



ACCADEMIC AND EMPLOYABILITY SKILLS ASSIGNMENT.

BMSW 4001
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INTRODUCTION

Under request by Afzal Munna following report has been prepared in order to discuss and analyse the most valuable skills required both for the academic field and the working sector. Academic and employability skills refer to a set of competencies required to be employable in the desired industry and also to obtain academic qualifications.

Skills

The term skills refer to a set of abilities, knowledge, practise, expertise and high levels of performance. Everybody has a level of skills which has been acquired throughout life experience either in the professional world or through education; therefore, these competences can be split into academic skills and employability skills.

Most of the skills required in both academia and employment tend to overlap, however not all skills are exactly transferable (Doyle, 2020) . In fact, some academic abilities are not sufficient to perform a work for an employee and vice versa.

Academic skills

Academic skills also known as student skills are the skills that students are required to possess and develop in the world of academia. Students in general are not also asked to learn pieces of information but also improve the way they manage workloads, deadlines and other needs in the world of academia. One of the most important skill in Accademia is Communication, being able to communicate appears to be vital for individuals not only during the academic experience but also in the workplace.(Hurcum, 2018) (Schinkten, 2017).

Students on a daily basis face challenging assignment which require the application of numerous academic skills including workload under time limitation. Developing this type of competence not only helps meeting deadlines but also allows the student to become more committed and responsible towards the work assigned.

Employability skills

Obtaining a degree certificate is not the only requirement to obtain a job. Employability skills are an important factor based on which employers decide whether to hire a possible candidate or not. Employment skills depend on the type of job you are aiming to obtain; however, in some

circumstances there are certain types of employability skills which are transferrable between different jobs and sectors, this it to say that some employability competences make the employee able to work in different sectors and in this way become more competitive in the employment market. Having a variety of skills and ability makes the individual suitable to different jobs and different sectors.

Hard skills are the skills that are required by the employer, and for the job successfully, these skills include skills acquired in university degrees, training programmes, qualifications or on the job training (Doyle, 2020). An example of hard skills is computer technology all workers should have the basis of understanding of information technology, and many business allow applicant to apply for a jobs using platforms that are focused on technology. (Kerr, 2019)

Soft skills on the other hand are the skills that people have gained that are not crucial to the employment, however, is desirable and makes a better candidate and employee; such skills are creativity, adaptability and team working. (Doyle, 2020)

One important **soft skill is communication**, communication is not only important in employment, but also in every aspect of individuals' life, communication skills especially in the workplace can be divided into different subcategories, one of the subcategory of communication is the listening, it is an important skill to be a good listener as nobody appreciates someone who just says what they want and not bother listening to others, as well as that it's also harder for the person who does not listen to understand what has been said and what they have been asked to do (Doyle, 2019). In certain types of the employee is required to develop this skill, in particular in the health industry, in order to better understand the needs of the patients and effectively communicate with my manager and colleagues.

Furthermore, another skill that is sought out by employers is **teamworking and successful accomplishment of tasks within the team**. People with these skills demonstrate leadership, collaboration, and also communication such as listening that was previously mentioned (Doyle, 2019). One way my teamworking skills were demonstrated was when myself and my colleagues were recently going through the Covid-19 crisis: several colleagues felt unwell because they got infected and the rest of the team had to manage the staff shortage and discuss how to re-allocate the extra shifts and tasks.

Another soft skill that is very important and is very desirable as an employer its **time management**; time management is when the employee can set and meet deadlines, set goals and objectives for themselves, able to prioritises tasks and others lead to a very hard skill to master and therefore is very sought after. An example of this in my own work-life is when I was working for a supermarket and had to manage what inventory we had, delegate some responsibilities to others and setting goals for myself that I could meet and organising everything to be more efficient. with these skills I was able to demonstrate to my employers my time management skills, even though I have more to improve on, these are a great start to soft employment skills that are respected by employers. (Management study guide n.d.)

To better visualise and identify the strengths, weaknesses, threats and opportunities arising from having good employment skills I have drawn a SWOT analysis table.

Swot Analysis

Strengths a) Friendly and communication b) Good decision maker c) Problem solving d) Focused	Opportunity a) Start my own business b) Find a better position c) Consider high education d) Plan
Weakness a) Emotional b) Lose concentration quickly c) Impatient d) Cash flow management	Threats a) Pandemic (covid 19) b) Economical affects c) Loss of resources d) Work pressure

Academic skills are motivating student to become more effective learners, they offer student the courage to engage and participate in classes and are invaluable outside and after graduation. Student are expected to have these skills: Academic discourse, Academic text strategies, Academic strategies, composition and comprehension (Cleeve, 2018).

