

CERTIFICATE OF HIGHER EDUCATION IN SKILLS FOR THE WORKPLACE

ACADEMIC AND
EMPLOYABILITY SKILLS
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BMSW4001

LECTURER: PETER ALLEN

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Introduction

In this project I will be discussing the employability and academic skills which I have gained over time. Employability skills are the skills which we as individuals have gained through working at different areas of employment. These skills are essential when applying for any new jobs or when working at your current one. Academic skills are the skills which are required when we are part of an education institute.

Employability skills and academic skills can sometimes be very similar, as they can be applied in both sectors. When combining those two skills together, it can benefit you in your employment, so as in your academic education. Having a good knowledge on these skills can give you a chance to improve the ones you do not have and develop the ones you do have.

Throughout my university course I have learned how to better my employability skills and my communication skills. I have learned methods like paraphrasing and summarising, these methods will help me improve my written communication and also prepare me for any future studies.

Employability skills

- Self-motivation

Self-motivation is a very important employability skill because nowadays employers are looking for people who can achieve the required tasks without someone continuously trying to motivate them in order to complete everything on time. Being self-motivated helps with completing the tasks on time and it also inspires others to do better. Where I work being self-motivated is a very big bonus because it helps with completing all my targets. I always try to focus on my goals and to increase the performance of my company. The more motivated I am the more I achieve and grow where I work.

- Team player

It is an required skill to be a team player as most of the jobs require you working in a small or a big team. Being a good team player can help, getting tasks done on time efficiently and satisfactory. So as an individual having that skill had really helped me achieve well at my job. When helping my team I build trust between us and I also feel more satisfied because I know that I have done my best to help and knowing that my colleagues can rely on me. This helps grow as an individual and also builds my self-motivation even more. At my university sometimes we have group projects, these projects help me develop my team player skills and they will be very beneficial for my professional career.

- Team management

Team management is an essential skill as sometimes there might not be any supervisors around you that can help, in which case if you are put in a difficult situation you have to step up and take control of the risen situation. In my workplace sometimes I am responsible for the new starters and I have to manage them In order to get the important work done. I am also reliable for all temporary employees and most of the times I need to provide them with instructions with how to complete a certain job.

- Good listener

Being a good listener can help you with completing the needed work. Being able to listen to your managers or to your work colleagues can improve productivity. I am good listener because this helps me with completing everything I have been instructed to do appropriately. When there is a group task I listen to other people's ideas as having everyone included in the task helps the team work better and makes everybody feel welcome. I have been in situations before where a colleague of mine is feeling stressed or put under pressure, in which case I try to talk to them and hear them out because when a team member has some sort of an issue it decreases the productivity and it puts the other member under pressure.

- Ability to prioritise

Prioritising the tasks at work helps with completing the important jobs that needs more attention. Prioritising does not mean leaving or not doing small jobs, it means giving a different level of importance to each task and making sure every task is done in the given time frame. At my workplace I prioritise on a daily basis to make sure highly important tasks are done on time an there is no complaints from the management. I also finish all the other tasks that have

lower level of importance. By having that skill I am able to assess the significant level of each given tasks.

- Multitasker

Sometime at work you are given two different jobs that have to be done in a limited time frame. If a person is able to multitask between two or more given jobs, it can reduce the number of people required to finish a task off, which means that a company does not need to hire different people for different job. At my work place, sometimes we are short on employees and there are more tasks for less people therefore this has led me to learn how to manage different jobs in a small amount of time.

- Great customer service skill

In many customer facing jobs you are required to have good customer service skills. These skills include ability to help customers, advise them and understand their needs. A good customer service is beneficial to the company as it can help with the growth and it can increase the profits. At my workplace customer service is an essential part of my job as It helps in building trust and connections with my clients. I have always tried to exceed customers expectations which has helped me to build a good rapport with my current important customers, which brings a lot of profit to my company.

- Confidant

If you are confident in life and at your workplace you can achieve more than the expected. Confidence it is a skill that is not present in every individual and I find it that it is a very important trait to have as it can help to progress in your career. Over time, after working at different jobs I have gained confidence in dealing with difficult customers and also customers from different backgrounds and cultures. It has also helped me to move up with my professional career as I have the confidence to stand my ground and make decisions that involve a lot of risks.

- Ambitious

Ambition is a very likeable skill by employers because if you are ambitious that means that you are passionate about your job and you want to make the most out of it. Ambitious individuals are more likely to prosper in their company and outside of it. I have always been an ambitious person and I always try to give my best whether it is in my workplace or in my personal life. Being ambitious has

helped me a lot in my career and also in my personal life because I always try to do better and grow as an individual.

Academic skills

- Time management

To be able to manage your time effectively is a very important and required academic skill. Managing time properly means being able to prioritise the importance of your daily duties and tasks. When time is managed properly, it will increase the productivity and improve the results. In my university I always try to manage my time properly, so I can finish all my tasks before the given deadlines. When everything is completed on time, it takes the pressure off. I also try to spend as much time as possible studying after university in order to learn new things and be ready when it is time for the assessments.

