



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Essential Skills

Link In and Learn

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Session Objectives

In this session we will:

- Discover professional connections between your class network
- Conduct a personal SWOT analysis
- Discover LinkedIn Learning and identify relevant resources for continual professional development (CPD)

This session will help you make connections between your skills and professional aspirations. Looking onward to your professional development.

Session Schedule

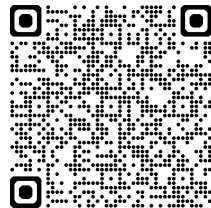
- Exploring Graduate Profiles– 25 Mins
- Evaluating your own skills and aspirations – 20 mins
- Completing SWOT analysis– 30 mins
- Setting plans for future development – 35mins
- Reflection 10 mins

Profiles of Graduates from UWTSD IICL, Birmingham

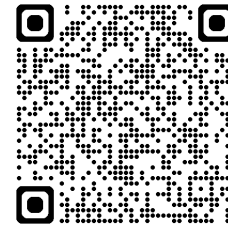
Graduate Profiles



Noreen Akhtar



Michael Thomas



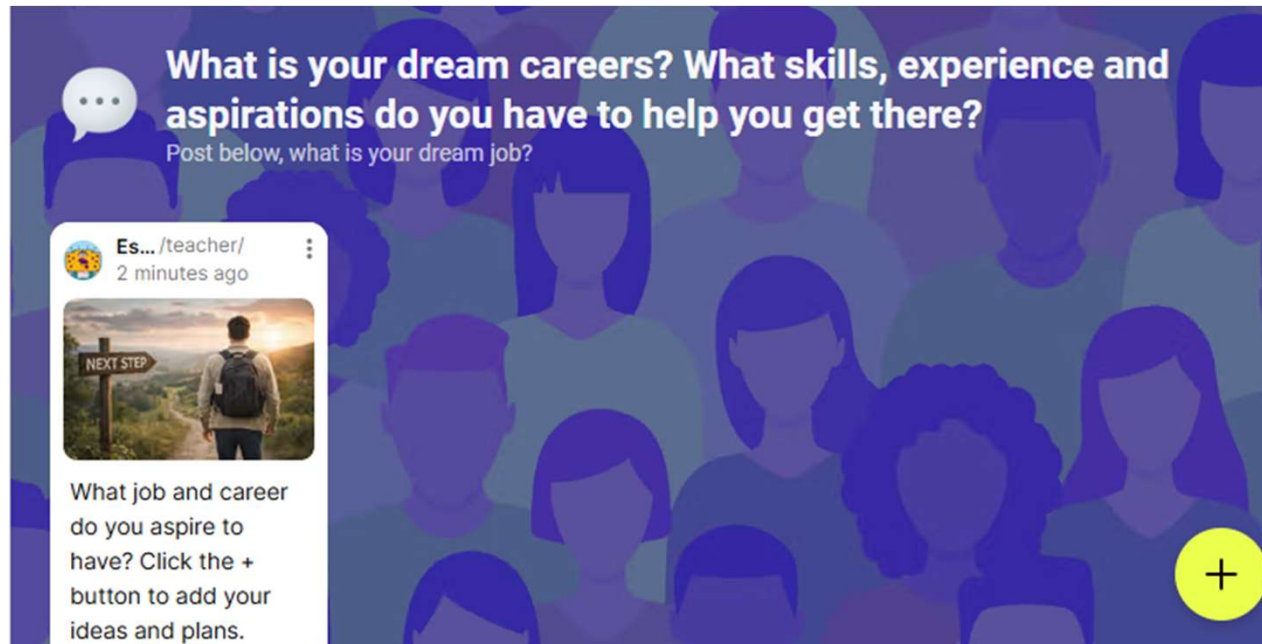
Madiha Hassan and Syed Islam



Learning about the journeys that others have taken to achieve success can help you to develop your own aspirations.

Let's explore these profiles on Moodle

What are your skills and aspirations?



Use the Padlet available on Moodle in Week 2.

Post your ideas for your dream job. What skills and experience do you already have?

[Click to view](#)

<https://moodle.uwtsd.ac.uk/mod/lti/view.php?id=726757>

Share

- What skills and experience do people have in common?
- Do any of us have similar dream careers?
- Can you recommend any ideas to other students?

