



Certificate of Higher Education Skills for the work

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SUMMARY

HELLO, MY NAME IS KHAIRUZZAMAN ROB I AM A NEW STUDENT AND I HAVE ENROLLED MYSELF AT THE UWTSD CARDIFF .I AM DOING A COUSE ON SKILLS IN THE WORKPLACE . THIS REPORT IS THE BEGINNING OF MY JOURNEY AND HOW WILL I PREPARE MYSELF AND BE READY FOR MY NEW JOB . WITH BREXIT THERE IS SO MUCH UNCERTAINTY . MY BUSINESS IN THE TRANSPORT SECTOR (TAXI) COULD FIND IT HARD TO BE PROFITABLE . WITH A FAMILY TO PROVIDE FOR I HAVE DECIDED TO READY MYSELF FOR A NEW CAREER PATH . HOW WILL I READY MYSELF FOR THAT JOB AND THAT PERFECT INTERVIEW? I WILL NEED TO UNDERSTAND HOW THE EMPLOYERS (COMPANIES) RECRUIT AND FIND NEW RECRUITS AND HOPEFULLY ONCE I FINISH THIS COURSE I COULD BE PART OF THOSE RECRUITS.

INTRODUCTION

EMPLOYMENT READINESS.

EMPLOYMENT READINESS IS DEFINED AS BEING ABLE TO FIND, ACQUIRE AND KEEP AN APPROPRIATE JOB WITH LITTLE OR NO OUTSIDE HELP.BEING ABLE TO MANAGE TRANSITIONS TO NEW JOBS AS NEEDED. JOB SEARCH OR HAVING THE SKILLS TO FIND WORK FOR ONGOING CAREER MANAGEMENT BEING ABLE TO MANAGE FUTURE JOBS AND LIFE CHANGES.

SOCIETY IS DEVELOPING VERY FAST AND WITH THAT, THE COMPITITIONS BETWEEN COMPANIES IS ALSO INCREASING. EMPLOYERS ARE NOT LOOKING FOR GRDUATES WITH A DEGREE ONLY, THEY ARE NOW LOOKING AT GRADUATES WITH EMPLOYABILITY SKILLS. EMPLOYERS WANT GRADUATES WHO HAVE A BROAD RANGE OF SKILLS THEY CAN BRING TO THE WORK ENVIROMENT AND NEED THE EMPLOYERS WITH DIFFERENT SKILLS TO FULLFILL MANY DIFFERENT POSITIONS. (ROLES). (FOSTER 1998).

I WILL HAVE TO ADAPT AND MAKE MYSELF MORE COMPETITVE FOR FUTURE JOB MARKET. FIRST, I WILL HAVE TO FIND OUT THE EMPLOYABILITY SKILLS THE EMPLOYERS/ COMPANIES WANT. THEN, ACCORRDING TO THE **EMPLOYABILITY SKILLS** I WILL DO MY **SWOT** AND MY **ACTION PLAN** TO READY MYSELF.

WHAT SKILLS DO EMPLOYERS WANT?

EMPLOYABILITY SKILLS ARE DEFINED AS SKILLS REQUIRED NOT ONLY TO GIVE EMPLOYMENT, BUT ALSO WITHIN AN ENTERPRISE AS TO ACHIEVE ONE’S POTRAIT SO THEY CAN CONTRIB UTE WITH SUCCESS TO AN “ENTERPISE STRATEGIC DIRECTIONS”.

TODAY, EVEN WITH A DEGREE, COMPANIES ARE NOW MORE LOOKING FOR GRADUATES WITH EMPLOYABILITY SKILLS. THERE IS NO SET STANDARD FOR EMPLOYMENT SKILLS, WITH THAT, SKILLS SHOILD ONE HAVE DEPENDS ON THE COMPANIES OPERATING CONDITIONS AND ALL COMPANIES HAVE DIFFERENT SET STANDARDS.