- Verbal communication

Verbal communication is a key factor in every academic environment. If you can express yourself well verbally, that will help you with building rapport with your lecturers and with the other students. In order to have a good verbal communication skills you need to be bilingual in the language you are speaking. I always try to improve my grammar so I can communicate better, I do that by trying to read as much as possible. Good verbal communication is also important because sometimes you might have a project that you have to present in front of other people and if you cannot speak the language fluently it can make it harder for other people to understand your thoughts, and what exactly you are trying to say. My university course helps me improve and practice my communication skills.

- Writing

The ability to express yourself through written communication is one of the key factors in all types of education. Good written communication skills are important when expressing yourself and your thoughts on any type of assignment or essay. At my university we try to practice our written skills as much as possible, so we can all complete our assignments satisfactorily. We sometimes write business e-mails, letters or even paraphrasing exercises, those practices will benefit us all and it will improve our formal communication. The more we practice our written communication, the better results we will have at the end of the semester.

- Researching skills

Researching is a skill that can benefit you in many ways. Being able to do a good research on a particular subject can help you when writing a report or an academic essays. Sometimes where I study we are required to do a research on a given to us topic and then we have to present the found information in class. When doing a research you should always know what exactly are you looking for, so you do not waste any time.

- Paraphrasing

Paraphrasing is important because it shows the understanding of the read from you. When writing academically, you should always paraphrase the read information otherwise if you just copy and paste it is count as a plagiarism. In my lessons we study and practice how to paraphrase properly. Before I started university I was not sure how exactly I have to paraphrase and luckily we have our lecturer to explain and show us in class. This helps me understand the context of the written text and then to transfer this information on my assignments and essays.

Conclusion

Both academic and employability skills are important when looking for a job or while working at your current one. They essential skills for all human beings and the better your communication and academic skills are the easier will be to find a job or to progress at your current one. Having good academic skills can be a big advantage at universities. A person should always try to improve and practice those skills because without them life is going to be more difficult. The better academic and employability skills an individual has, the easier it is going to be for him/her to develop as a person, both in any types of education or in their workplace.

References

Morgan, P., (2007). *The Business Student's Guide to Study and Employability*. 1st. ed. SAGE Publications Ltd.

SkillsYouNeed (2017). Available at URL: <https://skillsyouneed.com>
(Accessed on 23 August 2019)

S – strengths	- Confidence - Self-motivation - Experience - Education - Team leadership - Good networking contacts
W – weaknesses	- Lack of business ideas
O – opportunities	- Moving abroad - Enhancing education - Strengthening my network
T – threats	- More experienced people - Limited ability to develop - Competitive trends

My big goal	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances to achieve my goal?	Where can go for support?	How am I doing?
To have my own gym	By the age of 35	Lack of finances	Start saving money from now	Bank	I already know how I want to do it, but I don't have the money needed to start

Ex.2

This task is designed to see if you can **summarise** ideas from course materials **in your own words**. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in **your own words**: What factors contribute to ALDI's success? Write about 175 words.

ALDI's business approach is to offer quality products for less money than his competitors. It he does that by making his shops simple and by saving money on his supply chain. By investing less on his shops he can invest more on better quality products. He saves money on ~~the~~ his supply chain by getting fruits and vegetables locally. That reduces the cost of ~~the~~ transferring his goods because he doesn't pay a lot of money for long distance deliveries. Another thing that contributes to his success is his employees. He provides all his employees with a particular training. He invest in the employees to make sure they can ~~work~~ ^{complete} more work. However, he doesn't need that many staff because they have all been trained to perform variety of duties throughout the day. With this business plan he attracts more customers because they know that he uses only the best product and for less money than all of his competitors.

what %? →

184 words.

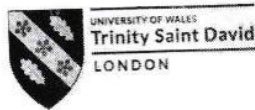
Lecturer's comments: Not bad, but it would have good to include the percentages from the original. Do not use the pronoun 'he' for referring to a thing.

Lecturer's signature: _____



Date: _____

18/8/19



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising

Student Name: Rosen Agushiev Student ID: 1818403

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 your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

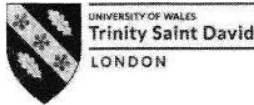
The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: _____

Date: _____

12/8/19

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Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 1: Paraphrasing

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).

Student Name: Rosen Agushew Student ID: 1P1P403

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Like Erwin's main experience was with large, already developed organisations and he never thought of himself as a businessman. He had a successful career in a program, which was offered to him by the school. Before starting his organisation RWB, he was also in the Army, where he won many awards and medals. However, when he started his company his experience was not much of a help. Although he never had experience with something like that, his passion and the company's goal attracted ~~very~~ massive media attention. Shortly after that Team RWB grew beyond everything Erwin ever imagined. Without even noticing and aiming for it, he became a businessman.

This is a good paraphrase of the original with just a few, small grammatical errors.

Lecturer's signature: _____

Date: 27/7/19

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.
Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable ✓

Reason: ~~(The text is too similar to the original source.)~~ No reference is included

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 acceptable / unacceptable ✓

Reason: ~~(Everything is clear and easy to understand.)~~ No reference is included

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 acceptable / unacceptable ✓

Reason: ~~(It refers to the source)~~

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 acceptable / unacceptable ✓

Reason: reference is included

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: _____



Date: 27/7/19