



ACADEMIC AND EMPLOYABILITY SKILLS- BMSW4001

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What is academic and employability skills?

Academic skills are a cumulation of learning techniques, effective study habits and time management tools that enable the students to retain information easier and apply them.

Employability skills are defined as transferrable skills that make you employable to a possible employer. Employability skills are different depending on the sector chosen but some of them apply to each sector/department. Even knowing your academic and employability skills you must be able to demonstrate them within the work sector.

Key points I have learned during the term

- Academic writing- including note taking, reports writing; must have introduction, body, conclusion
- Research methods – using Harvard referencing guide
- Referencing- help you to avoid plagiarism by letting others know the source of the body of your work
- Paraphrasing- useful to support your point by using someone else ideas/topics (provide references on it)
- Summarising- reducing the length of your topic (without changing or lose the sense of the original one)
- Speaking in public/presentation skills - maintaining the interest of the public, body language, Power Point slides creating
- Analysing speakers-effective and ineffective talking
- CV writing- understanding the structure of a CV
- Cover letter- used attached with the CV to support the arguments and that you are suitable for the job
- Reflection- helps you to develop your skills and review their effectiveness

This is me...

This is me, living in the UK about 3 years ago. Starting my career in health and social care sector as a healthcare assistant. Having such a big goal for the future, become a manager and later a CQC inspector, I had to work hard and be perseverant. Analyzing now my path way I discovered that I already had some academic and employability skills that I was not aware of such as note taking, researching, paraphrasing and summerasing. I have developed some others recently while I was working on my apprenticeship “LEAD ADULT CARE WORKER LEVEL 3”, by doing many researching, notes taking, presentation, referencing, paraphrasing and summerasing, and once I started the university even more.



My academic employability skills

Working as senior carer /team leader and head of care for 2 years I have the chance to practice and discover my academic and employability skills

I found my self very efficient in conflict resolving and problem solving- working I care sector is not an easy job , especially when you are on a leading position. I learned to manage that during the time, with calm, logic and trainings in this direction

I am successfully leading a team of 9 members, I have learned a lot about leadership- My main principle is me, being their example. Showing them the right way rather then just ask them to do the things only right

I am a hard worker, very organized, handling well stressful/difficult situation, I am good at communication, reassuring people and maintaining affective communication between different departments within the care home.

I am responsible and responsive, looking after 30 patients and leading the team

Team work spirit- I manage to keep the team united and motivated

Fast learning – I am very responsive and intelligent, interested in improving my knowledge and techniques

Motivation and initiative- I worked hard to keep myself motivated and now I am able to motivate my team as well

Adaptability- Working as an agency staff I have learned to suit myself in different situations and different places, different policies and procedures

Numeracy skills, I deal with medication audits, I use numeracy while administering treatment to patients such as dosage and quantity of the tablets, insulin units, injection ampoules.

I am working on care planning, which requires a formal and informal writing, accurate information and good skills on summarising in order to be "readable" and easy to understand for professionals and also the care staff.

