

Name: Harriet Kelechi Anyanwu
Student ID: 196050
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Lecturer: Dr Albert Mensah
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Introduction

According to an article on Skillsyouneed, (2020) employability skills are the relevant skill set, that are required by almost every organisation. These are the building blocks of any career, skills that make a job seeker stand out among thousands of applicants applying for jobs across all industries. A candidate stands a chance of being employed if hiring managers find a set of required skill in a candidate's CV. Employability skills are combination of soft skills and professional skills that aid employees to add value to an organisation by proffering solution to problems. These skills are also referred to as transferable skills, given their application to different jobs across industries.

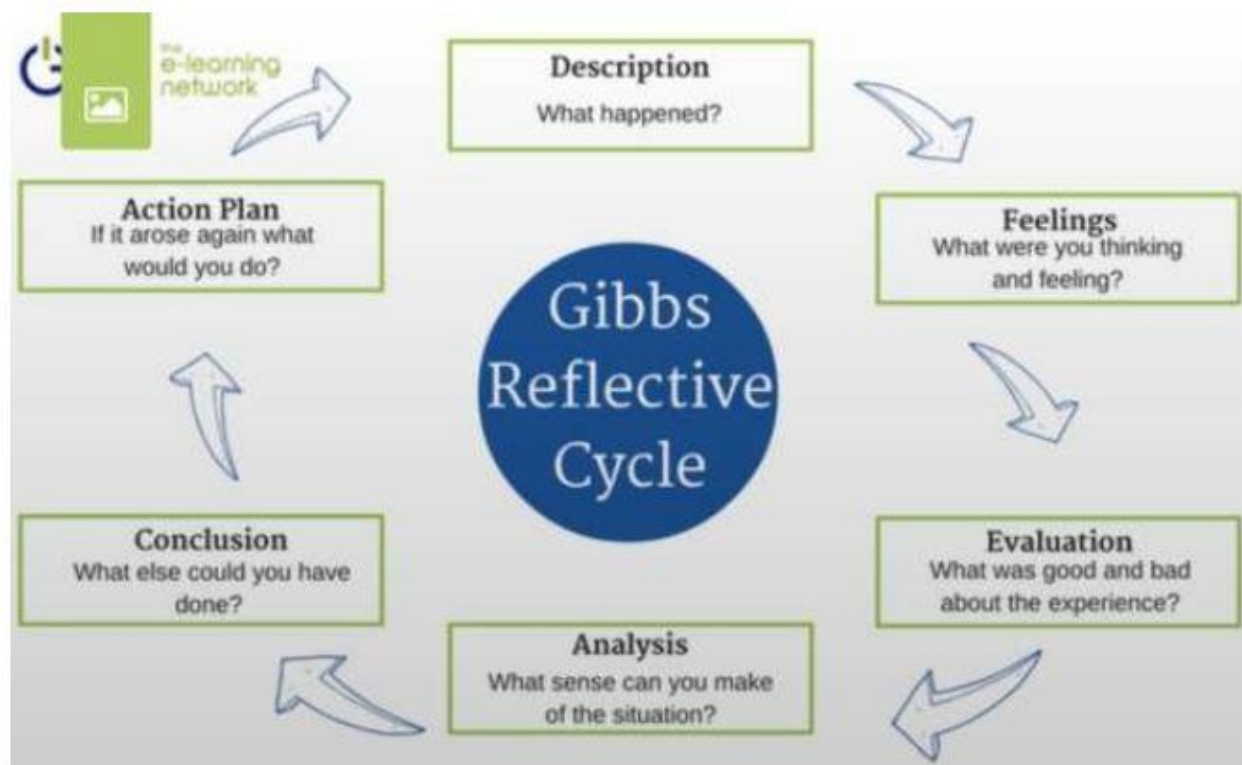
The purpose of this academic report is to reflect on the topics that were taught in term one and two which includes CV writing, employability skills, communication skills, and Harvard referencing. This reflection is based on what I learnt and the impact on my personal development.

This reflective report is based on what I learnt in the topics mentioned above as discussed in term one using Gibbs Model of reflective cycle. This is the act of reflecting on situations and experience in a repetitive manner, such that they learn from the situations. This cycle includes description, feelings, analysis, evaluation, conclusion, and action plan.

GIBBS MODEL OF REFLECTIVE CYCLE

Gibbs (1988) postulated the reflective cycle model to support experimental learning. According to him, it was a continuous learning cycle that helps to improve on reoccurring experience, and it is also applicable to one-off situations. Gibbs model of reflective cycle laid much emphasis on feelings in reflection by distinguishing between positive results and negative outcomes. The ability to separate what went well and what did not go as plan are embedded six stages, which makes it applicable to academics, jobs, and other life situations.

