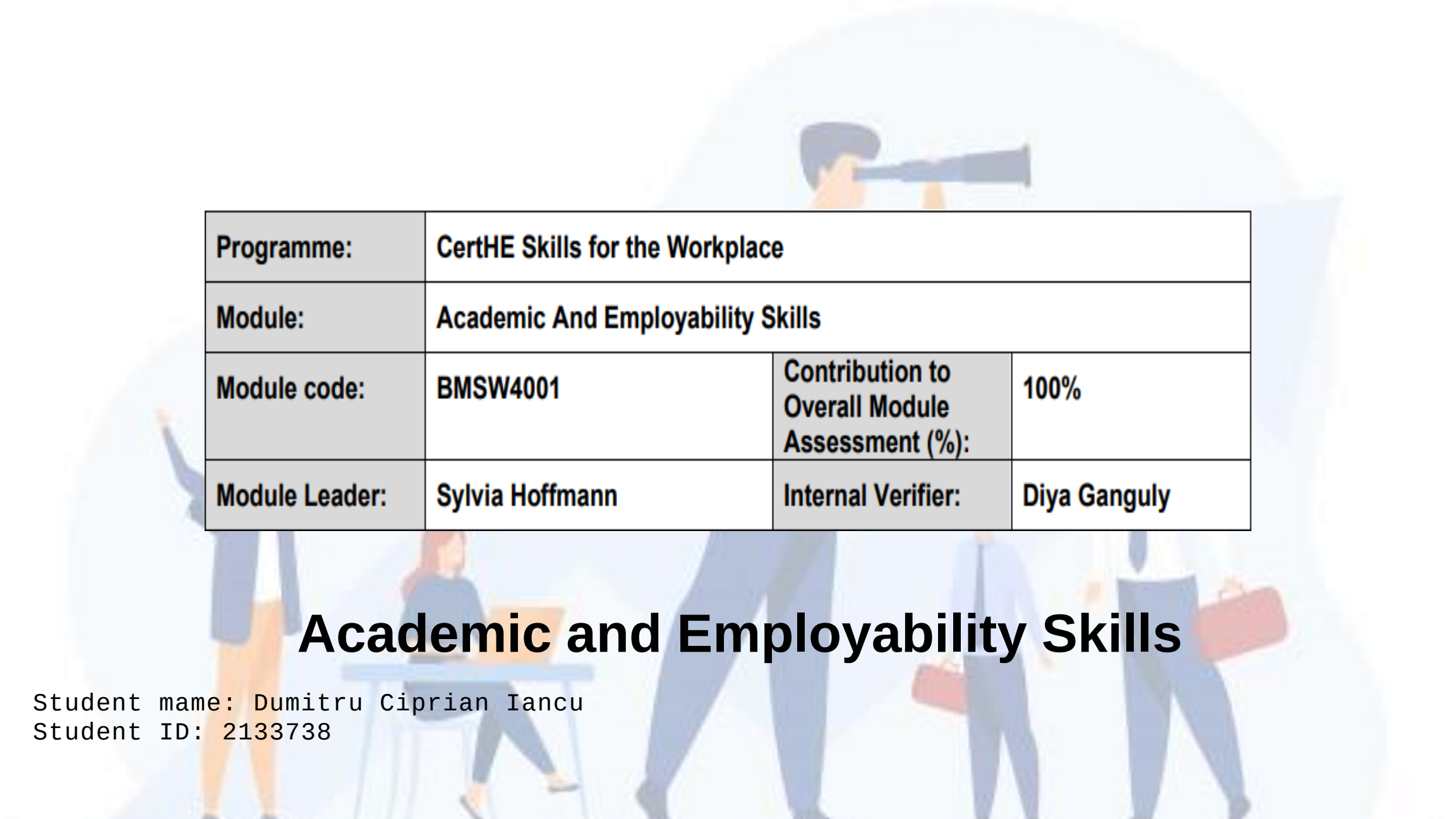




Programme:	CertHE Skills for the Workplace		
Module:	Academic And Employability Skills		
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Module Leader:	Sylvia Hoffmann	Internal Verifier:	Diya Ganguly