I HAVE DONE A WIDE RANGE OF LITERATURE RESEARCH ON “WHAT THE EMPLOYMENT SKILLS ARE NEEDED BY COMPANIES” ARE MORE OR LESS THE SAME. THESE ARE THE EIGHT BASIC SKILLS THAT ARE REQUIRED BY MOST COMPANIES.

- COMMUNICATON SKILLS (MONASH.ND)
- TEAMWORK SKILLS (MONASH.ND)
- PROBLEM SOLVING SKILLS (MONASH.ND)
- SELF MANAGEMENT SKILLS (MONASH.ND)
- PLANNING AND ORGANISING SKILLS (MONASH.ND)
- TECHNOLGY SKILLS (MONASH.ND)
- LIFE LONG LEARNING SKILLS (MONASH.ND)
- INITIATIVE AND ENTERPRISE SKILLS (MONASH.ND)

WHY THESE SKILLS ARE NEEDED BY COMPANIES?

COMMUNICATION SKILLS:

THE CIPD'S VIEWS ARE BASED ON CIPD/KPMG QUATERLY LABOR MARKET OUTLOOK SURVEY OF OVER 1400 UK EMPLOYERS. THE MAIN ATTRIBUTES EMPLOYERS WANT OR LOOK FOR IN SCHOOL OR A COLLEGE LEAVERS ARE COMMUNICATION SKILLS. (40% OF EMPLOYERS RANK THIS IN THEIR TOP THREE REQUIRED ATTRIBUTES) WORK ETHIC (39%) AND PERSONALITY (32%). (CIPD,2006). COMMUNICATION IS NEEDED IN THE WORKPLACE ALL THE TIME. HAVING GOOD COMMUNICATION SKILLS WILL GIVE YOU A GOOD RELASIONSHIP WITH CO-WORKERS AND SUPERIORS. THIS WILL CREATE A GOOD WORKING ENVIROMENT AND WILL HELP US COMPLETE WORK MORE EFFICIENTLY.ALSO, HAVING A GOOD COMMUNACATOR, GIVES US GREAT CUSTOMER SERVICE TOO.

TEAMWORK SKILLS:

IN TODAY'S SOCIETY WORKING ON YOUR OWN IS NOT ENOUGH. LOTS OF JOBS OR WORK NEED A GROUP OF EMPLOYEES TO WORK TOGETHER OR COME UP WITH IDEAS. WORKING IN GROUPS WILL SHOW THAT THE WILL BE WORK DONE MORE QUICKLY AND EFFICIENTLY.

PROBLEM SOLVING SKILLS:

COMPANIES ACROSS THE WORLD WILL BE FACED WITH LOTS OF PROBLEMS AT ANYTIME. SOLVING THE PROBLEM WITH SUCCESS WILL ENSURE THAT THE COMPANIES TO BE SUCCESSFUL OR IT WILL FAIL.

SELF- MANAGEMENT SKILLS:

MANY COMPANIES WILL NEED GRADUATES WITH SELF-MANAGEMENT TO WORK ALONE OR ALMOST ON THEIR OWN WITHOUT THE NEED OF SOMEONE CONSTANTLY TELLING THEM WHAT TO DO. (FOSTER 1998 PG14).

PLANNING AND ORGANISE SKILLS:

COMPANIES WANT GRADUATES TO PLAN AND ORGANISE WITH THE LIMITED SOURCES TO ACHIEVE BOTH, SHORT AND LONG TERM GOALS.

TECHNOLGY SKILLS:

TECHNOLAGY SKILLS ARE DEVELOPING AND BECOMING VERY IMPORTANT. COMPANIES NEED EMPLOYEES PROFICIENCY IN KNOWING HOW TO USE COMPUTERS AND TELE-COMMUNICATION SYSTEMS, KNOWING CURRENT TRENDS AND DEVELOPMENTS MANAGING INFORMATION TECHNOLOGY.