The six stages include.



Source: Rumson, (2018)

This report discusses reflection on CV writing, employability skills, communication skills, and Harvard referencing. These are few of the topics that were taught during the first and second term. The purpose of this report is to reflect on what I learnt and their impact on my personal development. Some scholarly articles will be discussed to justify the

importance of each of the above topic to my learning and their significance to academics and job applications.

In an article on Indeed.com, (2020) *What is a cv?* defined CV (Curriculum Vitae) as a detailed document presenting your academic and professional record. It holds information such as, personal details, work experience, professional qualifications, achievements, scholarships, volunteering experiences, coursework, publications, and research projects. CV is your first contact with employers when you seek for employment in academia or other job types.

As discussed on Indeed.com, (2020) communication skills is the ability to communicate with people, including colleagues and professionals, and the ability to comprehend. It involves writing skills, listening skills, reading skills, and speaking skills, which further includes sharing of ideas, listening during conversation, providing and receiving feedback and public speaking. Communication skills is one of the sought-after skills that employers look out for in this era. Using communication skills effectively gives an individual a career boost and higher chances when searching for jobs.

As in Bachelor Print, (2020) defined Harvard referencing style as an author-year system, which is being utilised in academia in different institutions. It involves putting the source citation immediately after the quote, hence pointing directly to the reference list. It is also referred to as parenthetical referencing, which entails using short forms. The citation is entrenched in the main text (Author, Year: Page number). Harvard referencing does not include footnotes and is used in academia extensively. It is simple and straightforward.

GIBBS MODEL OF REFLECTIVE CYCLE ON THE TOPICS LEARNED

Description

I have written CV projects in some courses in the past, which gave me an experience of what CV writing entails. However, I have never written a CV in a formal way because I had no prior knowledge of how it is done. My past ideas of CV writing were basically talking about my academic qualification and few work experiences that I have possessed.

I have always believed I possess what it takes to make a team achieve its set objectives because I am proactive. I have demonstrated this many times when executing group projects and this is a significant feature that has helped me develop my management skills. I am capable of using my ideas to strategies on allocating tasks to group members, especially when I am the team lead. I am always conscious of time, which is why time management is very important to me. A major characteristic about myself that I am proud of is my zeal for learning.

I could remember my first day in the university which gave me the opportunity to meet and engage in conversation with new people. This is a practical of what I learned and read in books. My admission into the university was what made me realise the importance of communication and interpersonal skills. Meeting new people is inevitable, so I became aware that building a relationship through communication requires me to display understanding and make people feel comfortable during conversation.

I have always had a different perception about Harvard referencing, as I never perceived it as a referencing style meant for academic writing. APA referencing style is what I have known for a long time, though I have heard about Harvard referencing, it was one of the requirements for an assignment given to us in class.

Feelings

I thought I knew everything about CV writing. Despite the experiences, it sometimes feels like CV writing is difficult. This is because I find it challenging to use the perfect words to describe who I am. I was frightened, I might not pass the message the right way. I tried to borrow ideas from friends to guide me through writing a professional CV. However, regardless of whatever I come up with, I usually believe I had written the best words to describe myself.

Despite being proactive to group works and projects, I still feel my problem-solving skills is not strong enough. That is why I find myself in a state of confusion when I face challenges. Sometimes, I feel my employability skills are far from being complete because I am not technologically savvy like some of my friends. I come to the conclusion that I am far behind when I see people make use of different software to execute some task.

Communicating to be understood makes me feel accomplished. I like people's management, and this brings out the brightness in my mood when people show interest in what I have to say. However, empathy in communication is something I was not sure I display a lot of the time.

I never took Harvard referencing style serious because I felt it is not important to academic writing, until I needed to it for assignment.

Evaluation

Eventually, I discover that CV writing is not as simple as I had always perceived. After the topic on CV writing was taught during the term, I found out that what I perceived as experience is not worth being called one yet. I was able to identify the weakness in paragraphs and sentences, which might be an obstacle to gaining employment.

My exposure to the employability skills lecture made me realise the importance of communication in the workplace. I feel I possess what it takes to communicate with people effectively. Being proactive has enabled me to learn more while trying to contribute to group work and seminars. Now I feel I can become more independent while I continue to sharpen my skills.

I feel understood by the people I converse with through the expression on their face. Although some conversation may seem difficult to understand, my mode of communicating enables me to break it down, such that the receiver understands every bit of what I am divulging.

Gradually, I began to realise the importance of Harvard referencing style to academic writing. I noticed I was not helping myself by not understanding the use of Harvard referencing.

