

UWTSD- Academic and Employability skills Assignment 2

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Introduction:

This report is based on reflection of my experiences related to what I learn before the course, what I am learning in this course and what I need to improve for my future.

In the development of this report, I will discuss my understanding of Time Management, Reflection and Online Learning Experience. I will choose a Gibbs model of reflection as a process of study and I will explain the importance of this model in my academic journey and employability skills.

Time management is the first topic that I will analyse the second is reflection and the third is Online learning Experience, all these 3 topics related to the Gibbs module of reflection.

At the end of this report, I will summarise my understanding of the 3 topics and said what I learned.

2. Gibbs Model of Reflection

According to the author Gibbs (1998) 'Gibbs' reflective cycle is an act of learning from my experiences, my own situation a day or by looking for other people experience. The way of understanding this module of reflection is doing it and see what results I can get, because is by doing something that I gain knowledge and learn not to make the same mistake.

The author did a cycle divided in 6 stages to help the people learn by asking questions in relation to the experiences and find a solution for them. The 6 stages are Description, Feeling, Evaluation, Analysis, Conclusion and Action plan.

Description is to describe the situation (what happened?)

Feeling is to express the feeling that you felt in the situation and after (What did you feel?)

Evaluation is to evaluate the situation what I mean is what was the positive and negative point about experience

Analysis is to analyse the situation asking yourself why? why this happen? why did I do this?

Conclusion is the stage that you conclude by saying what you learn and what can you do to improve what you did.

Action plan as is written is the act of change what you did before and reflect on what you can do when the same situation happens in other way to help you in the future. (The University of Edinburg,2020)

I choose the Gibbs Model of reflection to analyse this report because I find this model more interested than the others models of reflection , I could understand better and get more knowledge through the online classes and reading more about how it is the process and how can I use it in order to find a solution for situations that happen in my routine, it is important for me Gibbs Model of reflection because it will influence in my academic and employability skills.

3. Academic and Employability skills

In my point of view Academic and Employability skills are a range of professional skills they are both connected, in relation to academic skills as for example writing, reading, presentation skills, IT skills, Communication, analytical and critical thinking skills these skills are learned in university or college to prepare the students to work. Employability skills are all the skills that are required to the employer in the world of work as CV and Cover letter, Academic Writing, Paraphrasing, Summarising, Referencing, Reflection, Public speaking, Analytical and Critical Thinking Skills and Online Learning Experience. The academic and employability skills that I will be discussing in this report that are Time management, Reflection and Online learning experience they will be very helpful for me in terms of my career and higher education because of the experience that I will gain doing assignments, search and finding information online, also I will gain by reading knowledge of academic and employability skills.

3.1 Time Management

Time management refers to manage the time regularly, make different activities by dividing the most important to the not important.

Time management is used every day in my daily routine since I wake up until the end of the day. For example, a list is used to manage the time by writing different activities for a certain time, is a way of saving more time to do the other activities without waste time with unnecessary things, most of the time I use a clock to control the time so that I know what I must do and when.

Eisenhower method is a method that I learned from the lesson used to prioritise the tasks that are important and not important it was made from the author Dwight Eisenhower; he used this method to save people's time. The method is divided in four boxes Urgent but not important; urgent but important; not urgent/not important; not urgent/important.
(Dwight,1890)

Gibbs reflective cycle can be used for time management, I will give an example from my experience in a college.

When I was studying ESOL in a college I didn't speak English, at the end of the year I had a English exam to do and I had a certain time to complete the exam that was 1 hour 30 minutes I was always the last person finishing late because I took time answering the questions that I didn't understand so I almost waste my time (description).

Before I start doing the English exam I was scared and anxious because it was a lot of questions, I thought that I wouldn't finish all of them because of my writing and understanding of the words. (Feeling)

What was good about the exam was that I could finish all the questions that I was scared on doing, the bad thing is that I waste my time answering the questions that I didn't know. (Evaluation)

I waste my time answering the questions that I found difficult because I wanted to finish all the hard questions to move after to the easy one, the problem is that I wasn't looking at the time I was just focus on finishing the exam. (Analysis)

To summarise I learned that I don't have to waste my time in the questions that I don't know but start from the easy questions that I know then finish the difficult questions because the time doesn't wait. (Conclusion)

What I will do other day is make sure that I check the time while doing the exam so that I know if I have much or less time left to save my time and the other thing that I will do is study more before the exam so that I can understand better the questions. (Action plan)

Time management is very useful for my academic journey and employability because every day I need to manage the time, meet deadline of assignments, take a certain time to study online or when I start my future career as a medical secretary I will need to control the time of go to work in my daily routine it is essential to organise my time so that when I get a job I will not have problems in being late.

