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Student Number: 2541642
Course Title: CertHE Computing Skill for Workplace
Module Name: Learning in a digital era
Lecturer: Malik Mahmood
Date: 6th July 2026

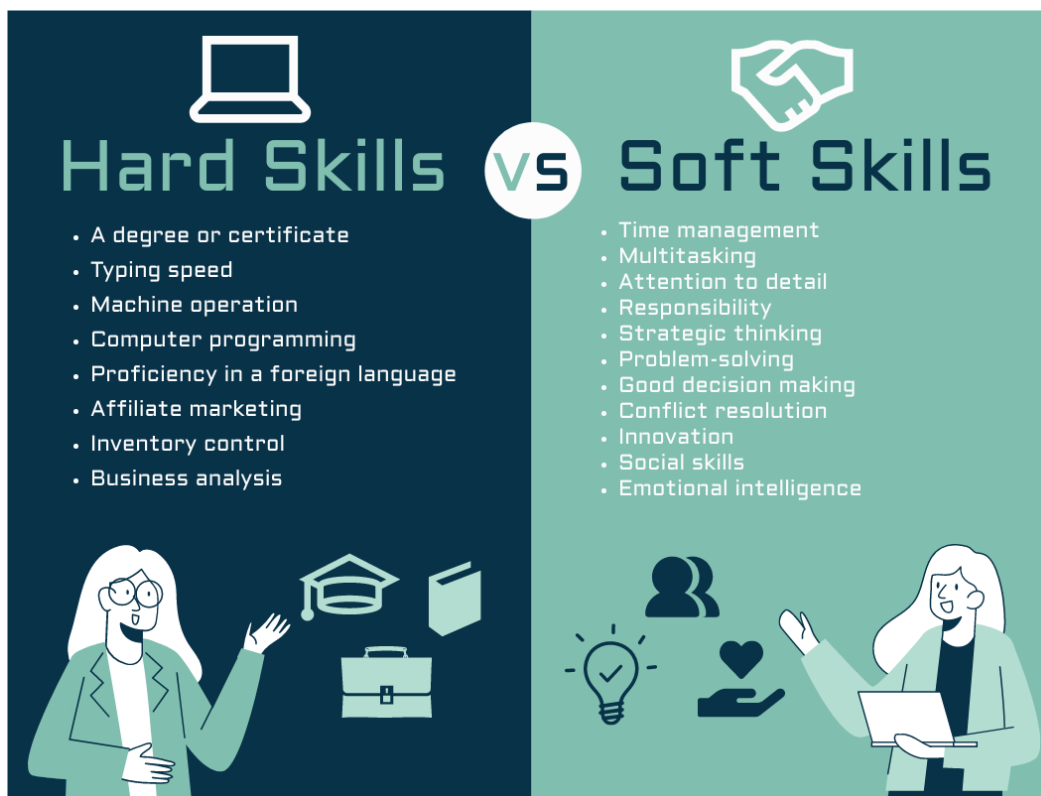
Student name:	Octavia Shields	Student ID number:	2541642
Programme:	CertHE Computing Skill for Workplace		
Module:	Learning in the Digital Era		
Module code:	ACCA4025		
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IEEE Referencing & written summary on essential academic and employment skills

Computing Graduates looking for employment must already be competent in core technical and transferable skills; this will guarantee long term employment. National frameworks identify essential digital skills such as problem-solving, information management data literacy and cyber security awareness all essentials' skills within the computing workplace [3]. Technical expertise in programming languages, data administration and system deployment believe the core foundation of their career lies within knowing how to code and manage systems [4]. Whilst Modern industry leaders believe that there needs to be focus on professional soft skills; communication, digital virtual team collaboration and critical competence [2].

Generative AI platforms such as ChatGPT [1] and Tee and their team [2] both confirm that having a skill set such as problem-solving, digital adaptability and data handling contributes to being able to adapt to evolving technology. Due to AI hallucinations causing inaccuracies, it's important to cross-reference a journal paper written by academic Researchers and university professors. AI inaccuracies and the skill set to be able to cross-reference academic papers increase the probability of graduate employment [2].



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Fig. 1. Image illustrating the difference between technical and professional soft skills in Computing.

Learning these academic and vocational skills through this CertHE computing course will leave lifelong skills that can be used throughout a professional career in the computing field, whether it be as a software engineer or an IT analyst. Learning these skills supports professional progression after graduation, allowing a head start in solving real-world technical issues, leading collaborative projects and maintaining a long-term career.

