

assignment

by Tegan Webb

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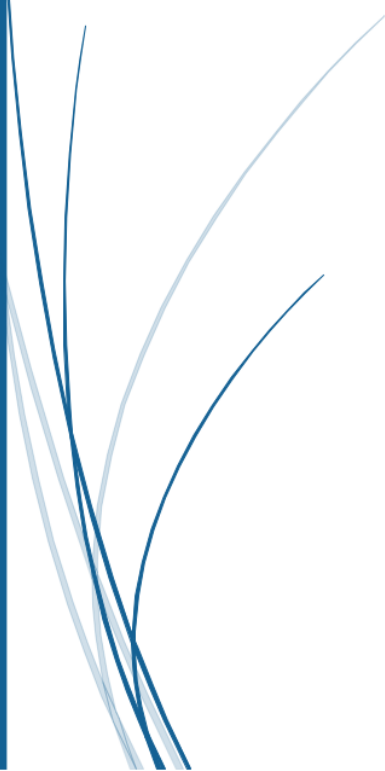
Character count: 316



11/3/2022

Welcome to my Online Portfolio

Learning in the digital era



Tegan Webb (2211832)
UNIVERSITY OF WALES TRINITY ST DAVID

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E-Portfolio

E-portfolio

Task 1

Task 1a and 1b

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Task 1a

Summary on essential skills for study and employment

Academic skills

Research skills: Just like projects or essays, often require you to conduct research. These skills involve knowing the questions you want to answer, finding credible sources and using effective search strategies. Computing skills: understanding how computers function can improve your performance at work. You may use a computer to create graphics, perform research and use software. Critical thinking: this is a skill that helps you effectively analyse information. It allows you to solve problems and understand concepts. Constructive criticism: In your career, supervisors and managers may give performance reviews or comment on your job performance as you work. The ability to process and respond effectively to constructive criticism can help you maintain positive relationships and learn to use that feedback for self-improvement.

Employability skills

Communication and interpersonal skills: The ability to explain what you mean concisely through written and spoken means. To listen and relate to other people, and to act upon key information or instructions. Problem solving skills: The ability to understand a problem by breaking it down into smaller parts, and identifying the key issues, implications and identifying solutions. Initiative and being self-motivated: Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things. Working under pressure and deadlines:

Handling stress that comes with deadlines and ensuring that you meet them to a good standard.

Essential skills

Essential skills

Skills needed during employment within a computing sector would be communication as you would need to communicate with a team as well as other teams helping within your line of work or helping your project. During your employment you will also need the essential skill of problem solving this would need to be used because it allows us to take a complex problem, understand what the problem is and develop possible solutions. The next essential skill needed to be used would be listening as it is a very important skill; it allows the person to determine a speaker's intended message which will allow for the communication to take place for either a debate or a solution. Moving forward another use for an essential skill would be creativity, this skill would be needed to produce your work to a good standard. Furthermore, staying positive is a big part of essential skills that would especially be needed for the computing jobs, as you are bound to fail again and again but it's the consistency of trying again and again and staying positive that helps you push forward to find the solution for the outcome. Linking to staying positive another outcome of this would be aiming high, placing a goal that is higher than any other and make sure that you know it is achievable to move forward. Finally, the last essential skills needed would be leadership and teamwork skills, these skills are highly needed as it can impact your work and your team if not reached to a good standard. It is good to be a team player and help others out when they are stuck and cannot figure out a solution or problem and is asking for a helping that both of you can work out together. On the other hand, it is also good to be a leader to direct them in the way to achieve their goals.

References:

[What are employability skills? Definition and Examples - 17 Sept 2020 - <https://www.thebalancemoney.com/employability-skills-list-and-examples-4143571>]
[12 examples of Academic Skills (plus tips how to improve) - <https://www.indeed.com/career-advice/career-development/academic-skills>]
[Essential skills - Business in the Community - <https://www.bitc.org.uk/essential-skills/#:~:text=The%20eight%20essential%20skills%20are,%2Dmanagement%2C%20and%20interpersonal%20skills.>]

[Task 1a - Learning in digital era.docx](#)

