

BMSK4001

Academic and employability skills

Assessment 2.

Employability skills



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Executive summary

In this report I will discuss and demonstrate answers to the questions asked in this report. With the sources around me include online library, google scholar and websites, I will justify answers in this report and clarify them while using Harvard referencing.

Terms of reference

This report was requested by our lecturer Christian Felices. Learning and understanding academic and employability skills throughout this module.

This report date requested by 18th June 2019.

The purpose of this report is to understand the findings to the questions asked, of employability skills to also understand the answers academically and thoroughly to help myself progress into higher education.

This report will be finished by myself Ciaran Fitzgerald by the date of submission of 5th of July 2019.

Ciaran Fitzgerald 1817038

Procedure

The procedures of this report will include secondary sources only: From websites, online library, journals and books. Interpret Factual information that's relevant to this report.

Findings

1. What are employability skills?

- Why it's important?

2. Changes to employability skills.

- How they changed in the last decade?
- What are they now?
- If they have changed, what has caused the change?

3. Important skills for employers.

- Time management
- Negotiation
- Inter-personal communication

4. What skills do I have?

5. Conclusion.

6. Recommendations.

7. Reference list.

What are employability skills?

Employability skills are overall skills that u need in most job's skills may include a set of personal attributes that make an individual have ability enough to be successful in their chosen occupation.

It's important to have these "soft skills" required, may not just benefit keeping employment but also may contribute in Career progression.

Career progression can be achieved with a good mix of being motivated and extremely determined, hard work, and have a "I'm not giving up" attitude to standing by career goals as you progress.

With career goals are extremely important to individuals to build growth as a person, with a development of learning and understanding of new skills can be the truth to success in life.

I believe being successful can be the ultimate outcome to financial freedom, overall happiness and wealth.

<https://www.exeter.ac.uk> (accessed 25th June 1019)

Why it's important?

Employability skills are important because of a such vast job market, it's extremely competitive between employers looking for workers in right roles for specific jobs. Having a wide range of employability skills employers are definitely looking for people who have these "soft" skills and have the ability to work a variety of tasks and situations in different environments.

In the new economy of rapid technological change and increasing business complexity, organizations are striving for developing quality human capital.

Soft Skills can provide the path towards this goal. Soft skills are very important to enhance employability. Soft skills need to be enhanced in students to make them competent enough to meet the demands of the current job market.

Remedios,R.(2012)`International Journal of Management research and reviews`,*The role of soft skills in employability* (vol. 2 Iss. 7) Jul-2012, 1285-1292

Changes to employability skills?

This article examines the current preoccupation with enhancing the employability of graduates through the adoption of generic key skills into the undergraduate curriculum. It looks at the evidence for seven assumptions commonly made by those who promote the

'employability' agenda and raises questions about the security of these assumptions including the transferability of key skills to employment contexts, the cost effectiveness of developing key skills in Higher Education rather than in employment and the competitive market advantage that individual students are believed to obtain. It concludes that in the absence of major changes to the funding regime there is unlikely to be a radical change to the curriculum and that more attention should now be paid to the post-graduation/induction period than to the pre-graduation stages.

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Teaching in Higher Education, Vol. 4, No. 2, 1999

<https://doi.org/10.1080/1356251990040208>

How have employability skills changed in the last decade?

The aim of this article is to show the increased relevance of soft skills in a continuously changing environment. A research was carried out to examine and compare students' and employers' perceptions regarding the importance of soft skills in different European countries. Results show that 86% of respondents indicate an increased emphasis on soft skills over the last 5–10 years and that companies consider soft skills more important than students/graduates. Furthermore, major differences have also been identified in the ranking of the 20 soft skills listed in this paper, indicating different levels of priorities. This paper suggests that companies and Higher Education Institutions (HEIs) need to work together not only to increase students' awareness of the importance of soft skills but also to guide them in taking individual responsibility to acquire and develop these essential skills in order to continuously adapt to the changing labour market and improve their employability.

Within the last decade soft skills have been made highly important in regards of interaction between employers and employees, with the job market forever growing and companies looking into the future, In points of interest that companies look to having people with soft skills is key, even with students with higher education have been made aware that its extremely essential and the importance to learn and develop these soft skills to help and secure a career in employment.

<https://www.tandfonline.com/doi/full/10.1080/03075079.2019.1585420?scroll=top&needAccess=true> Chiara Succi 05 March 2019

<https://doi.org/10.1080/03075079.2019.1585420>

What are employability skills now?

