

Reflective Report

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Module Title: Academic and Employability Skills

Module Code: BMSW4001

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INTRODUCTION

Employability skills is refers to as a transferable skills that are required by an individual in order to make them employable. As along with the subject knowledge, employer of an organisation often outline the set of skills which they want in their individual for performing particular set of job role in efficient manner (Jackson, 2015). This report is based on the reflection of an individual in term of experience they gain throughout a module along with the skills or capabilities they become able to develop while performing the set of class room activities as involved within this model. For presenting the reflection over the experience and learning of an individual the Gibb reflective model was used as it help in presenting the reflection by taking step by step actions.

MAIN BODY

The academic skills are refers to the set of capabilities of writing, referencing and presenting the information effectively in front of others which in turn results into several more complex skills such as reflective practices and critical thinking. These skills help in creating a base for the development of people in term of their future career. In addition to this employability skills is refers to the set of those ability that an individual is required to have in order to get a job or perform well at their job role (Deeley, 2014). These both are the category of skills which are crucial for be to get developed in efficient manner for getting a job. Hence, this module provided me with lots of opportunities to enhance my academic as well as employability skills. This is so because throughout this module I went from number of class room activities that bring several challenges to me but at the same time supported me in enhancing my skills and capability for getting a better career pathway. Throughout this module I go through several class room activities such as tests, group discussion, debates, group presentations etc. which supported me in developing my academics and employability skills like communication, presentation skills, researcher skills, team work, team development, critical thinking etc. These all support me in performing my job in effective manner. Hence, this modules brings up several sort of experience to me which support in having a personal development which would be fruitful for my career and my academics too. In order to reflect my experience throughout this module I make the use of Gibbs model over a single activity i.e. class room group presentation activity which is mentioned:

Description:- At the start of this module I don't have much knowledge about the course work but later I came to know about several new things. Throughout this module I came to know about several new things and be able to develop my skills and capability. At the starting of this model we assigned with the class project over our understanding to the project. For this my teacher forms up several group of 2-3 students along with mine where we have to perform a group presentation. Hence, for performing work efficiently the tasks were divided among the team mates so that work get performed on timely manner (Maurer and Mawdsley, 2014). As a result of which we become able to develop an understanding regarding the direction on which we have to work.

Feeling:- At the starting of this module I was quite nervous as I do not have much understanding regarding it. Despite of this I was also not sure about the kind of performance I would be able to exert and will it be acceptable by my tutors. In addition to this I was also not much familiar with the team mates that was assigned to me. But as the time passes we started performing the work together we become able to understand one another and learnt to manage our work within a team which was a positive factor for me as I become able to learn the team working skills. In addition to this I also came to know about several ways that support in forming up strong bond among the individuals. During this module I feel quite interesting as I got several opportunities to develop my skills like holding the meeting discussion, resolving the conflicts, presenting the information etc. This in turn supported me in developing my communicational, presentational, team building and conflict resolution skills which not only support me in getting good grades through my performance but also help in enhancing my employability skills. Despite of this at the end of this module I was quite happier as I become able to develop my knowledge and be able to enhance my inter personal skills that will support me in each phase of my life. I will look back to the situation in order to determine the issues or difficulties that I get at the time of activities so that in future I do not repeat them and be able to perform well.

Evaluation:- For performing our group project, we distribute the work among the team mates in order to ensure that the each task get performed in effective and efficient manner. For dividing the task I organise a meeting for the group mates then with the mutual understanding assign the work to each individual so that best quality of performance can be exerted at the time of submission. In order to perform the task in effective manner 2 members get assigned with the task of gathering the content for the project (Simatele, 2015). Another individual is assigned

with the sorting of data to present more relevant information and one members is assigned to prepare the presentation. At last the, I get assigned with the task of delivering the presentation in class on behalf of whole group. Everything was moving smoothly but one of team fall sick and because of which the data not be able to get arranged on timely manner (Jackson, 2014). So at that time we all decided to perform the task of arranging data all together. At that time each and every individual share their understanding and knowledge in term of data gathered and then arrange them in a manner that it become easier to prepare the presentation.

Analysis:- It was a great experience to work throughout this module with such supportive and knowledgable co workers that supported me in each and every phase of team work. I become able to develop my communication skills while interacting with the group mates and leading them so that work can be performed on timely manner. While working with them I also came to know ways through which conflicts are to be resolve and the importance of time management for performing the operations in effective manner. Despite of this, I also become able to develop my team building and team working skills that are consider to be most crucial factor from the view point of an employees. As within the professional life an individual is required to perform its work with several people within a team (Smith, 2016). Hence in order to perform well that person is required to have an understanding regarding the ways to manage their work and behaviour with other people in a manner that best possible outcome can be achieved. The major issues that I faced while this module was my inappropriateness in term of time scheduling as per the task to be performed. As a result of which we get delayed in performing our task which in turn increases my burden of project work as one of my co-worker also fall sick. But as my team mates was cooperative who supported me in handling the situation otherwise we won't be able to perform our project effectively. From this I have learnt that it is crucial to schedule each and every activities as per their priority and time required by them so that at the time of urgency it become easier to manage the work in effective manner.