My academic and employability skills since started the university module

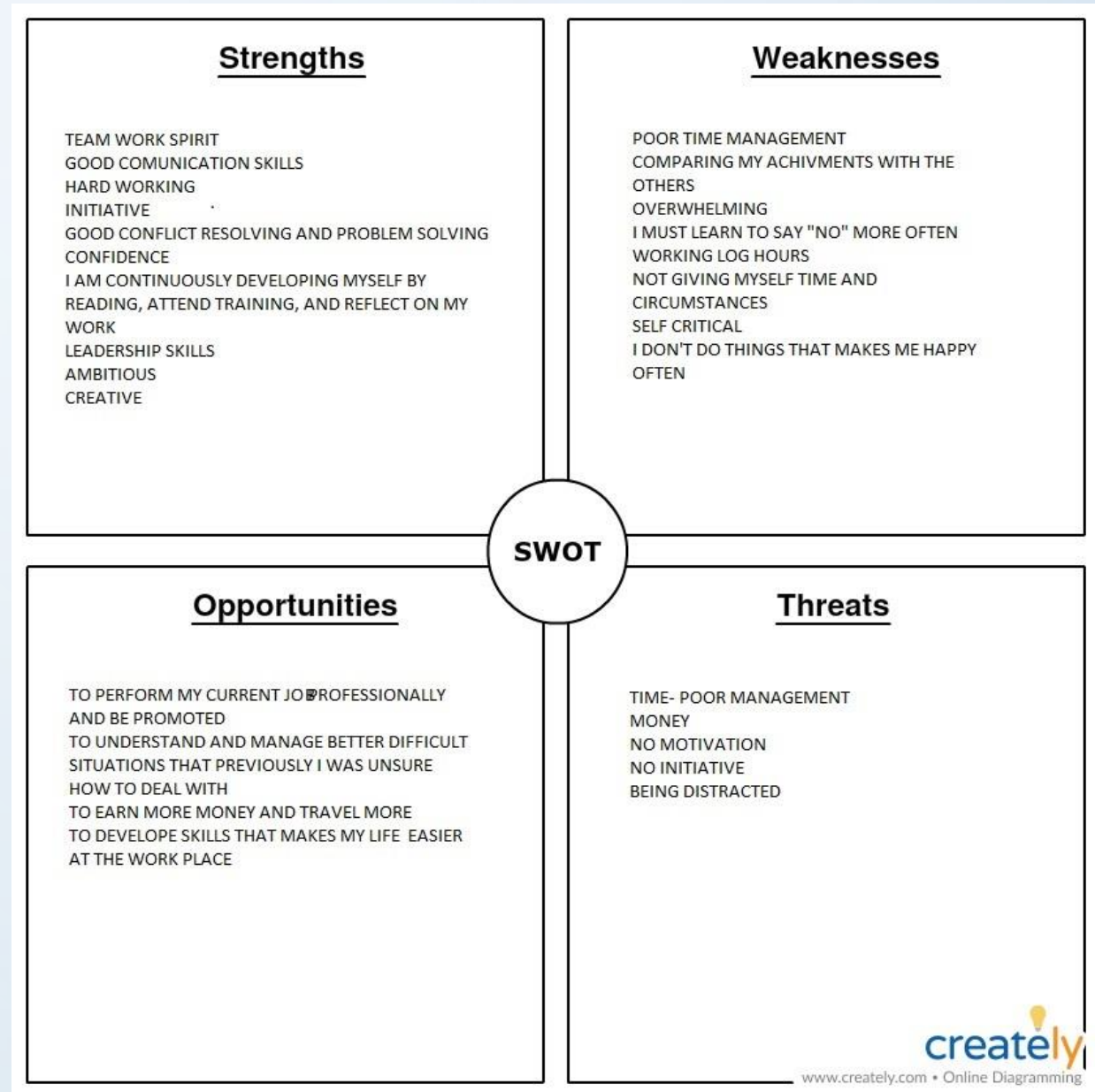
- Patience- is one of my strongest skill, I learned to be patience, practicing the effective listening and talking , think twice, assess the situation/scenario and after take action accordingly, trying to minimize the risk factors
- Mentoring- as I said above I am working as a team leader which means supervising the team for the whole shift and ensure they work as per agreed was of working and polices and procedures, not only that, I also have new starters on board. My communication skills and knowledge in the care sector helped me to get a healthcare assistant with minimal information to the grade of team leader in time.
- I have understand more about time management- I used to have a very chaotic scheduler and do everything as it come or I remember, now that I studied about time management I feel more confident and I am more effective planning ahead
- Professional judgements- is one of the most difficult skill to develop as a wrong decision you took can cost someone health or even life, I am good at making decisions, I learned about positive risk taking how to assess the situation, when I need to seek advise and not last the most important lesson, is nothing wrong on asking when you are not sure about it. Just because you are leading, you are not a “little God” and is perfectly normal that some things are beyond your knowledge or competence. You don't have to know everything and is not possible to know everything in this sector. There is always more to be learned and discovered
- I learned how to create my personal development plan- being realistic, setting up small steps in order to achieve and have that feeling of achivment rather than just dream big without a good plan and lose interest and motivation just because I could not reach the target, due to my poor planning ahead for my career.
- I have presentation skills or at lease I know the keys of a succesfull presentation- even tot having an academic presentation everyday, one of my task at the work place is to have handovers with the team and other professionals where I am handing over the daily reports verbally to the team and then passed them on to the management.
- I have the knowledge and tools to perform my activity and to develop my future career and I will show them to you in the next slides

SWOT ANALYSIS

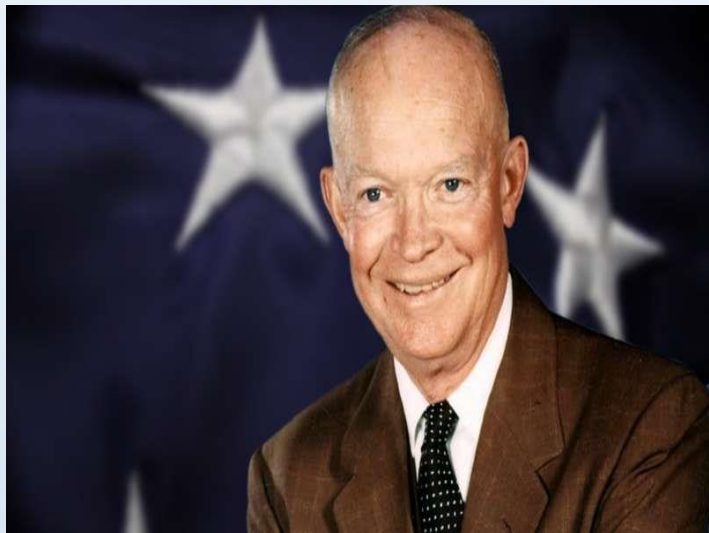
This tool was presented to me by the lecturer and I find it as the best way to assess my current activity and also look for improvement.