Task 1b

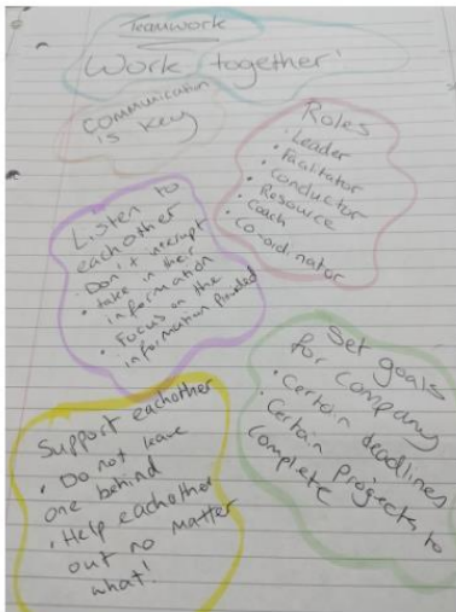
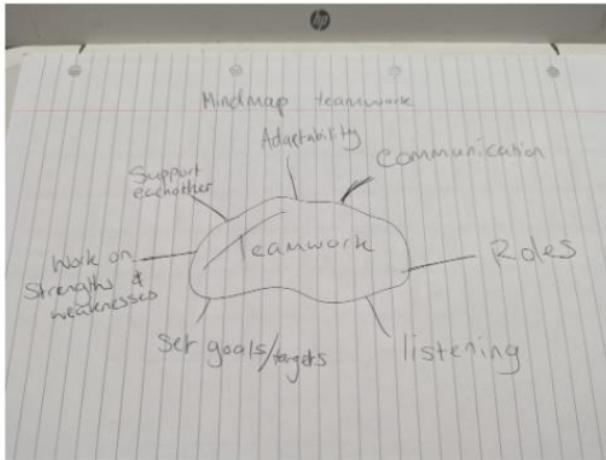
Looking back on my task 1a I am very displeased with my similarity score because it is 43%. Next time I shall go through my work and work through it using more of my own words and only my words. I will clearly look over my work occasionally to make sure I do not continue to make the same mistake of copying other people's work over the internet and fully using it for my own use I shall continue to change and fully work through it and make sure I do it properly.

[task 1b](#)

Task 2

Task 2

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Task 3

Task 3

Friday, November 11, 2022 7:19 PM



Topic 1 – Forming a team

When forming a team, you will need to understand and acknowledge several ideas of teamwork, firstly the team must have a mission together as a group. It is the shared commitment to a specific mission that helps define a team. A mission statement can provide powerful documentation about the team's purpose. A team's mission may be based on a directive from management or others outside the team. A good team understanding over a discussion would be that they talk about the mission statement and understand fully what is meaningful and useful towards the team. Secondly as well as having a mission you need certain goals, Mission statements give a team guiding principles, but goals give the team a real target for their activity. The best goals are usually called smart which stands for S-M-A-R-T goals: Specific, Measurable, Achievable, Relevant, and Time-bound. For example, Specific (reduce call-back time to customers), Measurable (to two hours or less), Achievable (The team would need to decide this. Call-backs need four hours, or the time can be reduced to 30 minutes.), Relevant (slow call-back time an issue for the customers? For the team's manager? Is reducing call-back time important enough to merit team effort?), Time bound (within six months). Next, Roles and Responsibilities, it is important in a team environment that team

manager? Is reducing call-back time important enough to merit team effort?), Time bound (within six months). Next, Roles and Responsibilities, it is important in a team environment that team members know what is expected of each of them. Without these expectations, members cannot develop mutual accountability or trust in the team. Team leaders are the individuals who are held accountable for the team's results by the team's sponsor. Facilitators may be a member of the team or a resource person for the team. The facilitator is responsible for guiding the team's process. Finally, decision making A clear decision-making model describes who makes the decision and how others will be involved. Good decisions have two characteristics: quality and commitment. Quality decisions are logical, supported by sound reasoning and valuable information. Commitment is demonstrated by the active backing for the decision by every team member. Each team member agrees with the decision, is committed to carrying out the decision, and understands their individual role in doing so.

Forming
Team acquaints and establishes ground rules. Formalities are

Storming
Members start to communicate their feelings but still view themselves as

Norming
People feel part of the team and realize that they can achieve work if they accept

Performing
The team works in an open and trusting atmosphere where flexibility is the key and

Adjourning
The team conducts an assessment of the year and implements a plan for transitioning roles and recognizing

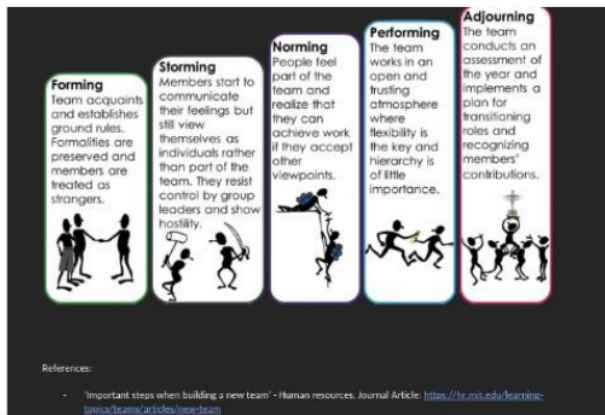
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References:

- "Important steps when building a new team" - Human resources. Journal Article: <https://hr.mil.edu/deaninc-louis/teams/articles/new-team>
- "Using the stages of team development" - Human resources. Journal article: <https://hr.mil.edu/deaninc-louis/teams/articles/team-development>
- "Forming, performing, storming, norming and adjourning" - LinkedIn: <https://www.linkedin.com/pulse/forming-storming-norming-performing-adjourning-sabir-siddiqui>

Task 4

Welcome to my online portfolio

Friday, November 11, 2022 7:16 PM



By Tegan Webb
University of Wales Trinity St David

Task 1a and 1b

Friday, November 11, 2022 7:18 PM

Task 1a

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Task 1a - Learning in digital era.docx