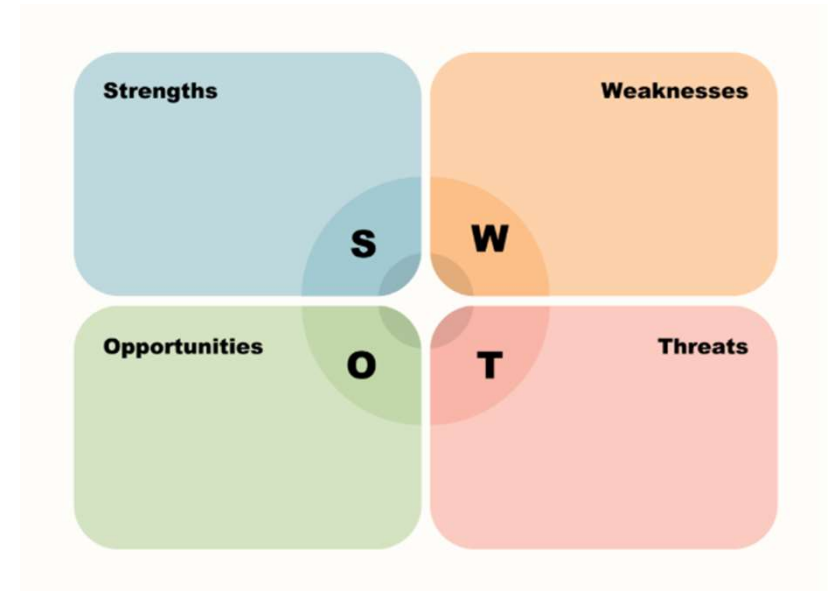
SWOT Analysis

What Is a SWOT Analysis?

A **SWOT analysis** is a simple tool used to help you understand your current situation and plan for improvement.

SWOT stands for:

- **S – Strengths:** What you are good at
- **W – Weaknesses:** Areas you want to improve
- **O – Opportunities:** Chances to develop or progress
- **T – Threats:** Challenges that could affect your success



Why Do We Use a SWOT Analysis?

The purpose of a SWOT analysis is to help you:

- Recognise the skills and qualities you already have
- Identify areas where you can improve
- Think about opportunities available to you at university
- Become more aware of challenges and how to manage them

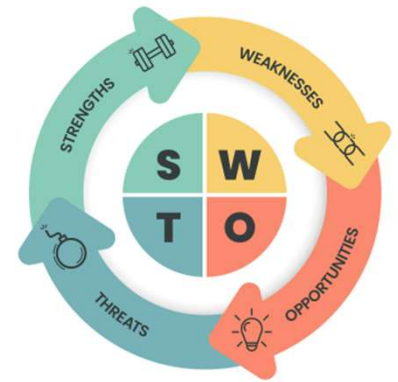


For Level 4 students, a SWOT analysis is not about being perfect or having everything figured out. It is about self-awareness and taking small steps toward academic and professional development.

How Does This Help You?

Completing a SWOT analysis can help you:

- Feel more confident about your abilities
- Set realistic goals for your studies
- Make better use of university support and opportunities
- Start planning for your future career in a simple, manageable way



Your SWOT analysis is a starting point, not a final judgement. It can change and develop as you gain more experience and confidence.

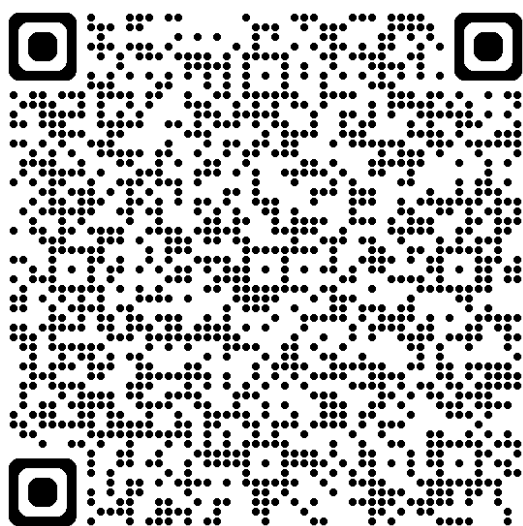


What opportunities are available at UWTSD?



Events for Students

Assess your strengths and priorities in the workplace using the UWTSD My Careers tool.



Complete the MyCareer Strengths Assessment Tool

Strengths

Understanding your skills and strengths is key to your career development.

Being able to categorise your abilities can help you to more clearly define your working role and your career direction, to celebrate what you are good at, accept the things you are not and appreciate others for their strengths in your areas of weakness.

The purpose of this simple assessment is to allow you to easily assess your own strengths from a broad selection of skills using three dimensions: enjoyment, proficiency and importance (to your current or potential role) and to group them into five categories: prime strengths, untapped strengths, necessary skills, underdeveloped skills and weaknesses.