Academic and Employability Skills

Student name: Dumitru Ciprian Iancu
Student ID: 2133738

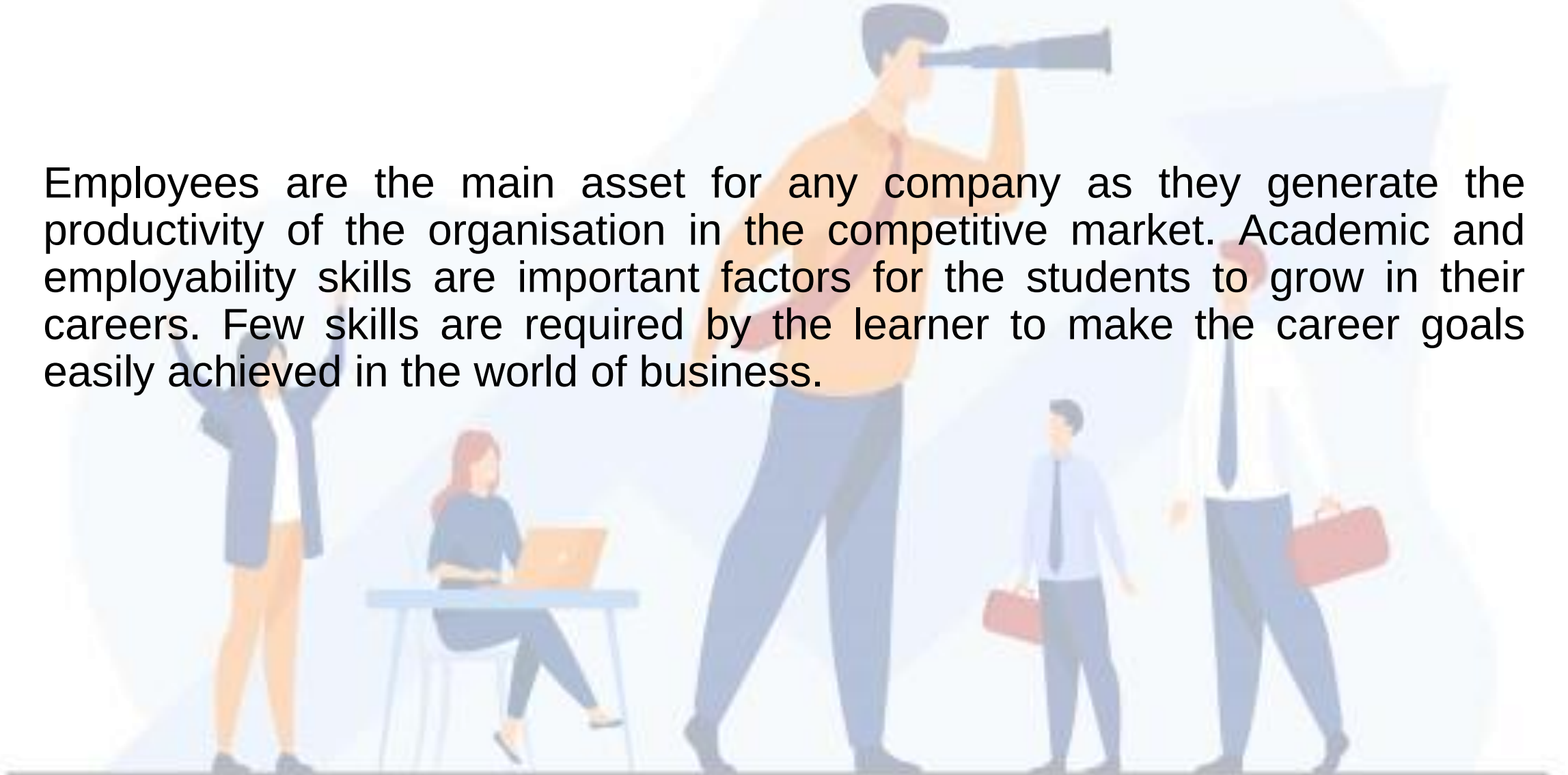
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Introduction

Employees are the main asset for any company as they generate the productivity of the organisation in the competitive market. Academic and employability skills are important factors for the students to grow in their careers. Few skills are required by the learner to make the career goals easily achieved in the world of business.