Analysis

According to Adria Solutions, (2016) developing a professional CV was not as difficult as I thought, if you possess every information required to create it. There are few golden rules to follow when writing or updating your CV, which include contact details, listing your career history chronologically, bullet points, and highlighting your unique skills.

As Simplilearn, (2020) points out given my zeal for knowledge, I am confident that acquiring more employability skills would not be difficult for me. Graduates and undergraduates should not concentrate on getting a degree only, but rather focus on developing their employability skills to correlate with the requirement of employers. This laid emphasis on the importance of employability skills to getting a job.

In an article of Helpguide, (2020) communication goes beyond the exchange of information between two or more people. It includes the need to understand the receiver's emotion and inherent meaning of the message being passed across. He also, argues that communicating more clearly and effectively requires learning some important skills, as this can deepen your connections to others. The implication of this is that learning the act of communicating helps to understand people's emotion and how best you can communicate with them.

According to Ukessays, (2020) Harvard referencing helps readers of the essays to engage with the sources text when they need more clarification about the topic under discussion. Harvard referencing style gives due credit to the main authors of information sourced for a research work.

Conclusion

I have learned that there is a capacity for improvement, as I still need to comprehend the structure of a good CV. I have actualised how to wrap my skills and traits to a presentable resume, which includes formatting for formal structuring. Also, learnt how to include my key component to sell myself to recruiters effectively. I well informed about the importance of hobbies and interest to employers and how a long CV can be a turn-off for them.

I am knowledgeable about politics in the workplace, including ethical issues, which requires an employee to differentiate what is right from wrong. I understand the part environmental issues can play on me and my role in the workplace. Presently I know the component of health and safety and its application when performing my duties at work.

I have realised the importance of good communication skills and how it connects people across the world. I am enlightened on how to communicate with strangers, manage conflict, and see things from the perspective of others. I was made to perceive that one-sided judgement is not an ideal way of communicating. The class taught me how to spark conversation with anyone or when giving speech in a gathering.

I learned that Harvard referencing eliminates the risk of plagiarism and this reduce the risk of losing grade classification for students. In addition, the original source must be acknowledged at all time. I recognised that Harvard referencing involves in-text citations, which also includes the author's last name, page number, year of publication in a bracket.

Actions Plans

To write a comprehensive CV, I still need to perfect my use of English in constructing sentences and lines. Realising that CV is continuous task, I need to understand recruiter's requirement for my CV writing perfection.

Adding value to any organisation requires an employee to be a problem solver. For this reason, I need to develop my problem-solving skills. Additionally, it is important that I become technologically inclined if I want to excel in my career. This is because technology is one of the employability skills of the future.

It has not been easy reviewing other's perspective during conversation. This is an area I would like to improve on with time. Self-awareness and Self-motivation would be helpful in this regard. Equally, I would like to show more empathy in communication, especially when the listener is disturbed or worried.

I would like to read more about Harvard referencing to understand its application to research work.

CONCLUSION

It can be seen from the very first detail that learning as a process requires reflective thinking. There are several ways to reflect as a learner, but the frameworks provided by

Gibbs serves dynamic learning and professional purposes. Reflective thinking is a valuable process and can lead to an effective learning structure through the right model.

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Appendixes:

Class Activity - CV Writing:

|Harriet Anyanwu

Mrs Mary Jones,
SAGIC UK Ltd
London UK
23 Oct 2020

Dear Mrs Jones

I wish to apply for the role of Office Manager, currently being advertised on Reeds.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 5 years' experience in the Office Management industry. I believe that with the acquired experience that, i would be an asset to SAGIC, this makes me the right/perfect candidate for the role.

In my current role as an Office Manager at Tesco, I am responsible for maintaining Office Building contracts and Health and Safety at work. Making sure that all paperwork are completed legally and documented.

An office manager plays a key role in the office and involves in all tasks namely supervision, reporting, payroll, maintenance, and administration. Office manager's primary role is to coordinate teams and tasks and thereby promote an effective work. Office manager also takes care of all administrative activities of an organization. Office manager must also have some knowledge on basic accounting since he would be responsible for taking care of the Bookkeeping or accounting activities also. One can make use of this sample resume format while preparing their actual resume.

All of these, coupled with my enthusiasm and dedication, works well in team, flexible, an eye for details.

I am confident that I can bring this level of success with me to your organisation and help the growth of your SAGIC UK Ltd, with my previous experience and expertise.

Thank you for your consideration. I look forward to hearing from you soon.

Yours sincerely/Yours faithfully,

Harriet Anyanwu