LIFE-LONG LEARNING SKILLS:

LIFE-LONG LEARNING IS INTENTIONAL LEARNING THAT PEOPLE WILL ENGAGE IN THROUGHOUT THEIR LIVES FOR PROFESIONAL OR PERSONAL FULLFILLMENT TO IMPROVE THE QUALITY OF LIVES. (DUNLOP AND GRABINGE 2003).

INTIATIVE AND ENTERPRISE SKILLS:

THIS MEANS LOOKING FOR WORK THAT NEEDS DOING AND MUST BE DONE WITHOUT BEING TOLD TO DO THEM. THIS MAY ALSO INCLUDE “THINK CREATIVELY” TO MAKE IMPROVEMENTS TO THE JOB/WORK THAT NEEDS TO BE DONE. EMPLOYERS RECRUITING EPLOYEES ARE ALL MULTI-SKILLED. THIS MAY REQUIRE THEM TO BE TRANSFERRED TO DIFFERENT DEPARTMENT FOR DIFFERENT ROLES. (HEATHER AND PETER 2006)

THIS REQUIRES THE EMPLOYEE TO HAVE THE “INITIATIVE AND ENTERPRISE SKILLS” TO ADJUST THEMSELVES EASILY AND QUICKLY TO NEW SITUATIONS WITHIN PLACE OF WORK.

PERSONAL SWOT ANALYSIS

AFTER I IDENTIFY THE EMPLOYABILITY SKILLS THAT ARE NEEDED BY TODAY’S COMPANIES. I WILL MAKE MY PERSONAL SWOT ANALYSIS BASED ON MY ACTUAL EXPERIENCE AND WILL DO A SLEF ASSESSMENT TEST. (VARK AND HONEY MUMFORD (QUESTIONAIRE RESULTS)).

(S)TRENGTHS

TO ME, MY WIFE AND MY TWO CHILDREN (ZAINA AND RAFIUL) ARE MY BIGGEST STRENGTHS. (DUE TO THEM I HAVE ENROLLED IN SKILLS FOR THE WORKPLACE) MY WILL TO GO TO WORK I AM FLEXIBLE AND ADAPTABLE. IN MY OPINION I THINK MY COMMUNICATION SKILLS ARE VERY GOOD AND I AM ALSO A GOOD LISTENER. I AM A VERY QUICK LEARNER AND HAVE A POSITIVE ATTITUDE TO LIFE AND WORK. I AM ALSO VERY GOOD WITH CUSTOMER SERVICE AND I AM VERY INDEPENDENT AND MANAGE TIME WELL. I HAVE A GREAT UNDERSTANDING ON HOW TO RUN AND MAINTAIN RESTAURANTS (HAVING RUN MY OWN RESTAURANT-BUISSNESS IN THE PAST) AND GETTING THINGS DONE WITHOUT BEING TOLD TWICE. I AM A VERY FRIENDLY, CHATTY AND POLITE PERSON. I HAVE GOOD EXPERIENCE IN RETAIL HAVING WORKED FOR MARKS AND SPENCERS AND DEBENHAMS.

(W)EAKNESS

I GET CAUGHT WHEN LYING. SOMETIMES I LEAVE MY OWN JOB TO HELP OTHERS. I AM VERY SLOW AT TYPING. I DO NOT HAVE A DEGREE OR A DIPLOMA. THE RETAIL WORK HAS CHANGED SINCE I LAST WORKED FOR RETAIL 20+ YEARS . I TEND TO WRITE AND TYPE ALL IN **CAPITAL LETTERS**

(O)PPORTUNITIES

I WILL ENROLL MYSELF AT UWTSO (CARDIFF) TO DO A COURSE TO ADVANCE MY EDUCATION TO ACHIEVE A ‘DEGREE’: THIS COULD HELP TO ENHANCE MY C.V. I COULD ALSO TAKE UP TYPING CLASS. THAT WAY, HOPEFULLY, I CAN GAIN A LITTLE MORE SPEED WITH TYPING. I COULD ALSO GET A PART TIME JOB IN RETAIL TO SEE HOW THEY WORK NOW COMPARED TO HOW I WORKED 20+ YEARS AGO