Instructions

There are 50 skills in the assessment. Try to place them intuitively in the appropriate box within the matrix, based on how important the skill is to your current or potential role, how good you are at it and how much you enjoy it. You can move the skill to a different box after placing it, but avoid doing so unless it was an actual mistake.

At the end of the assessment you will be presented with a report based on how you have categorised your abilities along with advice and tips for each category.



[Take the assessment >](#)

<https://uwtsd.careercentre.me/resources/careerassessments/?quizId=30&Referral=Action&Programme=Self-Awareness&ProgrammeID=WmQrSndNVEZ3VWRlbmphb1BSRVJUQT090&TaskId=63110>

Share and discuss

What were your results?

Reflect on what you learned
for this self assessment.

Which skills did you find
easiest to position?

Which skills were challenging
to position?



STUDENT WORKSHEET

Level 4 Employability SWOT Analysis

Name: _____ Course: _____ Date: _____

Use these resources to evaluate your current situation so that you can begin to plan for the future.

Strengths

(Skills or qualities you already have)

Examples: communication, teamwork, organisation, reliability, digital skills

- -
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-

Use your strengths assessment to help you complete your personal SWOT analysis.

Available on Moodle in Week 2.

How did you answer the final question?

Reflection Question:

Which **one strength** can you build on this year, and which **one weakness** would you like to improve first?

Share and discuss – do we have shared strengths and weaknesses or different ones?

Using LinkedIn Learning



LinkedIn Learning

LinkedIn Learning



- LinkedIn offers a learning platform. UWTSD subscribes to this platform, as a student at UWTSD you can use the DigiCentre to access the LinkedIn learning.
- Use you full university email address to signup to the LinkedIn learning platform via the DigiCentre.

The DigiCentre



Trinity Saint David



There are several digital tools and technologies that can help you whilst studying at University.

To access our list of recommended learning resources, you will need to log in to Moodle, our virtual learning environment. We've included a range of resources, from 'How-to' guides on the Microsoft website, to courses within LinkedIn Learning. As a student, you have free access to LinkedIn Learning. Make sure you have **registered before using any of the LinkedIn Learning courses.**

These resources will help you assess and reflect on your own digital skills, identify areas for development, plan your personal digital skills development path and ensure your digital skills are fully recognised by earning digital badges that can be included on your CV and LinkedIn profile.

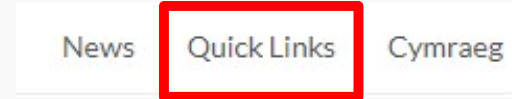
*Trawsnewid Addysg; Trawsnewid Bywydau
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How to get to the DigiCentre and student section?



- On the main university page go to quick links which is located at the top of the page



- When you are in, find the icon for the DigiCentre which look like this



- The scroll down a little and find the icon for Student that look like this

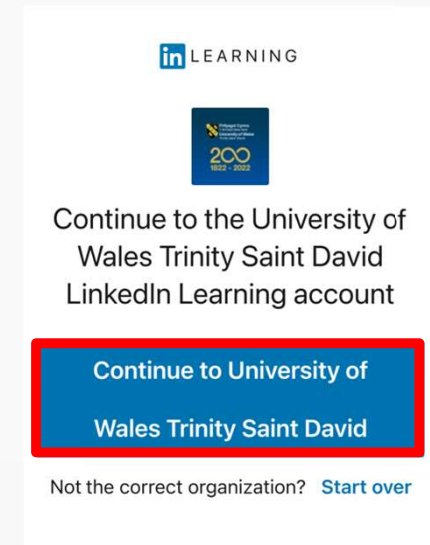
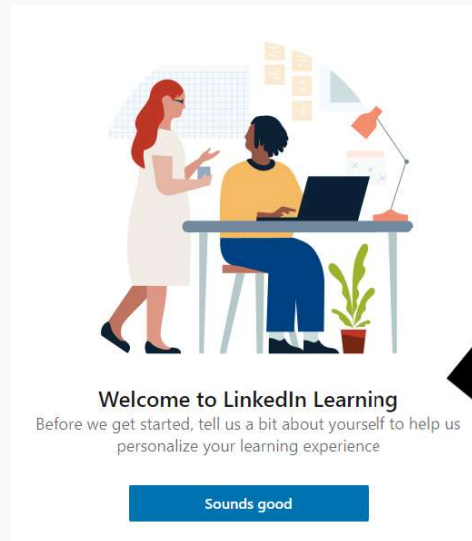


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*Where to go in
the student
section*



- When in the student section in the first paragraph find the hyperlink text that says – ([registered before using any of the LinkedIn Learning courses](#))
- You will be prompted to click a blue box for this university as you can see.
- If you don't see this go to the next step



- Next just click “Sounds good”

“

Username & passwords



- Next you will see this page open. You will be required to put in your login details. It is important that you use this style of login -

123456@uwtsd.ac.uk

Prifysgol Cymru
University of Wales
Trinity Saint David

Sign in

123456@uwtsd.ac.uk

[Can't access your account?](#)

Back Next

Need IT Help? Visit www.uwtsd.ac.uk/mfa, or call us on 0300 500 5055.

