACADEMIC ACHIEVEMENT AND A POSITIVE WORK ETHIC.

IN CONCLUSION, TEAMWORK IS VITAL FOR ACADEMIC AND CAREER SUCCESS BECAUSE IT BUILDS COMMUNICATION, RESPONSIBILITY, AND COLLABORATION SKILLS. WORKING WELL WITH OTHERS HELPS PEOPLE ACHIEVE GOALS MORE EFFECTIVELY AND PREPARES THEM FOR LONG-TERM SUCCESS.

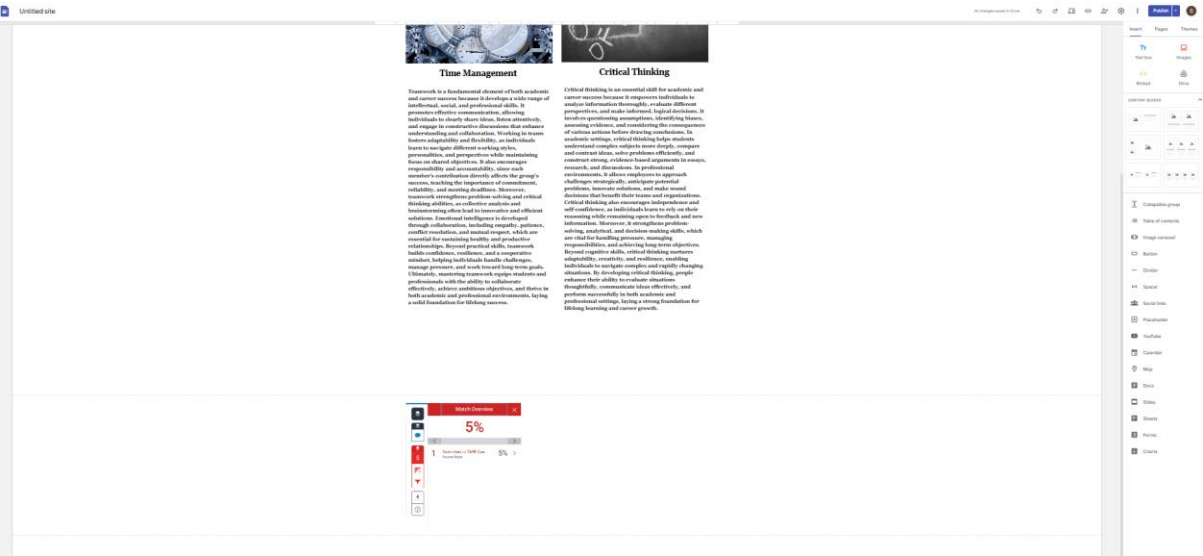
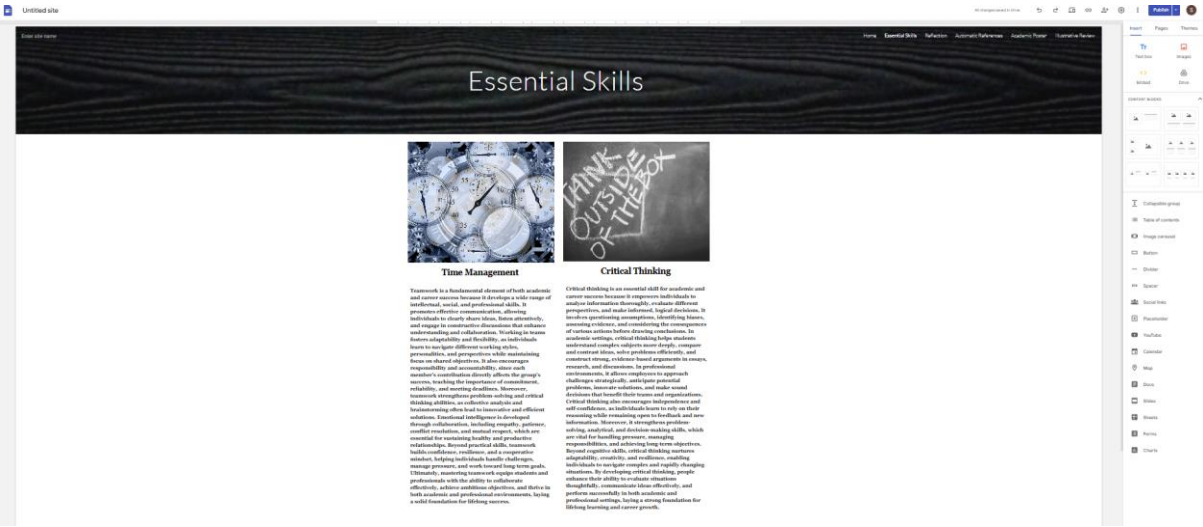