(T)HREATS

COMPANIES AND EMPLOYER LOOK FOR EMPLOYEES WITH A DEGREE (WHICH I DO NOT HAVE). MY AGE MAY PLAY A ROLE OF ME GETTING CERTAIN JOBS. TOO MANY PEOPLE APPLY TO WORK IN RETAIL DUE TO LIMITED APPLICANTS NEEDED ONLY THE BEST FEW ARE PICKED. DUE TO THE FACT, STORES ARE DOWNSIZING, GOING MORE ONLINE.

AS THIS TASK ALSO REQUIRES **PERSONAL AUDIT OF SKILLS**, SO I HAVE MADE AN EVALUATION ON SOME **PERSONAL SKILLS** ON WHICH I HAVE RATED MYSELF BASED ON MY OWN EXPERIENCE.

THIS IS MY SKILL AUDIT, I HAVE MADE A FIVE POINT SCALE IN MY CHART

1 = DO NOT KNOW 2 = NO EXPERIENCE 3 = SOME EXPERIENCE
4 = GOOD EXPERIENCE 5 = EXCELLENT EXPERIENCE

TAKE RESPONSIBILITY FOR PERSONAL GROWTH AND OWN LEARNING	4
COPE WITH DEMANDS AND STRESS	4
MANAGE TIME	5
WILL TO LISTEN	5
INVOLVE OTHERS IN PROBLEM AND DECISION	4
WORK WELL WITH ALL WORKERS	5
SHARE KNOWLEDGE AND IDEAS	4
SHOW MY APPRECIATION WHEN SOMEONE HELPS	5
DEMONSTRATE MY UNDERSTANDING IN GROUP SETTINGS	3
SELF BELIVE AND POSITIVE ATTIDUDE TOWARDS WORK	5
DEVELOP EFFECTIVE WORKING RELATIONSHIPS	5

PERSONAL ACTION PLAN (PDP)

AFTER I HAVE FINISHED MY PERSONAL SWOT ANALYSIS ACCORDING TO MY OWN SITUATIONS I WILL MAKE AN ACTION PLAN(PDP) BASED ON **SMART**.

MANY PEOPLE SPEND THEIR LIVES GOING FROM ONE JOB TO ANOTHER OR RUNNING AROUND TO GET MORE DONE WHILE THEY ARE ACCOMPLISHING VERY LITTLE. SETTING **SMART** GOALS MEANS YOU CAN CLARIFY YOUR IDEAS FOCUS YOUR EFFORTS USE YOUR TIME AND RESOURCES PRODUCTIVLY AND INCREASE YOUR CHANCES OF ACHIEVING WHAT YOU WANT IN YOUR LIFE.

ITS CRITERIA ARE ATTRIBUTED TO **PETER DRUCKER'S** 'MANAGEMENT BY OBJECTIVES' CONCEPT. THE FIRST KNOWN USE OF THE TERM OCCURS IN THE NOVEMBER 1981 ISSUE OF MANAGEMENT REVIEW.

SMART HAS COME TO MEAN DIFFERENT THINGS TO DIFFERENT PEOPLE. AS SHOWN BELOW. TO MAKE SURE YOUR GOALS ARE CLEAR AND REACHABLE EACH ONE SHOULD BE:

- . **SPECIFIC** (SIMPLE , SENSIBLE , SIGNIFICANT)
- . **MEASURABLE** (MEANINGFUL , MOTIVATING)
- . **ACHIEVABLE** (AGREED , ATTAINABLE)
- . **RELEVANT** (REASONABLE , REALISTIC , RESOURCED AND RESULTS – BASED)
- . **TIME BOUND** (TIME BASED , TIME LIMITED)

MY SMART GOALS

. **SPECIFIC :** I WANT TO GET A PASS GRADE FOR MY “**SKILLS IN THE WORKPLACE** “.