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← t.johal@uwtsd.ac.uk

Enter password

Password

[Forgotten my password](#)

Sign in

Need IT Help? Visit www.uwtsd.ac.uk/mfa, or call us on 0300 500 5055.

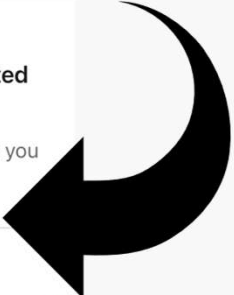
- Then put in your password

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2FA & learning interests



- You will be asked to authenticate by either using the app or by text/call
- Then you can choose areas of interest to you.



in LEARNING

First, tell us what you're interested in.

We'll show you content for the topics you select

Top business topics

Diversity & Inclusion	Management
Coaching	Communication

Following 3 skills. Nice job!

Continue

“

Goals & connecting accounts



- You can just click “Maybe Later” on the weekly goal section



15 mins	30 mins	60 mins	120 mins
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 Keep it casual **RECOMMENDED**
Half an hour is all it takes!

Maybe later Set goal

Svetla, connect your LinkedIn account for a more personalized learning experience

Millions of learners have already connected their accounts

- Get customized course recommendations
- Watch courses with other learners
- Engage in Q&A discussions and Learning Groups
- Share your learning achievements on your LinkedIn feed

Your organization will only be able to access limited profile information (e.g. name, title, photo)

Not now

Finish setup

Still not sure? [Learn more](#)

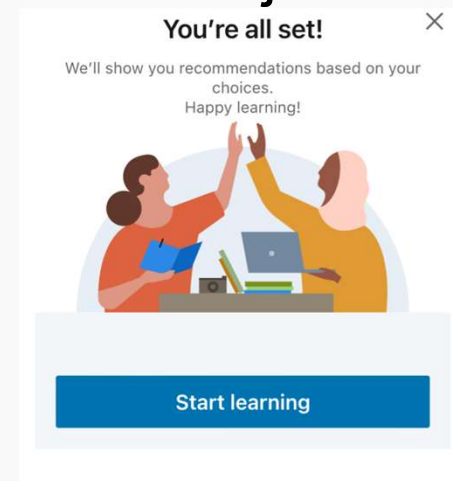
- Then you can link your professional LinkedIn account. If you do not have a LinkedIn account then just click “Not now”

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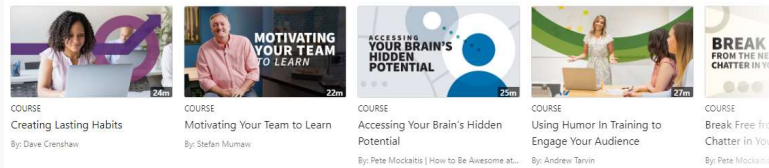
Final steps



- Congrats you are all done and just need to click “Start Learning”



30 minutes or less



Most liked on LinkedIn Learning



- Now you can go ahead and search for courses that can help improve your digital skills.



Aim to register for LinkedIn learning and identify three courses that support you to develop your weaknesses.

Summary

During in this session we have:

Shared our career aspirations, experience and skills

Made connections with fellow students

Conducted a personal SWOT analysis

Discovered LinkedIn Learning and identify relevant resources for continual professional development (CPD)

Your Personal Progress Padlet

There is no assessment attached to your Essential Skills sessions. However, you should maintain your personal progress Padlet.

After each week, add to your personal progress Padlet.

What should you include in a personal progress Padlet ?

Include:

- What you have done in your session.
- What key points have you learned.
- How you intend to apply learnings to your module assessments and onward professional development.

Traffic Light *it*



	<i>Where is your learning at ?</i>
Red	I have misunderstood some of the topics. (write down 2 questions that you need help with)
Amber	I have understood most of the topics so far (write down 1 question and 1 key theme you have understood)
Green	I have understood the topics so far (write down 2 key themes from the lesson to show your understanding)