It was the first time I did this kind of activity and I was surprise that I can see and define myself clear analysing this picture . I am using this now not only for my professional career but also for my personal development.

From by point of view you must be honest when do a Swot analysis in order to reflect on you and your chances.

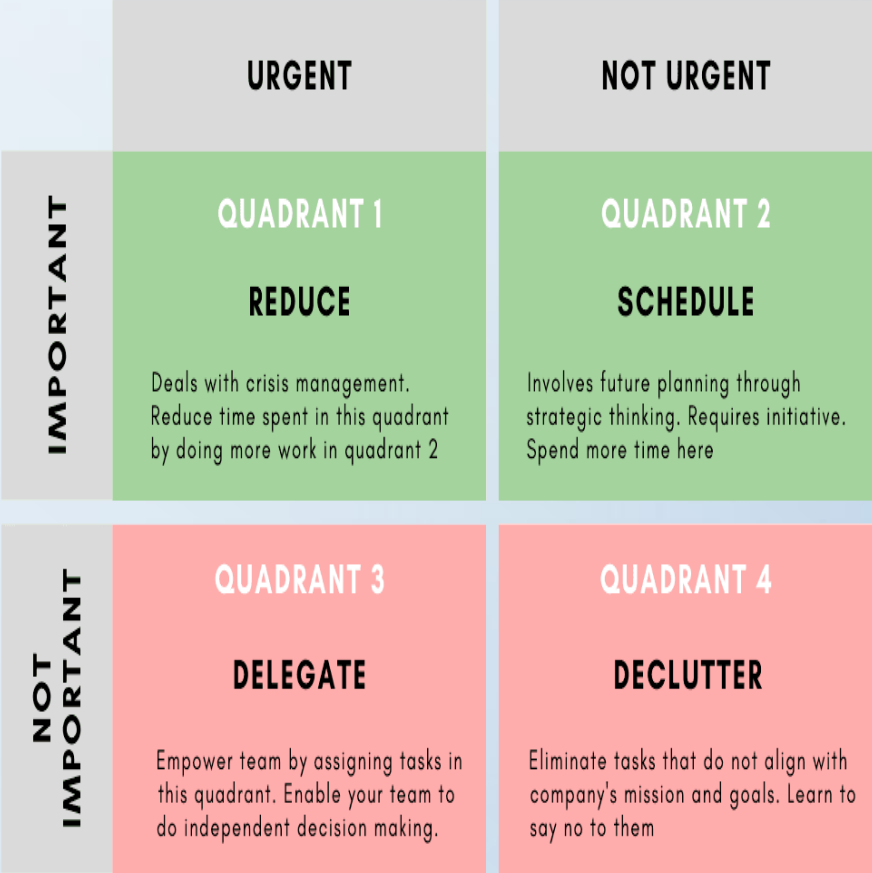


Other tools



Eisenhower method is a tool for time management, used by the president of The United States, Dwighth David Eisenhower

As you can see in the picture attached this principle helps you to identify your priorities by classifying your task in the appropriate quadrant. I find this very usefull, especialy a work when my diary is full, it keeps me orgaised and I seem to do more tasks that I would ussuly complete in a shift. Also I use this method and share this secret with my team if they are worried about their timemanangement



	Short term time frame	Mid term time frame	Long-term time frame
What are my overall goals for the near future ?	To achieve my assignments for digital skills and research methods	To achieve my diploma in higher education level 4	To know how to run and manage a care home To become a registered manager
Skills and knowledge to be learned	To attend the classes on Microsoft team meeting and retain information in order to pass the assignments	To have full attendance on classes online and study in particular using the module, pass the assignments	Be confident at the workplace and enroll the module 5 within the university.
Resources to achieve my goal	To work and also to obtain the student finance Time and motivation	Interest and motivation, time	To obtain another student finance and have time for study, work, time

Conclusion

Academic and employability skills are essential in developing your career, they must be also demonstrated not only known. Academic and employability skills enable students to become more employable and helps you by achieving the knowledge and tools needed to be successful in your intended career.

Everybody has at least one academic or employability skills, we only need to learn to identify them and practice.



REFERENCES

ACE weekly materials term 1, on Microsoft Teams by Timothy Hopkins – lecturer
Eisenhower.me
<https://moodle.uwtsd.ac.uk/course/view.php?id=6958>