References

- [1] OpenAI's ChatGPT, private communication, July 2026.
- [2] P. K. Tee, L. C. Wong, M. Dada, B. L. Song, and C. P. Ng, "Demand for digital skills, skill gaps and graduate employability: Evidence from employers in Malaysia," *F1000Research*, vol. 13, p. 389, 2024.
- [3] UK GOV, "Essential digital skills framework," GOV.UK, 2019. Available: <https://www.gov.uk/government/publications/essential-digital-skills-framework>.
(Online/Website Source)
- [4] I. Sommerville, *Software Engineering*, 10th ed. Boston: Pearson, 2016.

Turnitin Similarity check practice

My practice Turnitin submission similarity score was 17% which in my opinion I believe is an honest, acceptable score. Flagged elements from my assignment would be primarily from my IEEE reference list, as they are all identical on Turnitin software's detect matches on their databases. For improvements in my work I will proceed to minimise this score by continuing to read through all academic and digital sources and paraphrasing it in my own words.

Based on the GAC (Generic Assessment Criteria), I would mark myself at 70% as I have clearly demonstrated understanding of core skills set and accurate use of IEEE referencing with the 4 types mentioned in the assignment brief incorporated in my assignment.

Virtual Collaboration Summary

Virtual teams are usually created to work together on a specific project for a set period of time before the team eventually disbands [1]. This follows Tuckman's Stages of Team Development, which explains how teams move through the forming, storming, norming, performing and adjourning stages as they develop and become

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more effective [1]. As highlighted in the module materials, the forming stage is often the slowest and most difficult because team members are still getting to know each other and figuring out how they will work together [2]. At this stage, there is often uncertainty about individual roles and responsibilities, and members may feel both excited and nervous. Communication is also usually quite formal and limited while everyone builds confidence [2].

These challenges can become even more difficult in virtual software development teams because members are working remotely rather than face to face. Without regular in-person interaction, misunderstandings can happen more easily, and some team members may begin to feel isolated from the rest of the group [2], [3]. Research even suggests that “distance breeds distrust” within remote teams, making it harder to build strong working relationships [3]. To overcome this, teams need to create an environment where members feel comfortable being honest about what they know and what they need help with. Being able to admit mistakes, ask questions and request support helps build trust and encourages better collaboration throughout the project [4].

One issue that can prevent trust from developing is when team members try to appear more knowledgeable or productive online than they actually are [5]. While this may seem harmless, it can reduce openness within the team and make collaboration less effective. Instead, being authentic allows members to understand each other's strengths and weaknesses, improves team morale and helps ensure that tasks are assigned to the people with the most suitable skills, making better use of everyone's time [6].

There are several practical ways virtual teams can improve the forming stage. One approach is to use FAST goals, which are Frequently discussed, Ambitious, Specific and Transparent. This helps keep everyone focused on the same objectives and ensures progress is regularly reviewed [4]. Another useful strategy is for each team member to create a profile that includes a short biography, a photo and a summary of their technical skills and experience [6]. Sharing this information helps team members get to know one another more quickly, encourages communication and builds trust before moving on to more complex software development tasks [6].

To demonstrate my computing skills at Level 4, I used RefWorks to organise and manage the references for this assignment. I gathered my research from different academic sources and saved them in one place using the software. RefWorks then

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helped me generate and export my references in the IEEE referencing style required by the university. Using this tool made the referencing process quicker, reduced the risk of formatting mistakes and ensured my citations were consistent throughout the assignment. It also allowed me to focus more on the content of my work rather than spending extra time manually formatting references.