. **MEASURABLE:** I WILL ATTEND ALL LECTURES. ASK FOR ADVICE ON HOW TO BETTER MY GRADES. I WILL NOTE DOWN THEIR ADVICE AND FEEDBACK AND START TAKING STEPS TO DO BETTER IN MY STUDIES.

. **ACHIEVABLE:** ON THE DAY I WILL CREATE A WEEKLY TIME SCHEDULE FOR TERM TIME THIS SCHEDULE WILL DETAIL MY CLASS TIMES , WORK HOURS ,SELF STUDYTIME BREAKS AND LEISURE TIMES
I WILL ALLOCATE ENOUGH TIME EACH WEEK FOR MY COURSE.

.**RELEVANT:** I REALLY WANT TO REACH MY FULL POTENTIAL AS A STUDENT .GETTING GOOD GRADES IS A TOP PRIORITY FOR ME , AS DOING BETTER WILL JUMPSTART MY WORKING CAREER WHEN I GRADAUTE. IN A COMPETITIVE JOB MARKET I WILL LIKELY GET BETTER JOB SOONER AND BE BETTER PREPARED FOR MY NEW JOB .

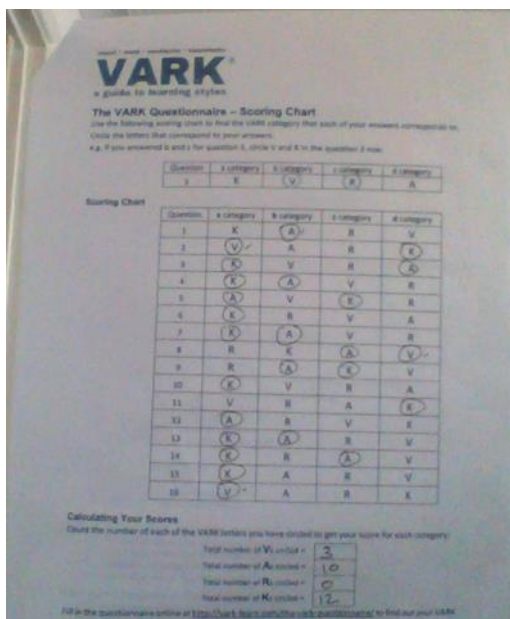
.**TIME-BOUND:** HOPEFULLY BY THE END OF THE COURSE I SHOULD SCORE HIGH ON MY RESULTS .
AT THE END OF THE YEAR AS A **SMART** STUDENT I WILL GAIN MY **SKILLS IN THE WORKPLACE** CERTIFICATE AND GRADUATE .

PERSONAL ACTION PLAN (PDP)

I WILL HAVE TO ENROLL MYSELF ON A COURSE WHICH WILL ENABLE ME TO BE READY FOR WORK. THE WORKING ENVIROMENT AND HOW THE WORK IS DONE, HAS CHANGED OVER THE PAST 20 YEARS SINCE I LAST WORKED FOR A COMPANY AS I WAS MAINLY INVOLVED WITH MY OWN BUISSNESSESS IN RESTAURANTS. EVEN WHEN I VISIT RESTAURANTS THEY HAVE A NEW WAY OF WORKING EFFECTIVELY. NOW FOR THE LAST FOUR YEARS, I AM A SELF EMPLOYED- TAXI DRIVER. THE BUISSNESS IN TRANSPORT IS ALSO SLOWING DOWN AND MAY SLOW DOWN MORE DUE TO **BREXIT**, MY AIRPORT RUNS WOULD BE HALVED AS MANY PEOPLE HAVE SO MUCH UNCERTAINTY OF HOW BREXIT WILL WORK FOR EVERYONE. SO I HAVE DECIDED TO READY MYSELF FOR A DIFFERENT CAREER PATH BY ENROLLING WITH UWTSD (CARDIFF) DOING A COURSE ON : **SKILLS IN THE WORKPLACE** SO I CAN GAIN MORE KNOWLEDGE AND EXPERIENCE OF HOW TODAY'S COMPANIES ARE HIRING AND WHAT THEY EXPECT FROM THEIR EMPLOYEES. HOPEFULLY, ONCE I HAVE FINISHED THE COURSE I SHOULD HAVE MORE CONFIDEBNCE AND BE READY TO APPLY FOR DIFFERENT JOBS WITH DIFFERENT ROLES AND SEE WHICH ONE IS THE BEST FOR ME, I WILL ALSO DO TWO TYPES OF QUESTIONAIRE ON MYSELF TO FIND OUT MORE ABOUT ME (**HONEY AND MUMFORD**) .