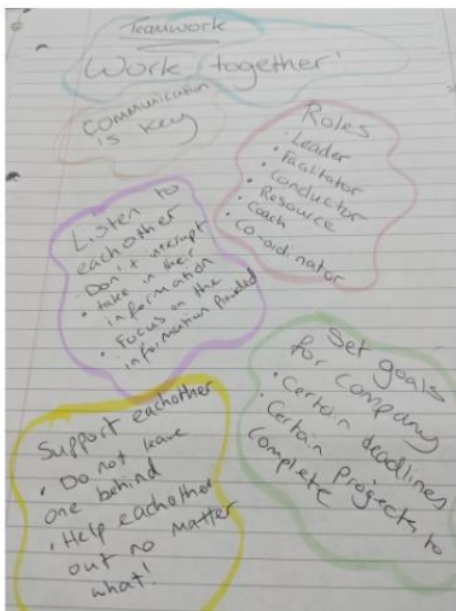
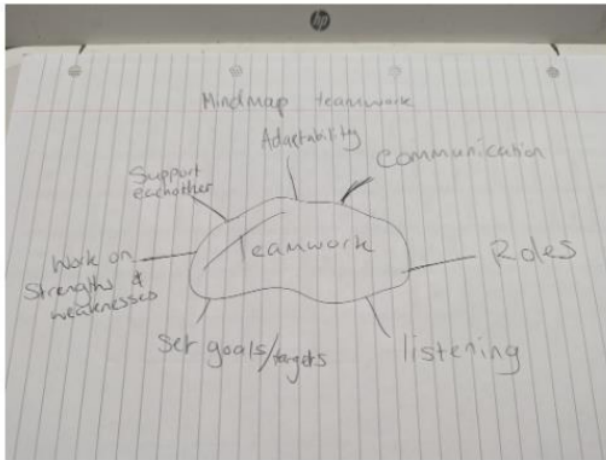
Task 1b

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task 1b

Task 2

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Task 3

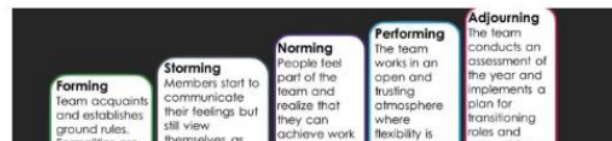
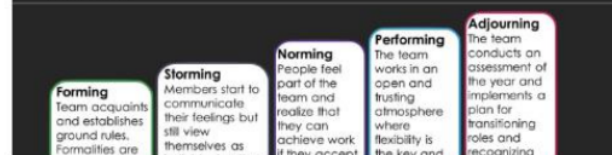
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assignment

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

55/100

Instructor

Total:	5 5
1. Engagement with Literature Skills 5, 5, 5, 5	
Written summary: - No use of IEEE citations. + Reference list. Academic poster: - No use of references. Auto. Ref. tool & Unit section: - No use of IEEE citations. + Reference list. Referencing: + Some relevant reference lists used to support task answers. Citations need to be used to support each task answer and corresponding reference list formatted using the IEEE standard.	6
2. Knowledge and Understanding Skills 5, 5, 5, 5	
Written summary: + Relevant summary of essential skills for study and employment documented. Good. + TURNITIN similarity check complete. - Grading not complete. Academic poster: + Some Knowledge and understanding documented related to the unit topic concepts.. - No use of citations included to support the content. + Mind-map activity included.	1 5

Auto. Ref. tool & Unit section: + Good summary of a unit topic's concept. + Key Knowledge and understanding documented. – No supporting citations, + some references included. E-Portfolio: + Task answers included-in, formatted and accessible via the e-portfolio.	
3. Cognitive and Intellectual Skills 5, 5, 5, 5	
Written summary: + Evidence of analysis documented for both parts. – No supporting citations, some references included. - GAC categories not used in the analysis. Academic poster: + Some analysis of a section's related points included. Could be extended and included in a poster. – No use of citations to support the analysis. + Supporting references. Auto. Ref. tool & Unit section: + Good analysis of one of the Unit section's topics. – Use of citations would add value to the analysis. + Relevant references. E-Portfolio: + Good justification for using the tool to build the e-portfolio.	1 4
4. Practical Application Skills 5, 5, 5, 5	
Written summary: + Good use of TURNITIN and recommendation included. – GAC not referred to. Academic poster: - Poster no created, + individual MindMap created and shared online. Could be created / transposed using a digital tool.	1 0

Auto. Ref. tool & Unit section: Practical use of IEEE referencing / use of an Auto. Reference management tool, is not clearly documented. E-Portfolio: + Good use of a relevant tool to create the e-portfolio. Accessible and easy to use.	
5. Transferable Skills for Life and Professional Practice (including 10 marks for Online content participation.) 5, 5, 5, 5	
Written summary: + Presentation and format is ok. Could be enhanced if text was used in the e-portfolio. – No supporting images. Academic poster: - No poster created. – No evidence of collaboration documented. Auto. Ref. tool & Unit section: + Presentation and format is ok. Could be enhanced if text was used in the e-portfolio. + Supporting images. E-Portfolio: + Good presentation structure & format. Word document submission: ToC. Good clear structure. E-portfolio link works well.	10

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