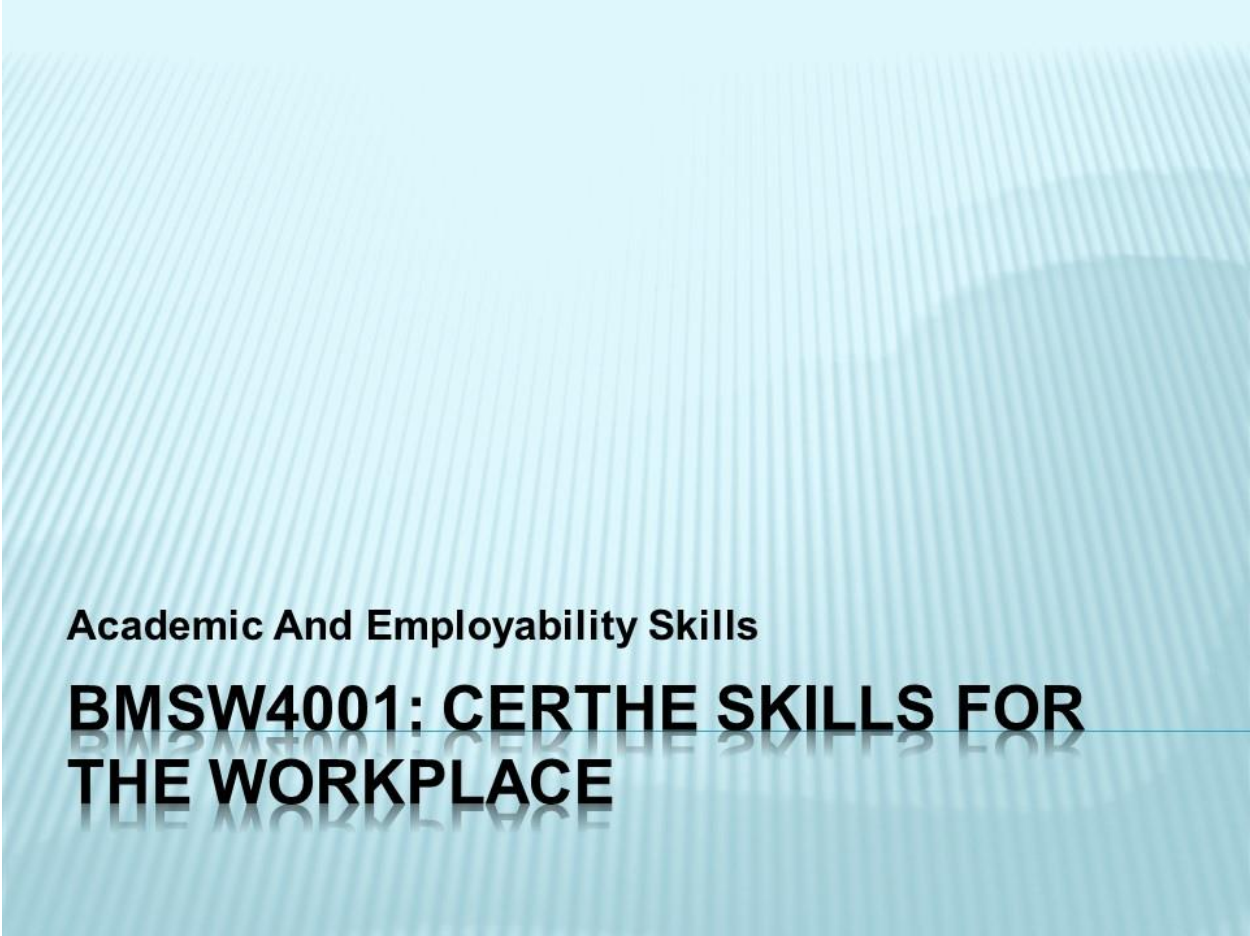


Programme:	CertHESkillsfortheWorkplace		
Module:	AcademicAndEmployabilitySkills		
Modulecode:	BMSW4001	Contribution toOverall ModuleAssessment(%):	100%
ModuleLeader:	Sylvia Hoffmann	InternalVerifier:	DiyaGanguly
AssignmentTitle:	ACEPractical Portfolio	Word count (orequivalent):	4000 words orequivalent: 5-10 minspresentation and2000wordsreport
Student Name:	Mihaela Ruxandra Iancu	Student ID:	2133740



Academic And Employability Skills

BMSW4001: CERTHE SKILLS FOR THE WORKPLACE

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INTRODUCTION

- ✦ Academic and employability skills are essential for growth in a career (Cotronei-Baird, 2020)
- ✦ This presentation will include SWOT Analysis, time management tools and PDP



SWOT ANALYSIS

Strengths	Weaknesses
• Communication skills • Creativity • Openness to new experiences • Responsible and accountable nature • Time management skills • Work ethics • Academic Writing skills • Paraphrasing Skills	• Impulsive nature • Indecisiveness • Lack of commitment • Lowered attention to detail • Undeveloped Public speaking skills • Lack of Presentation skills • Poor organisational skills

CONTD..

Opportunities	Threats
• Development of knowledge of own performance via feedback • Enrolment in practical workshops • Engagement in team working • Training in public speaking and presentation making	• Lack of academic support • Personal Losses • Lack of proper funding • Economic instability • Unplanned expenses

TIME MANAGEMENT TOOL

	Urgent	Not Urgent
Important	DO: • Short-term assignments having strict deadlines • Exam revision one day before the exam	Schedule: • Revising weekly sessions and lecture notes • Personal development
Not Important	Delegate: • Preparation of educational documents • Student welfare committee Meeting	Delete: • Entertainment through social media browsing • Unnecessary phone calls

CONTD...

- ✖ High urgency and high importance: include highly prioritised tasks
- ✖ High Urgency and Low Importance: meetings for different cocurricular committees and college formalities for documentation
- High importance and Low urgency: revision of lecture materials and investment in personal development.
- ✖ Low importance and low urgency: Activities that do not develop different students



SKILLS I HAVE AND I NEED TO IMPROVE

- ✕ I have communication, time management, academic writing and paraphrasing skills
- ✕ I need to improve my impulsive nature, organisational, presentation and public speaking skills



PDP

Target	How to achieve this?	Resources and support required	Target Date
To reduce my Impulsive nature	I can reduce my impulsive nature if I can explore the importance of patience	I will practice meditation I need the support of meditation and health expert	24 th August 2023
To become highly orientated to minute details	I can read books to pay attention to different details	I will need different books and online reading sources	31 st December 2023
To improve my public speaking skills	I have to relax my body language	A recorder will be required	20 th June 2023
To enhance my Presentation skills	Creation of engaged and structured presentations	I will enrol in online mentorship classes and collect feedback from mentors	19 th October 2023
To grow my organisational skills	I will identify and set realistic goals and take smaller approaches	I will take help from YouTube	20 th July 2023

WORLD OF WORK IN THE HOSPITALITY SECTOR

- It has been identified that various roles can be acquired in the hospitality sector.
- Roles such as accommodation manager, catering manager and chef are present in the Hospitality sector (Prospects, 2023).



CONTD...

- ✖ The industry effectively demonstrates a vacancy rate that is 72 percent higher than in pre-pandemic times (Gyton, 2023).
- Job opportunities in the hospitality industry also illustrate a very low level of external skills deficit



CONCLUSION

- ✖ From the above discussion, it can be concluded that the hospitality sector has major prospects for aspiring students that want to take employment in the sector.



REFERENCE LIST

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Thank You!