AFTER DOING THE VARK QUESTIONAIRE THE RESULTS SHOW THAT I AM MORE OF A KINESTHETIC AND AURAL. WHICH,IN MY OPINION IS A SURPRISE AS I THOUGHT I WAS MORE OF A VISUAL LEARNER. I HAVE ALSO DONE THE HONEY AND MUMFORD QUESTIONAIR, IN THIS QUESTIONAIRE I FOUND OUT I WAS MORE OF REFLECTOR. ONCE I FINISH THE COURSE ON **SKILLS IN THE WORKPLACE**, I THINK I WILL FIND OUT MORE ABOUT ME THAN I KNOW WHICH HOPEFULLY SHOULD BE GOOD AS IT WILL HELP ME IN A LOT OF WAYS TO BE BETTER OR MAKE MYSELF BETTER.

MY RESULTS FROM VARK AND HONEY AND MUMFORD QUESTIONAIRE



VARK
a guide to learning styles

The VARK Questionnaire - Scoring Chart
Use the following scoring chart to find the VARK category that each of your answers corresponds to. Circle the letters that correspond to your answers.
e.g. If you answered 5 and 7 for question 1, circle 5 and 7 in the question 1 row.

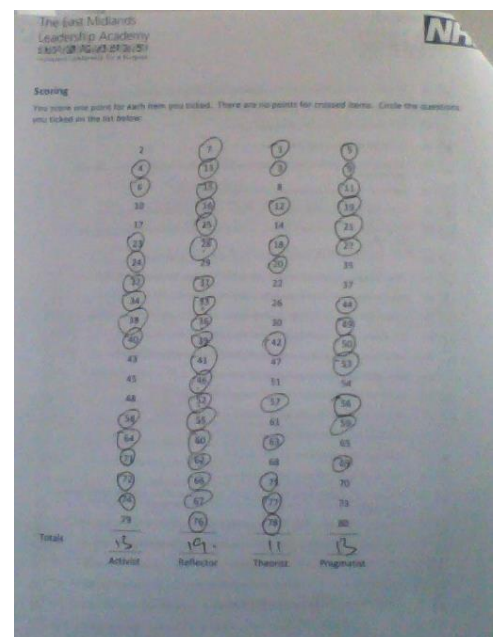
Question	1 category	2 category	3 category	4 category
	1	2	3	4
1	K	A	R	V
2	V	A	R	K
3	R	V	R	A
4	K	A	V	R
5	A	V	K	R
6	K	R	V	A
7	R	A	V	K
8	R	K	A	V
9	R	A	K	V
10	K	V	R	A
11	V	R	A	K
12	A	R	V	K
13	K	A	R	V
14	K	R	A	V
15	K	A	R	V
16	V	A	R	K

Calculating Your Scores
Count the number of each of the VARK letters you have circled to get your score for each category.