Research and note-taking skills are an important competence in the world of academia and later in employment life. Research skills are the ability to find an answer to a problem through analyse and interpretation. Research skills in both academia and in the workplace include attention to detail, time management and note-taking (Indeed 2020) Note-taking skills are useful for research and on its own right, it allows you to summarise an important part of the information that it is easily possible to reference when needed such as in a meeting, assignment interview etc. (Indeed 2020)

Academic writing

Academic writing is a vital skill that is required within the world of academia, Academic writing ability is one of the most important skill as it enables student to properly express their ideas in an organised and structured way ; is a systematic style of writing and it use around the academic career, often makes it easy for student to take care of their professional writing context after graduation. Ideas are introduced by taking reference from the reports already written, the proposed hypotheses must be accompanied by adequate citation of the author and his published literature; the student should also to established rules of grammar, spelling and punctuation. The academic writing requires writers to reflect concept critically, in a descriptive and formal manner. Academic writing can be essays, reports, presentation and research papers. (Shafiq, 2015)

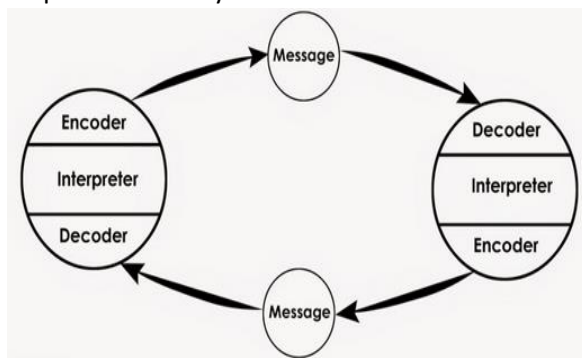
Referencing and avoiding plagiarism

In the world of academia and in the workplace it is important and vital for everyone to reference their sources in order to avoid plagiarism. Plagiarism is a serious offense which must always be avoided. Turning in someone else's work as yours, paraphrasing without giving credit, using one source for a majority of the work even if you give credit, most of these can be avoided by giving credit through referencing and citations (Anon., 2017).

Paraphrasing

Paraphrasing is the idea of using your own words to utilise someone else's words and ideas; to paraphrase the ideas and meaning of the source where you want to paraphrase must be kept through your own words if you paraphrase you should still reference the source to avoid plagiarism as outlined previously (Vineski, 2014) .

To visualise how paraphrasing should work I have provided the following table which shows the steps identified by the Schramm communication model for a good paraphrase activity:



The Schramm communication model is a circular model of communication that includes all basic principles of communication between the sender and the recipient. It can be used to decide how two people's communication works when they exchange knowledge, ideas. This model of communication is based on the theory that communication is two-ways. This means that there the same person can be both the transmitter the receiver. The model also contains the message as well. The person who has been sent the message is called a decoder, the decoder's interpretations are often influenced by cultural contexts, beliefs, behaviours, experiences and competencies.

Communication skills

Communication skills are a very relevant of in both academia and in the workplace as previously mentioned; this skill also has the need for presenting information through different ways, through videos, texts, presentations etc. and depending on the audience, for example children or professionals. An important part of the communication skill is to be able to present key pieces of information and communicate these to others (Ashe-Edmunds, 2018). One example about communication : in the beginning of my career here in the UK, my manager asked me to support one of the cared after patients to bath but due to my limited ability at that time to understand English when spoken fast, I understood something completely different which made me not able to complete the task to me assigned. There was miscommunication coming from both sides, mine and my manager's as she did not look for confirmation and from my side I did not ask for confirmation from my manager. In this case the message was not decoded properly, and the lack of feedback made it impossible for both the sender (my manager) and the receiver (me) to properly exchange information.

Personal Development Plan

OBJECTIVE	HOW I WILL ACHIVE THIS?	I WILL ACHIVE THIS BY?
Finishing university	Following the lessons, improve my skills	February 2021
Find a better job	Improve my communication skills	September 2020
Traveling 3 times per year	Find time	April 2021
Starting my own business	Save money	May 2021

I started my journey at university last February and by the end of the academic year I have set a series of aims and objectives that I am aiming to achieve. Following a plan at any time in life and in any type of circumstance allows individuals to visualise the aim and focus on achieving it. These types of plan not only are useful for students and the academic objectives but also allows people to set a plural year plan for minor and more important aims.

CONCLUSION

In conclusion, in the world of academia and business there are many skills that are needed in order to be successful in life; it is important to recognise what type of skills are more useful for both academia and job placement and what is the best method to undertake to improve them. There are several methods such as personal development plan which allows to improve all the employability skills and be a better candidate for a future job.

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