

Academic and Employability skills

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DIGITAL SKILLS AND RESEARCH METHODS

LEVEL 4 : CERTIFICATE I HIGHER EDUCATION

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Introduction on presentation

- My name is Britney Wint
- I am 21 years old
- Alongside being a student I am also a senior carer in a care agency in north London. In the future I wish to own my own care home or care agency
- Throughout this presentation I will be analysing the academic and employability skills I possess and use in my current job; the skills I will need for the career I wish to pursue in the future.
- Employability skills according to the website Stemnet (N.D) is defined as the transferable skills needed by an individual to make them employable.
- According to the website simplicable (2010) informs that 'Academic skills are talents and habits that benefit academic pursuits such as learning, research, report writing and presentations. These include analysis, communication, social, planning, studying, test-taking and technical skills. Most of the same skills apply to students and teachers with teaching skills being an extension of academic skills.

STRENGTHS AND WEAKNESSES

During 4 years of working in the health and social care field. I believe I have acquired many academic and employability skills, some of these include:

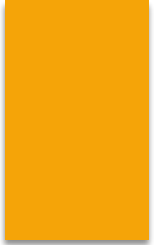
- Solving problems
- Communicating effectively both orally and written
- highly motivated
- Creative
- Responsible
- Professional
- Time management

On the other hand, I do believe that there are some weaknesses that I possess; there are some areas where I do believe I could improve:

- Remaining calm under pressure
- Organization
- Use of technology

I will be examining some these strengths and weaknesses and how they positively and negatively affect me in the career I am in and the career I wish to go into in the future

Time Management



According to the article mind tools (n.d) "Time management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

Time management tools that I can use in order to help me keep up with everything I need to be doing are things like:

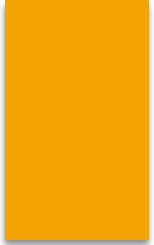
- Work plans or trackers- this will ensure that I can visually plan out my steps of what I will do and see how it will work.
- setting SMART goals: making sure that they are: Specific- this allows me to make direct goals and will make it easier to work towards as I know exactly what it is that I want to work towards. Measurable- making sure my goals are measurable with ensure that I can assess whether I am making good progress or whether I need to make changes to the things that I am doing. Achievable- making sure my goals are achievable will mean I am not spending as much time on a task that I am not able to do. This will ensure I am not wasting time. Realistic- leading on from my last point it will allow minimal time wasting as it is a goal I can actually work towards. Time related- this will ensure that I am giving myself a time frame so I can achieve the goals I set as quick as possible as I will be aiming to meet said goals by a specific time frame
- checklists

Using time management skills will help me immensely with personal and professional development as a carer:

- Time management skills will help with Keeping track of what and when I need to be doing tasks. For example, making sure I administer medication on time. Or completing all tasks on time.
- These skills will also help me with things like completing assignments on time.
- They will help me to do things like leaving myself enough time to study
- It will help me to balance the different things that I do in my life

I do believe that I possess good time management skills. I am good at planning things out and sticking to a specific target. However, I believe by doing things like creating checklists and setting SMART goals I will make time management much easier and it will make meeting my goals easier to reach

SWOT ANALYSIS



Another tool I can use in order to better my professional development in the care industry is SWOT analysis.

Investopedia (12/04/2021) states that 'What Is SWOT Analysis?

SWOT (strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential.

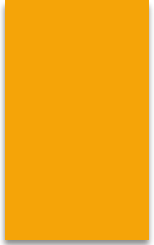
The website Pestle Analysis. (2015) factors that have encouraged exceptional organizational performance are **strengths**. Examples include using state-of-the-art medical equipment, focusing on healthcare improvement, investments in healthcare informatics, highly trained medical personnel and top-notch medical services.

This suggests that using SWOT analysis whilst in the care home will be effective as I will be able to assess things like hoists there strengths and weaknesses if they are effective or if they need to be replaced.

I can use the SWOT analysis to assess opportunities. For example whether a client will be able to have a ceiling hoist if it is safe and able to go in there. Making these assessments with SWOT analysis will help to make a clear judgment. This in turn bettering my professional development as I am able to use this tool in order to better my work as a carer and make sure that I am providing the best care I possibly can to my clients and ensuring their safety.

Being able to use this tool effectively is a skill I wish to work on. I feel as though I use this tool but going forward using a SWOT analysis chart properly will ensure I make good analysis of my clients, their home ect. I will definitely have to use SWOT analysis if I do pursue starting my own care company or care homes. For things such as assessing clients; their homes; the equipment the carers will have to use.

World of work



What is my future career:

- I am working toward becoming a owner of a care agency or caqre home, I am already working as a senior carer for a care agency so I am building all the relevant skills needed in order to effectively run a care institution

What is expected in this career:

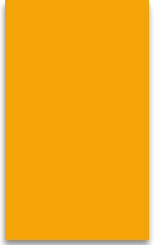
- Leadership
- Managing other carers
- Overseeing major decision
- Ensuring clients safety

These are just some example of things that will be expected in this specific care industry

What do I need to reach this career:

- I am aware that owning my own care agency will take a lot of time planning and effort. This is not something that will just happen overnight. I believe working in the industry now will help me with my goals as it will give me the relevant skills and knowledge to go forward in the career I wish to go in.
- Completing this course will also help with furthering my progress to reaching my chosen career. It will also inform me on relevant information I need in order to be an effective health and social care practitioner.

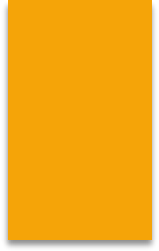
conclusion



I believe that I possess a number of academic and employability skills. From analysing the different tools and skills I have come to the conclusion that I do use these things for professional and personal development; improving my academic and employability skills. However, I do believe there is always room for improvement I believe I can do other things to help me to progress further

This has been a short analysis of some of my employability and academic skills I hope you have enjoyed this presentation

Reference Page



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