Total number of V's circled =	3
Total number of A's circled =	10
Total number of R's circled =	0
Total number of K's circled =	12

Fill in the questionnaire online at <http://www.vark.com/vark/questionnaire> to find out your VARK

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The East Midlands Leadership Academy
Developing Leaders
Leadership Academy

Scoring
You score one point for each item you ticked. There are no points for crossed items. Circle the questions you ticked on the list below.

2	1	5	9
4	13	3	11
6	15	7	13
8	17	9	15
10	19	11	17
12	21	13	19
14	23	15	21
16	25	17	23
18	27	19	25
20	29	21	27
22	31	23	29
24	33	25	31
26	35	27	33
28	37	29	35
30	39	31	37
32	41	33	39
34	43	35	41
36	45	37	43
38	47	39	45
40	49	41	47
42	51	43	49
44	53	45	51
46	55	47	53
48	57	49	55
50	59	51	57
52	61	53	59
54	63	55	61
56	65	57	63
58	67	59	65
60	69	61	67
62	71	63	69
64	73	65	71
66	75	67	73
68	77	69	75
70	79	71	77
72	81	73	79
74	83	75	81
76	85	77	83
78	87	79	85
80	89	81	87

Totals
 Activist: 15
 Reflector: 10
 Theorist: 11
 Pragmatist: 12

VARK

Visual Learners

Prefer to see info and to visualize the relationships between ideas



Tactics:
give them charts and graphics, make your presentation highly visual and show the relationships between your various points

Tactics:
auditory learners like to recite information out loud to remember it; give them a chance to repeat your points back to you by asking questions and calling for audience answers

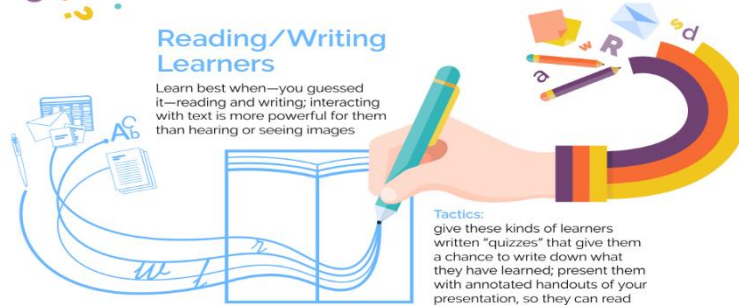
Auditory Learners

Prefer to hear info rather than reading it or seeing it displayed visually



Reading/Writing Learners

Learn best when—you guessed it—reading and writing; interacting with text is more powerful for them than hearing or seeing images

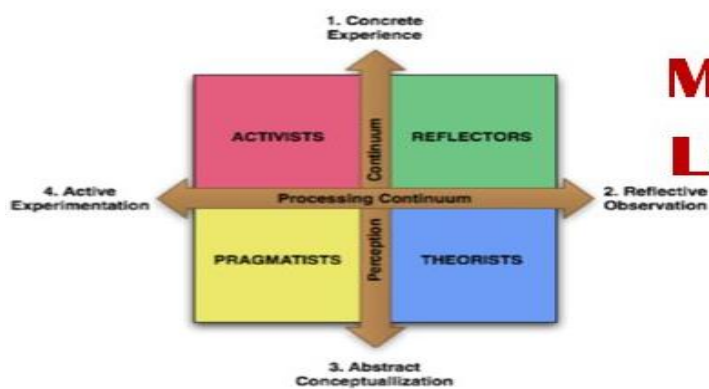


Tactics:
give these kinds of learners written "quizzes" that give them a chance to write down what they have learned; present them with annotated handouts of your presentation, so they can read along with you

Tactics:
sprinkle in a few exercises that get your audience to stand up and move around in order to demonstrate or experience certain points (i.e. role playing); you can also ask kinesthetic learners to write things down in order to remember