What specifically are those skills, attitudes and actions, i.e., employability skills necessary for getting, keeping, and doing well on a job. Employability skills, while categorized in different ways, are generally divided into three skill sets: (a) basic academic skills, (b) higher-order thinking skills and (c) personal qualities. The three skill sets are typically broken down into more detailed skill sets.

1. **Basic Academic skills** will include reading, writing, science, maths, Good oral communication and listening.
2. **Higher-order thinking skills** will include learning, reasoning, thinking creatively, decision making, and problem solving.
3. **Personal qualities** will include responsible, self-confidence, self-control, social skills, honest, have integrity, adaptable and flexible, team spirit, punctual and efficient, self-directed, good work attitude, well groomed, cooperative with others, self-motivated and self-management.

Dr. Jacquelyn P. Robinson Volume 1, Issue 3

What Are Employability Skills? September 15, 2000

What's caused the change?

The growing emphasis on employability skills is evidenced by nomenclature such as 'enterprise' 'core' 'key' 'soft' 'common' 'transferable' generic 'foundational' or classification of skills like personal attributes, process skills, or non-technical competencies. This is because employers are increasingly interested in what higher education has to offer to aid recruitment purposes and as a source of part-time training and development for their existing employees.

A survey by the Confederation of British Industry shows that employers do not anticipate employees entering the workforce 'readymade' with all the technical skills, but do expect new employees with good employability skills, including problem-solving, team work, and time management skills (CBI, 2010).

Similarly, Smith (2003) reported that the challenges of new employees at work are not so much related to the technical side of their jobs, the major one is 'fitting in' (i.e. employability skills). However, several studies also claim that teachers do not integrate these professional competencies into learning and assessment strategies (NCTVET 2006, Barrie 2005).

In this study however, the term employability skills has been used to describe all non-technical skills and competencies, values, attitudes and character of an individual that form an important part for effective and successful participation in the workplace.

Changing trends in the labour market demands

The world of work has changed significantly since the 1980's. Commerce and industry, public and private sectors are all operating in the world of continuous change driven by information revolution, the growing need to be responsive to stakeholders and increased pressure from global competitors. Both higher education and labour market are changing rapidly. Among the changes in the graduate labour market include;

- Changes in the structure of commerce and industry, particularly the emergence of small, medium and large-scale enterprises and responsive organisations.
- More graduates employed in small organisations, becoming self-employed, combining part-time or fixed-term employment with freelance work.
- Public sector reform to improve performance and accountability
- Government initiatives and interventions to create jobs to address youth unemployment.

Changes in global economy and the desire of firms and industry to reduce cost of production and increase their profit margins lead to continuous refinement of their production processes, internal systems and marketing strategies which do not often align with the institutional curricula, course organisation and pedagogy in higher education. Under these circumstances, graduates cannot expect either a job for life or linear career progression but rather require a broader range of soft skills

European Journal of Educational and Development Psychology

Vol.6, No.3, pp.21-32, June 2018

Dr. Peter Boahin

Important skills for employers

While the knowledge and skills required may vary from job to job, it's imperative that in your application forms you convey how you've gained the core attributes that you think would make you a worthwhile addition to the organisation.

Here are some of the most common key skills that graduate employers will expect you to demonstrate. It's vital that you understand these skills, and how you can show that you've developed them, in order to write a successful job application.

- **Resilience**

You aren't expected to be unaffected by these events, but you need to be able to show that you react to them positively and are able to develop strategies to deal with them.

- **Good communication**

This is about how clearly you put across your ideas and your ability to listen to others. Employers will be keen to see how you build rapport, persuade and negotiate with people.

- **Effective leadership and management**

Even if you're not applying for a management position, you'll still need to demonstrate to employers that you have the potential to motivate and lead others in order to achieve common objectives.

- **Planning and research skills**

To accomplish certain work tasks, you may need to come up with a suitable strategy and plan of action. This could involve seeking out relevant information from various sources. How you analyse, interpret and report these findings is what's important here.

- **Self-management**

The specific activities of your job will always be viewed in the context of the business's goals and what it's trying to achieve. By successfully directing your work towards these objectives - prioritising your duties, working well under pressure and managing your time effectively - you can demonstrate that you're flexible and can be trusted.

- **Teamwork and interpersonal skills**

Employers will be looking at your individual contribution towards achieving common goals.

This isn't just about times when you've led a team successfully, but also when you've been an effective team member taking instructions and direction from somebody else.