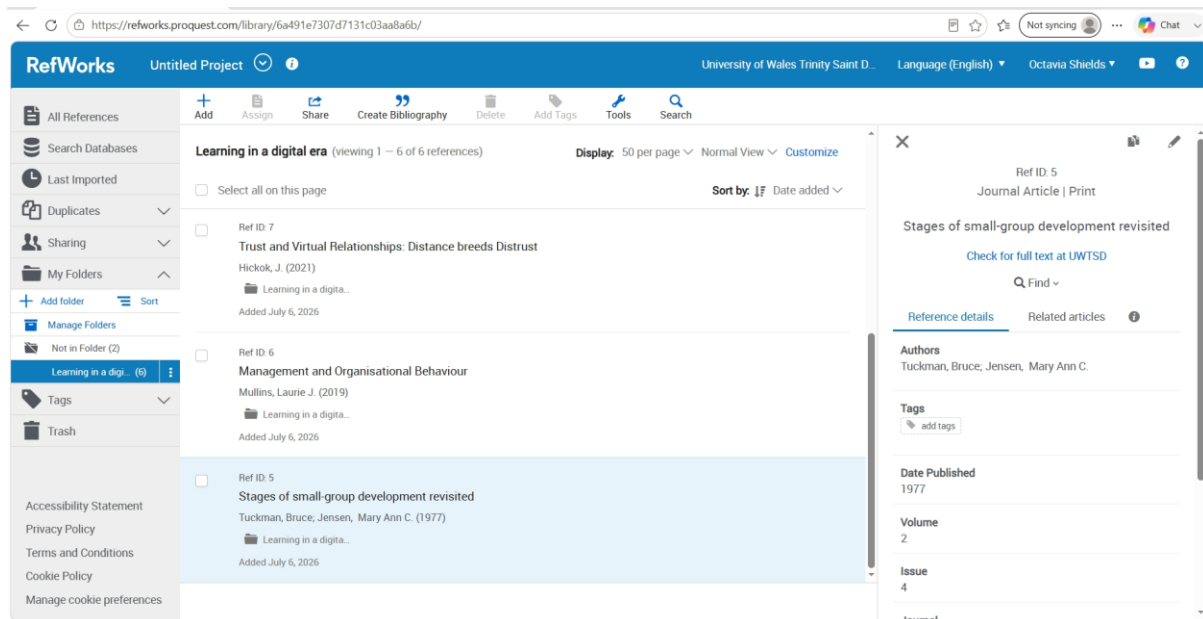


Fig. 2. Digital Evidence of organising research material into RefWorks via Folder I created for this unit learning in a digital era.

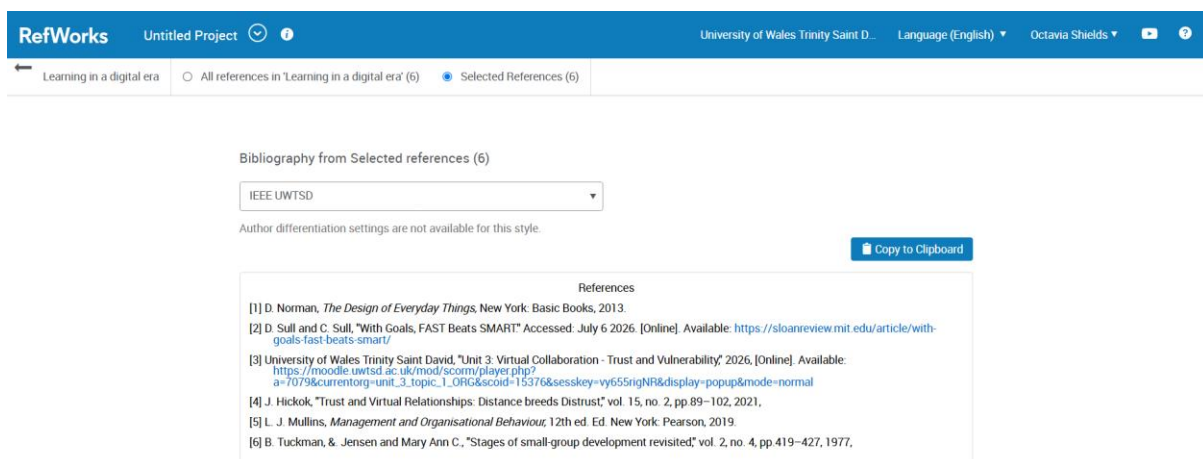


Fig. 3. Bibliography created with the 6 selected references using the IEEE Standard style ready to be copied and transferred to assignment.

