

BMSW 4001

Academic and Employability skills

Assignment 1

Term 1 Group 3

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INTRODUCTION

- My name is Ionela , I am from Romania. When I took my decision to come in UK it was a bit hard, but now I don't regret my decision.
- I started high school back home ,but I couldn't finish my studies because I had to look for a job.
- Now I have a well-paid job and I can pay to continue my studies and full fill my desires and look forward for a career.
- I choose Certificate of Higher Education : Skills for the Workplace because I need a foundation for my future career and at this course I can learn how to be an successful and efficient leader.

ACADEMIC AND EMPLOYABILITY SKILLS

- If we need to do a task or a job all we need are skills; skills makes you confident and independent in life and are essential to have success in your plans. Skills can be learned and improved, always open for new ones.
- Academic skills is made of core skills such academic skills written, presentation skills, on referencing skills.
- When you are looking for a job, sometimes the job descriptor doesn't have a list with employability skills, but that skills are very important and can help the employee to be suitable for the job.
- The common employability skills that a employer looks for are : communication, teamwork, reliability, problem solving, leadership and examples can be more.

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- ▶ STRENGTHS Punctuality, Speaking, Positively
 - ▶ OPPORTUNITIES Personal development, Available Training, Utilising Skills
 - ▶ WEAKNESS Writing , Reading
 - ▶ THREATS New Technology, experienced people who lost their jobs during pandemic

My career plan

- I am open for new ideas and changes, creative and disciplined
- I like to be involved in a competitive environment
- Short term goal is to finish this course so I can have an opportunity to progress, improve my english language
- Long term goal is to develop into a supervisor role

PDP – personal development plan

JOB: Supervisor Objectives	How?	How Long?	Who?
Skills/planning/managing people/digital	Finish High Education course	10 months	University
Computer programmes	Training	6 months	Online trainer from company
Work apps/admin	Training	6 months	Actual supervisor
English Language	Learning	1 year	Online teacher

Conclusions

- To conclude all new information that I receive from my course helps me how I can use my actual skills, but also how I can improve them;
- I learn how to analyse myself and my skills and abilities
- I feel very bad I cannot be present in classes due to COVID;
- In my future career as a supervisor, I will use all information which I learned in this course

References

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- Morgan,p(2017)The Business Student's Guide to EmployabilityLondon:Sage.