What skills do employers want?

Rachel Swain, Editorial manager May 2019

<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/what-skills-do-employers-want>

Time management

A key project management capability is time management, prioritizing activities in time while tracking emergent and future conditions along with the influences of those conditions on project metrics. The research objective of this paper is to introduce a method of updating of importance for *project activities* as a class of entity. The methodology is based on identification of scenarios with two modes of disruption: shifting preferences related project management objectives, and disruptions of project networks and constituent activities. The findings are that time management and control can be guided by this approach to recognize and address the most and least disruptive scenarios as combinations of emergent and future conditions. The management implications point to allocating managerial resources where most needed. The results are demonstrated in a time-critical example of post hurricane disaster response.

ASCE-ASME Journal of Risk and Uncertainty in Engineering Systems, Part A: Civil Engineering Zachary A. Collier and James H. Lambert

Volume 4 Issue 2 - June 2018

Good time management allows you to achieve more in a shorter amount of time, which leads to more free time, which lets you take advantage of learning opportunities, this lowers stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life.

You can help develop time management skills, by making a schedule maybe a to do list this help u prioritize time on actual things that matter, stay from negative distractions and be organised. Also never procrastinate.

Negotiation

Although the representation of physical environments and behaviour will continue to play an important role in simulation-based training, an emerging challenge is the representation of virtual humans with rich mental models (e.g., including emotions, trust) that interact through conversational as well as physical behaviours. The motivation for such simulations is training soft skills such as leadership, cultural awareness, and negotiation, where the majority of actions are conversational, and the problem solving involves consideration of the emotions, attitudes, and desires of others. The educational power of such simulations can be enhanced by the integration of an intelligent tutoring system to support learners' understanding of the effect of their actions on virtual humans and how they might improve their performance.

First Published November 1, 2006

Vol 82, Issue 11, 2006 Mike Core Teaching Negotiation Skills through Practice and Reflection

Why are negotiation skills important?

We negotiate because we want to do a deal that is beneficial to all the parties involved. Negotiation is about compromise not setting up barriers that need defending, if you do not want to compromise then don't bother negotiating, tell the other party you have no interest in doing business with them.

We can develop negotiation skills by learning and practising, understand and consider the other side's view point of limitations. Also compare leverage in deals points between two sides.

Inter-personal communication skills

Interpersonal skills are traits you rely on when you interact and communicate with others. They cover a variety of scenarios where communication and cooperation are essential.

These skills involve the ability to communicate and build relationships with others. Often called “people skills,” they tend to incorporate both your innate personality traits and how you’ve learned to handle certain social situations. Effective interpersonal skills can help you during the job interview process and can have a positive impact on your career advancement.

Some examples of interpersonal skills include:

- Active listening
- Teamwork
- Responsibility
- Dependability
- Leadership
- Motivation
- Flexibility
- Patience
- Empathy

In a work environment, strong interpersonal skills are an asset that can help you navigate complexity, change and day-to-day tasks.

Why are interpersonal skills important?

Strong interpersonal skills can help you during the job interview process as interviewers look for applicants who can work well with others. They will also help you succeed in almost any job by helping you understand other people and adjusting your approach to work together effectively. For example, while a software engineer may spend the majority of her time working on code independently, she may need to collaborate with other programmers to effectively bring a product to market.

This is especially true as more companies implement collaborative agile frameworks for getting work done. Employers will be looking for workers who can both perform technical tasks with excellence and communicate well with colleagues.

<https://www.indeed.com/career-advice/resumes-cover-letters/interpersonal-skills> (accessed on 3rd July)

We can develop our inter-personal skills in many ways by controlling our emotions in the workplace, find a positive outlook on negative things, practise empathy toward others, improve active listening when others are speaking.

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What skills do I have?

When working 11 years as forklift driver in a quick style environment I learned many skills, I think I have excellent organisation skills, good oral and written communication skills and I'm also pro-active and very motivated.

Having this opportunity in doing this course I will continue to learn more skills and progress even better on skills I already have.

Conclusion

Throughout this report I have identified the skills that's needed in getting employed, based on time management, negotiation and interpersonal communication. These skills are very important to me also improve these skills for future employment.

Recommendations

As I continue this course I will learn and gain more skills, improve myself as a person with feedback from lecturers, family and friends, I will look forward to the future as I progress throughout this course in getting myself ready closer to a job role I always wanted.

Reference list

<https://www.exeter.ac.uk> (accessed 25th June 2019)

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