3.2 Reflection

In my point of view Reflection is an act of analyse the experiences made before.

Based on my research about types of reflection I could understand that exist 2 types of Reflection, Reflection in action and Reflection on action.

“The Reflection- in- action occurs when I am present in the situation and I need to analyse, observe listen and touch to solve a problem, change the way of view myself, this type of reflection is not easy to put into practice because it is happening on the spot”.

“The Reflection on action is reflected on the situation happened before it means the situation already happen and need to be remember it take time to process that’s why is called challenge reflection” (Donaghy, M.E and Morss, K, 2000)

There are different models of reflection each one with different stages and different methods.

Models of Reflection	Number of Stages	Utility
Era Cycle (Jasper,2013)	3 stages: 1. Experience 2. Reflection 3. Action	Reflect on odd or new experience. Examine feelings Act
Driscoll’s (1990)	3 stages: 1. What? 2. So What? 3. Now?	Describe experience Reflect on the experience Think about the action
Kolb’s (1984)	4 stages: 1. Concrete Experience 2. Reflective Observation 3. Abstract conceptualization 4. Active experimentation	Experience already done Think on the experience Think on new ideas Experiment the new ideas

Era Cycle is one simple model of reflection divided in 3 stages Experience, Reflection and Action. First starts with an experience that can be new or an experience that I experience before, it depends can be good or bad in connection to work or other thing. Then I will start to think on what happened, analyse my feelings, and work out the next steps. To conclude the cycle, I will take an action to change the experience based on my feelings.

Driscoll’s model of Reflection is divided in 3 stages, it is made by 3 questions: What? So What? and Now? In the first question I can describe what occurs in the situation so then I can reflect

on what I learned with the situation, the final stage is to reflect if I will do something to change or continue in the same situation.

Kolb's model of reflection is different from the previous models that I explain because this model has 4 stages the first one concrete experience is related to an experience that already happened, the second Reflective Observation is related to reflect on the experience something different that wasn't noticed before. The third stage Abstract conceptualization is to reflect on new ideas that act on the experience, the final stage Active experimentation is to try different situations so that cannot repeat again. **(Study Skills,2020)**

This topic is useful in my academic journey and employability because many times I make a mistake without knowing and thinking before on the consequences and reflection is good to help me understand what I did, why did I do this, and how can I improve what I did.

3.3 Online Learning Experience

Online learning is a term used to describe distance or correspondence courses that are offered over the Internet. The courses offered through online learning cover a wide range of subjects, audiences, and prices. **(Francois,2020)**

Before this course I learnt how to use a computer and work with it but just basic skills, I just used the computer to search information to do homework or do presentation to the classroom. I had to work with PowerPoint, Word, and Excel it wasn't hard for me because I had a teacher to help me when I needed in the classroom.

When coronavirus was discovered I couldn't go to college and I started to have online lessons, I find all difficult even if I had experience I couldn't ask everyday the teachers when needed. I had to work on my own to clarify my doubts by searching online and I learnt with this that if I want to have a good result, I must go for it by myself.

During the lessons in university, I learned that there are different methods of learning online such as online classes, watch videos, app Moodle from UWTSD, e-books, note taking. This method of study is not suggested to all people, for example I prefer to learn by watching videos or reading. The online learning has good benefits in terms of independence, confidence and hardworking these benefits lead to higher level of qualification.

This topic is useful for my intended career and academic journey because I will need to have experience and knowledge about Informatique especially in my area medical secretary and studying at health and social care will open opportunities in my academic journey and employability.

4-Conclusion

In the development of this report, I learned that time management is important to save more time and organise my tasks, now I can set a time to do my university assignments, take a certain time to study and prioritise what is important and not important.

The Gibbs model of reflection is important in these 3 topics, time management, Reflection, and online learning experience because they are academic and employability skills needed to get a job. When happen a situation I will know how to reflect on it because I have learnt the Gibbs model of reflection (Description, Feeling, Evaluation, Analysis, Conclusion and Action plan).

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