Kinesthetic Learners

Hands-on, experiential learners; they learn best by doing



Honey Mumford Learning Style

VARK AND HONEY AND MUMFORD

EVERY INDIVIDUAL PERSONS MIND IS DIFFERENT THE WAY THEY THINK AND ACT WEATHER IN EVERYDAY LIFESKILLS OR WORKSKILLS. AS AN INDIVIDUAL I HAVE FOUND TWO STYLES THAT WILL WORK BEST FOR ME FROM THE **VARK AND HONEY AND MUMFORD** RESULTS. FROM THE **VARK** RESULT I FOUND I AM A **KINESTHETIC** MORE OF A HANDS ON PERSON , EXPERIENTIAL AND LEARN BEST BY DOING . BY DEFNITION, THIS MODALITY REFERS TO THE “PERCEPTUAL PREFERENCE RELATED TO THE USE OF EXPERIENCE AND PRACTICE (SIMULATED OR REAL) “ ALTHOUGH SUCH AN EXPERIENCE MAY INVOKE OTHER MODALITIES ,THE KEY IS THAT PEOPLE WHO PREFER THIS MODE ARE CONNECTED TO REALITY ,”EITHER THROUGH CONCRETE PERSONAL EXPERIENCES ,EXAMPLES,PRACTICE OR SIMULATION”

[SEE FLEMING AND MILLS , 1992.PP 140-141]

FROM MY **HONEY AND MUMFORD** I FOUND I AM MORE OF A **REFLECTOR** . LIKE TO STAND BACK TO PONDER THE EXPERIENCES AND OBSERVE THEM FROM MANY DIFFERENT PERSPECTIVES .COLLECT DATA ,BOTH FIRST HAND AND FROM OTHERS AND PREFER TO THINK ABOUT IT THOROUGHLY BEFORE COMING TO A CONCLUSION. THEIR PHILOSOPHYIS TO BE CAUTIOUS .THEY ARE THOUGHTFUL PEOPLE WHO LIKE TO CONSIDER ALL POSSIBLE ANGLES AND IMPLICATIONS BEFORE MAKING A MOVE .

CONCLUSION

WITHOUT A DOUBT, EMPLOYEES WHO HAVE A GOOD DEGREE WILL HAVE THE ADVANTAGE WITH GAINING AN EXCELLENT STARTING POINT, SOME HAVING A GOOD DEGREE WILL HELP THEM OPEN THE DOOR TO THEIR FUTURE JOBS. HOWEVER, HAVING A GOOD DEGREE ALONE IS ALWAYS NOT ENOUGH, EMPLOYERS (COMPANIES) WANT MUCH MORE FROM GRADUATES OF EMPLOYEES. THEY WANT TO KNOW WHAT THE EMPLOYEES CAN BRING TO THE COMPANY? WILL THEY BENEFIT THE COMPANY? WILL THEY FIND NEW WAYS TO MAKE THE COMPANY GROW AND PROFIT?

THROUGH THE RESEARCH I HAVE DONE, MOST OF THE COMPANIES REQUIRE AT LEAST EIGHT **EMPLOYABILITY SKILLS**.

I MADE A PERSONAL SWOT ANALYSIS BASED ON EMPLOYABILITY SKILL AND A SELF ASSESSMENT TEST USING **VARK AND HONEY AND MUMFORD** (PLEASE SEE BOTH DIAGRAMS ON PREVIOUS PAGE) AND MY ACTUAL LIFE EXPERIENCE WHICH MADE ME MORE AWARE OF MYSELF. AFTER THAT, I MADE A PERSONAL ACTION PLAN ON MYSELF. I WILL STICK TO THE PLAN AND I HOPE IT WILL HELP ME IMPROVE MY EMPLOYABILITY SKILLS AFTER I FINISH/ GRADUATE AND GET THE JOB IN A COMPETITIVE JOB MARKET.

PROFESSIONAL CARRER DEVELOPMENT REPORT

KHARIZUMAN ROB
UWTSD (Cardiff)
STUDENT ID: 1915327