Conclusion:- Throughout this module I become able to develop a range of skills and capability as the project was so much challenging and I go through several things in order to complete this project on timely manner. This project brings up both positive as well as negative experiences (Zacharopoulou, Giles and Condell, 2015). While performing this project I meet with such knowledgable co-workers who enhanced my understanding by sharing their knowledge and experiences. This supported me in developing my employability skills in term of

decision making, critical thinking etc. as I came to know that the success of particular decision is only possible when it is being taken by having a detailed evaluation. There also remains several negative experiences throughout this module among them conflicts among the team mates was very first issues that we have faced at the starting of module. These conflicts occur among team mates as at the beginning of the module we are not familiar with each other as a result of which the difference in the thoughts of one another take up the form of conflicts among the people. On the other hand, another negative experience I got through this module was when my team mates fallen sick and due to which our work get delayed. But apart from all of these my team mates provide their whole support in the work and we become able to complete our project on timely manner. In future when I again get a chance to work over such project then at that time I will schedule the activities with the time taken by them so that each task can be perform in efficient manner. Despite of this a back up plan for the potential issue that may arise while performing the work over the project (Brennan, 2014). This will support in performing my work in efficient manner without getting stuck into any situation.

Action plan:- As throughout the module I came to know about the strength as well as weaknesses that I have in term of my academics skills and employability skills which I required to improve in order to perform well in my future opportunities. The main skills over which I have to work is my team management skills, time management skills and decision making skills. These all are crucial for an individual in order to develop a better future career as well as performing well in their area of expertise. Hence for this I have developed an action plan where I have decided to attend seminars which supported me in determining the things to be consider and kind of actions to be taken in order to effectively manage the team members as well as work performed by them. In addition to this the seminar will also support in enhancing the decision making skills by providing an understanding regarding the basic tricks or factor that must be consider by and individual while taking a decision (Barker, 2014). In addition to this I have also decided to take guidance from my seniors and class mates regarding the practices of effective team management so that in future when I again get a chance to perform this role then I would be able to perform in effective manner. On the other hand for improving my time management skills I have decided to regularly develop my schedule for day to day activities so that I get a habit of performing my work on timely manner. This will support me in performing my future action in much effective manner.

CONCLUSION

From the above presented information it can be summarised that academical skills plays a significant role in an individuals life as it support in forming up the base of knowledge and skills which a person require for getting a job. Hence it act as a base to develop the employability skills over which the workplace performance of an individual depends. Therefore a person must focuses toward enhancing its capability in term of academics and employability skills so that they become able to develop a better and successful future.

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Mini-presentation Feedback Form

Student presenting: ROBERT GAURILU

TOPIC FOR A JOB INTERVIEW Date: 9/12/19

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☒	☒	☐	☐	☐	The presentation was very clear with good pace. And the presenter knew exactly what he was talking about.
The presenter was knowledgeable about the topic and any related issues	☒	☒	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☒	☒	☐	☐	☐	
The presenter was enthusiastic about the topic	☒	☒	☐	☐	☐	
The presenter was well organised and prepared	☒	☒	☐	☐	☐	
Eye contact was maintained	☒	☒	☐	☐	☐	
Body language was appropriate	☒	☒	☐	☐	☐	
Time for presentation used effectively	☒	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☒	☐	☐	☐	
The volume was appropriate	☒	☒	☐	☐	☐	
The presenter spoke clearly	☒	☒	☐	☐	☐	
The pace of speech was natural	☒	☒	☐	☐	☐	
There was a clear introduction	☒	☒	☐	☐	☐	
There was a clear conclusion	☒	☒	☐	☐	☐	
CONTENT						
The topic was interesting	☒	☒	☐	☐	☐	
The presentation was concise and informative	☒	☒	☐	☐	☐	
The presentation contained good examples	☒	☒	☐	☐	☐	
Content was relevant to the topic	☒	☒	☐	☐	☐	
Relevance to the module	☒	☒	☐	☐	☐	
OVERALL PREPARATION						
POINTS AVAILABLE <u>100</u>						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW PRESENTATION
POINTS EARNED <u>80</u>						
GRADE <u> </u> %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Student Name: ROBERT GAVRILA Student ID: 1818213
Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] ROBERT GAVRILA
1 Any Street, Anytown
OXFORD STREET, LONDON

[Hiring manager's name] MR ROBERT WELLINGTON
[Hiring manager's company name] MADMAN EVENTS LTD
[Today's Date] 4/11/2019

Dear MR ROBERT WELLINGTON

I wish to apply for the role of head chef. Thanks of my previous 5 years of experience in Hospitality and Events in this Hotel, I am able to manage many kind of situation even under pressure. I am open mind ready to new opportunity. In my 5 years as a head chef I learnt a lot of creativity to helping the company growing up. I manage ~~20~~ 28 chefs, maintaining high standards of quality. However, I learn how to be flexible to manage my own time also manage other's time and kitchen team learn daily and be confident with the customers. I can help your company to be one of the leaders in the top of Hospitality and Events thanks to my daily creativity of new menu and dishes. I have attached my CV on this email, there you can see all my experiences and also my certificates and qualifications. Thanks a lot for your attention and I hope to meet you to discuss more about it as soon as you can.

No. X REGARDS ROBERT

Lecturer's signature: _____ Date: 14.11.2019

[The writing area is crossed out with a large diagonal line.]

Lecturer's comments: *A fairly good attempt, but some elements are missing. The sign off is incorrect. You could also do with clearer paragraphs*

Lecturer's signature:  Date: *14.11.2018*