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Screenshot of the automatic referencing tool



Screenshot of each page of the e-portfolio



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Reflection

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Match Overview

5%

Submitted to TAFE Que...
Student Paper

To improve my mark on future assignments, I will focus on planning my work carefully and starting earlier, giving myself enough time to research, organize, and refine my ideas. I will make sure to read and fully understand the assignment instructions and grading criteria so I can meet all expectations.

I will gather reliable information from different sources, take notes, and structure my work logically to make my arguments clear and well-supported. After completing a draft, I will review it multiple times to check for errors, improve clarity, and ensure my ideas flow smoothly.

I will also seek feedback from my teacher, classmates, or mentors to identify areas for improvement and apply their suggestions effectively.

Additionally, I will practice better time management by setting specific goals and deadlines for each stage of the assignment. I will work on enhancing my writing skills, critical thinking, and attention to detail to produce higher-quality work. By being more organized, diligent, and reflective, I aim to improve my performance, learn from past mistakes, and achieve better marks on future assignments.

Enter site name

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Automatic References

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Teamwork in the workplace drives organizational efficiency, employee engagement, and innovation. This article explores 11 key benefits of effective teamwork, from improved communication and problem-solving to stronger company culture and individual growth, along with practical strategies for building high-performing teams.

Teamwork helps people get more done. When we work together, we can solve problems faster. Plus, team members feel more included, trusted, and motivated when they are part of a team.

Teamwork involves the active sharing and discussion of information and ideas and includes many points of view. Team members all learn from each other and discover new ways of thinking through projects. An environment with clear and open communication can quickly lead to successful results, no matter the industry.

In today's fast-moving, constantly disrupted work environment, the importance of teamwork in the workplace has never been greater —or more complex. Hybrid teams, shifting priorities, rapid technological change and evolving employee expectations all demand new ways of working together. Teamwork is no longer just about sharing tasks or meeting deadlines, it's about building trust and unlocking the full potential of your team.

Academic Poster



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TO BE EFFECTIVE IN TEAMWORK, YOU NEED FREQUENT COMMUNICATION. BE SURE YOU CAN CLEARLY SHARE IDEAS AND LISTEN TO OTHERS. COOPERATION AND FLEXIBILITY ARE IMPORTANT BECAUSE WORKING IN A GROUP OFTEN REQUIRES COMPROMISE AND ADAPTING TO OTHERS' PERSPECTIVES. REGULAR GOALS AND SKILLS HELP THE TEAM OVERCOME CHALLENGES TOGETHER, WHILE RESPONSIBILITY AND RELIABILITY INSURE THAT EVERYONE COMPLETES THEIR PART. HAVING AN IDEALIST IS ALSO ESSENTIAL, AS THEY HELP TEST AND CURE A NEGATIVE ENVIRONMENT. MAKE EVERYONE FEEL VALUED AND MOTIVATED TO CONTRIBUTE.

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Illustrative Review



My experience in using google sites

I chose Google Sites for my e-portfolio because it is user-friendly, easy to navigate, and allows me to organize my work clearly and professionally. It provides a simple platform to create and customize pages without needing advanced technical skills, which saves time and helps me focus on the content. Google Sites also integrates well with other Google tools, such as Docs, Slides, and Drive, making it easy to include documents, presentations, and other files directly in my portfolio. Additionally, it is accessible from any device with an internet connection, allowing me and others to view my work anytime and anywhere. Using Google Sites helps me present my achievements, projects, and skills in a clear and professional way, making it an effective tool for showcasing my learning and growth over time.