

Academic and employability skills. BMSW4001.

Manal El Mouden Karemes 2010778, Group 3.

Barbara Chinyani

Introduction: in this report I will be writing about 3 topics that I find interesting of academic and employability skills. The 3 topics that I chose are Time Management, CV Writing and Reflection. I will be talking about what I knew before, and how important where to learn about them as they are interesting topics, and I will also write about how useful they are to me for my academic and employability journey.

The reflection model that I have chosen for this report is Kolb's experimental learning. This model is about look at the experience we had previously, evaluate what happened and why did it go wrong or right, to look about all the other alternatives that we have and to put them into action. By doing that we will make better decisions than before.

➤ Time Management.

I have chosen this topic because is very important to know how to manage our time so we will be able to complete all the tasks that we have. Before start studying this topic all I knew was that time management is about finishing all we must do on time and to not let no one disturb us. I had a bad experience on that topic because I never learnt about how to manage my time, for example I was going late to work and that wasn't good because sometimes customers were waiting me and after they wasn't happy with the service provided. I also was late finishing the college tasks because I was easily distracted by everything as I was doing all the course work at home where all my family was. That affected me because always I was letting everything to the last moment, so I was always doing things in rush that was causing me stress because trying to finish everything when you have just few hours was hard and irresponsible. I was thinking that was easy and it will be fine if I leave it, but unfortunately it wasn't, and I wasn't getting higher marks because of that.

Doing this course now I have learnt a lot of things, for example I to see what my tasks are and how I can organise them so all can be completed on time. I work part time and I study two days a week, now I know that those two days a week I should not work so I can focus on my studies, also adding the weekends so I will be able to revise and do my homework. During the time that I am studying I should go to a quiet place so no one can distract me, my phone should be off, so I do not think of use it until I finish all what I must do. I also need to give the necessary time to finish everything and not prioritize others that are just for fun because the important things are the first.

I also learnt that I should prepare myself for work early and to be there 10 minutes before, so I make sure I am not late. I must make sure that when I am in my workplace, I should not do another thing that is not relevant to that so I can focus and do my job the best as I can.

This course was helpful to me because now I can concentrate and dedicate enough time to my studies, doing that I will get a higher mark. I can manage my time and I give 4 days of the week to my coursework and sometimes if I am free, I also use it to finish things that I had to do. Now I do not submit my assessments and presentations late because I do it on time and I make sure that I have the time to revise that all the work is done correctly without mistakes. This topic was also helpful for

my employability journey because now I go early, and I have time to prepare myself before any customer comes. The owner is also happy with me because I give a good service to all the customers to make sure that they are comfortable. I am more motivated at work because I do not feel tired like before, as I wasn't doing things on time and I was always tired without energy for work. Time management is very important and can change the way of doing the wrong things, to a good version of you.

➤ Cv writing:

I am interested in this topic as it is very important in our life because we use it for everything. When I was thinking about CV the idea that comes to my mind is only about a normal one with your details and that we use it for work. Before studying this topic, I was doing my CV in a completely wrong way. I used to put all my details included my home address, picture, name of my private social media... thing that I should not include as it can be inappropriate and some of the companies may not accept me because of that. I used to think that was only one type of CV the one that you put personal details, skills, experiences and qualifications.

Learning about this topic was a good option because now I know that we have a specific CV for the work that we want to apply. Now I know that we have 4 types of CVs. Academic CV, where we show the knowledge that we have, and we learnt in college, university etc. We include all the certificates we have. The chronological one is to show the experience that we have if we do not have academic experience, it is a good CV because we can put what we are able to do and some of the company's focus more in the experiences. There is also a Skill CV, we put all the skills that we have, and it allows us to work in different sectors. it gives us more opportunities to be chosen in a company. And finally, I have learnt about the Video CV, it is a spoken CV that in 4 to 5 minutes we must speak about ourselves. For some companies is very important this type of CV because they also want to see how we communicate, and we express ourselves. I have also learnt that I should not include some details that I was putting before like my address, because no one should know it as it is private, and they can communicate with me and send me everything by email. I should not put my picture as it goes against the rules, because some people can discriminate us because of our aspect, colour or gender. Another thing that I learnt, is that I should not include in my CV personal social media as Facebook, Instagram as it can include how I live my life and some companies may not like and they can reject me.

Learning about this topic was useful to me because now I can investigate and know which type of CV I should make for my intended career. It will help me in the time of applying to a job because I will put only the necessary information, making sure they like it and that I can have the opportunity to be accepted. Was also helpful in my academic journey because to do my intended career I will need to provide my CV to be accepted in another university if I want to change. And now I know how to do it in the right way.

➤ Reflection:

To choose reflection as a topic for me was very interesting as it shows as how to think about something that we have done wrong and we want to do it in a right way. In this life we should always reflect about all the aspects like emotional, intellectual, economical, personal... so we can take the right decisions ... Before doing this topic, I was thinking that reflection is all about thinking of what we can improve in our life, but it is more than that. I have learnt that I need to look back to the experience that I had previously that it did not went as I wanted, and to look how I was feeling during that experience. After that I will need to do an analysis of it and think of the ways and alternatives that I have, to improve it and to feel secure doing it again without thinking of the other experience that I had. In the end I need to decide which alternative is the best and to put it into action. It is good to do this analysis because it will benefit us to take the right decision before doing something. For this topic, I used Gibbs reflective cycle and the Kolb's experimental learning that helped me to understand and to have a clear view of how important it is to reflect.

It was useful to me this topic in my academic journey because now I can reflect on how I have done the previous assessment and exams and now I know how to improve it and do it in another way. It was also useful to me in a professional way because before I used to do something and if it is not right, I wasn't thinking of alternatives, now I know that for to do something I need to think about it and work hard to meet the standard.

Conclusion:

I think that all the topics that I have mentioned previously were a good option. But the most important one in my opinion is the last one which is Reflection, because it helps me to give my best in my academic and employability journey. I also think that time management is good because it helps us to focus on what we need to do, so we do our best. And finally, the I think the CV writing it is good, but everyone can choose and do it as it is not hard to do it as the other topics. I hope that by doing those topics to do everything that I must do in the best way that I can, to meet the standard and to improve my life. I am sure that now before taking any actions I will think clearly before taking the right decisions. I hope that by doing those topics to do everything that I must do in the best way that I can, to meet the standard and to improve my life.

References:

All the information provided was from what I learnt during the lessons with the lecture. I only did some research for the topic of reflection:

University of Edinburgh, 11 Nov 2020

<https://www.ed.ac.uk/reflection/reflection-toolkit/reflecting-on-experience/gibbs-reflective-cycle>