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<https://www.mindmeister.com/4010076946/key-considerations-of-effective-teamwork>

- Mind map link

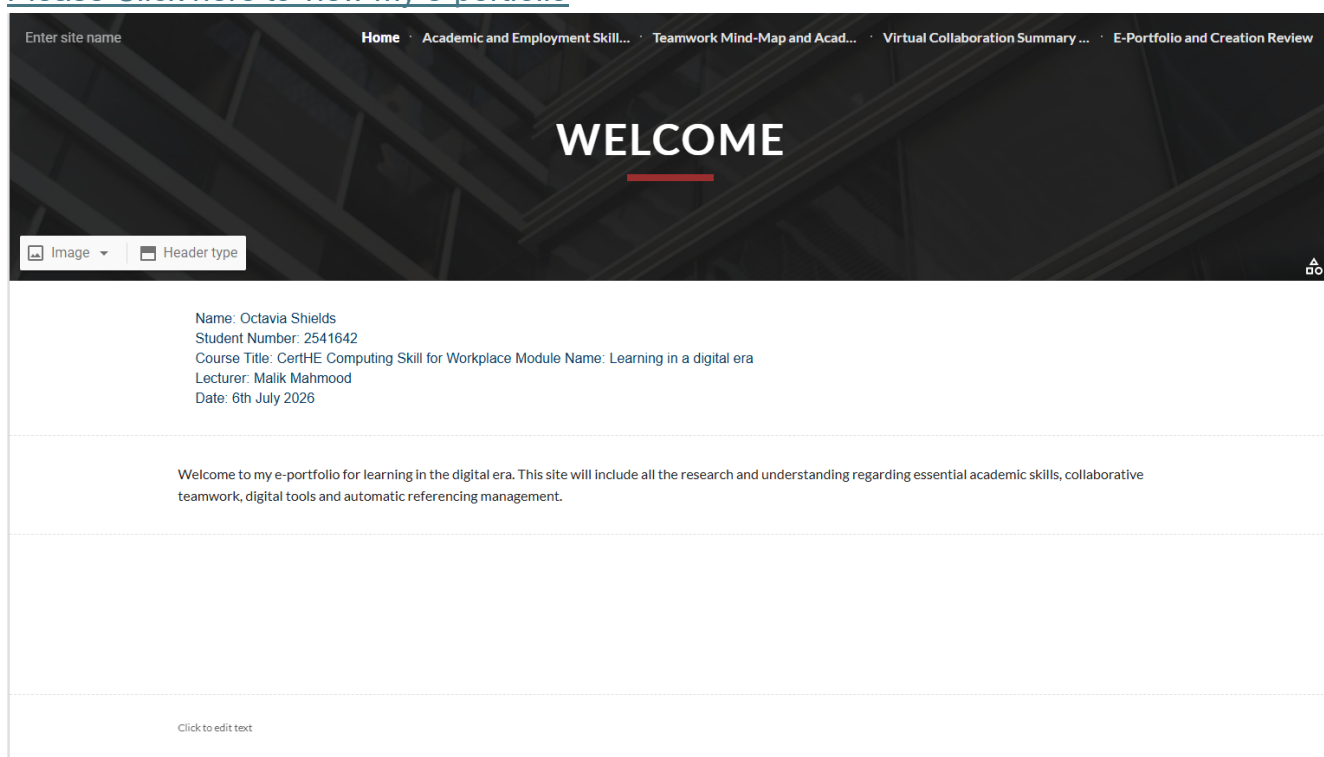
References

- [1] B. Tuckman, & Jensen and Mary Ann C., "Stages of small-group development revisited," vol. 2, no. 4, pp.419–427, 1977,
- [2] L. J. Mullins, *Management and Organisational Behaviour*, 12th ed. Ed. New York: Pearson, 2019.
- [3] J. Hickok, "Trust and Virtual Relationships: Distance breeds Distrust," vol. 15, no. 2, pp.89–102, 2021,
- [4] University of Wales Trinity Saint David, "Unit 3: Virtual Collaboration - Trust and Vulnerability," 2026, [Online]. Available: https://moodle.uwtsd.ac.uk/mod/scorm/player.php?a=7079¤torg=unit_3_topic_1_ORG&scoid=15376&sesskey=vy655rigNR&display=popup&mode=normal
- [5] D. Sull and C. Sull, "With Goals, FAST Beats SMART." Accessed: July 6 2026. [Online]. Available: <https://sloanreview.mit.edu/article/with-goals-fast-beats-smart/>
- [6] D. Norman, *The Design of Everyday Things*, New York: Basic Books, 2013.

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e-portfolio

[Please Click here to view my e-portfolio](#)



Here is a screenshot of my welcome page.

Please click the link below for my Canvas A3 Poster

[Canva A3 Poster](#)