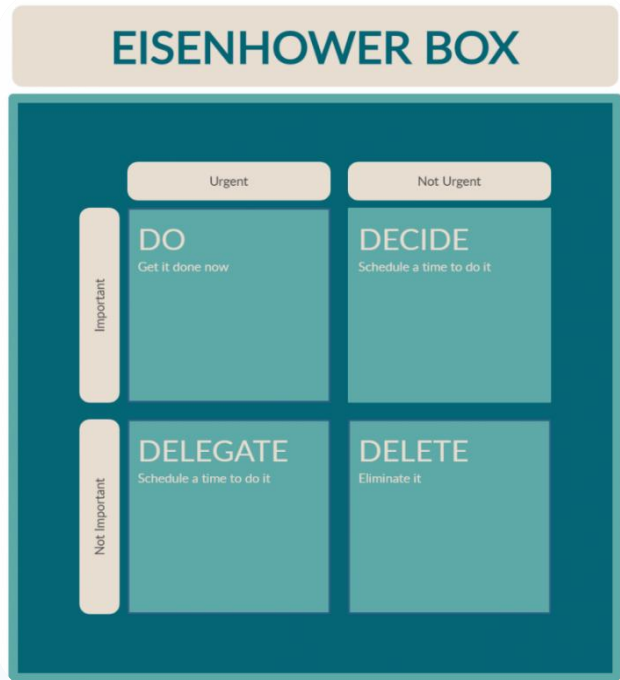


SWOT

- Strengths
- Weaknesses
- Opportunities
- Threats



Time management tools

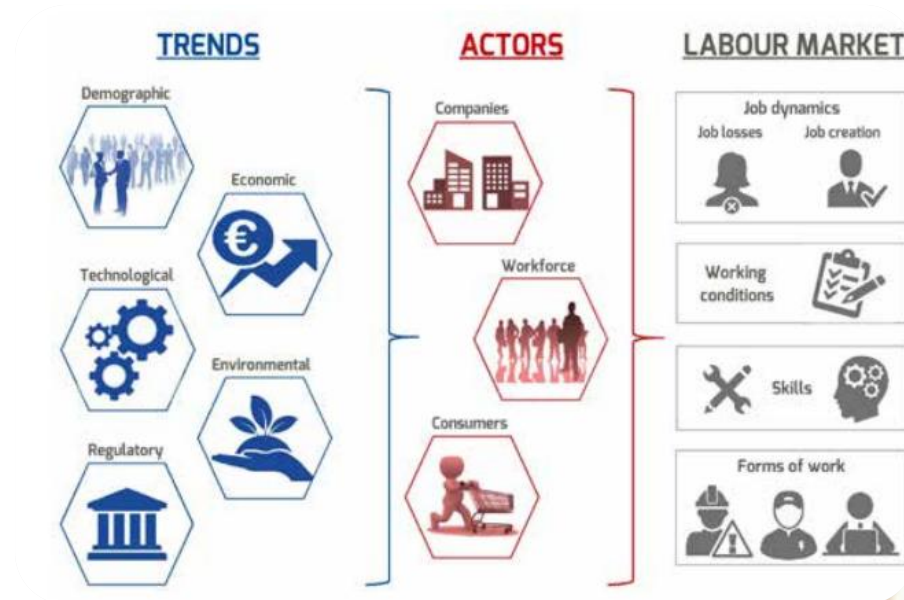


- **Do:** Time plans are mostly made according to the urgency and prioritising of the task for the student.
- **Decide:** Managing the time to decide what to do first is an important decision, as it will make an impact on the growth of the skills required in the career.
- **Delegate:** Delegate works refer to a task that is not so important for the learner but it is urgent.
- **Delete:** It refers to the task that is neither urgent nor important for the learner therefore these skills can be erased from the list while planning a schedule of development.

Personal development Plan

Skills	Process	Expectations	Time-based
<i>Time management skill</i>	Time management skills can be achieved with the help of learning techniques from books and creating organised time plans. I can achieve time management skills by making scheduled tasks and completing them on time.	I can expect to become a time-bound person after gathering information about time management skills from different sources.	3 months
<i>Study Organising skill</i>	Study organising skills can be achieved by making time plans for completing an assessment on time. I can achieve the skill by setting targets to develop the required skills and making a time-based plan to achieve it.	I can expect to become better at academic skills by practising time-based study targets.	6 months
<i>Reference skill</i>	Reference skills can be achieved by increasing the research skill to find reliable sources of information. I can practice my IT skill to get a hold of avoiding using unreliable sources of information.	I can expect to create a task with less plagiarism and make it more relevant to the topic to gain a competitive advantage.	5 months

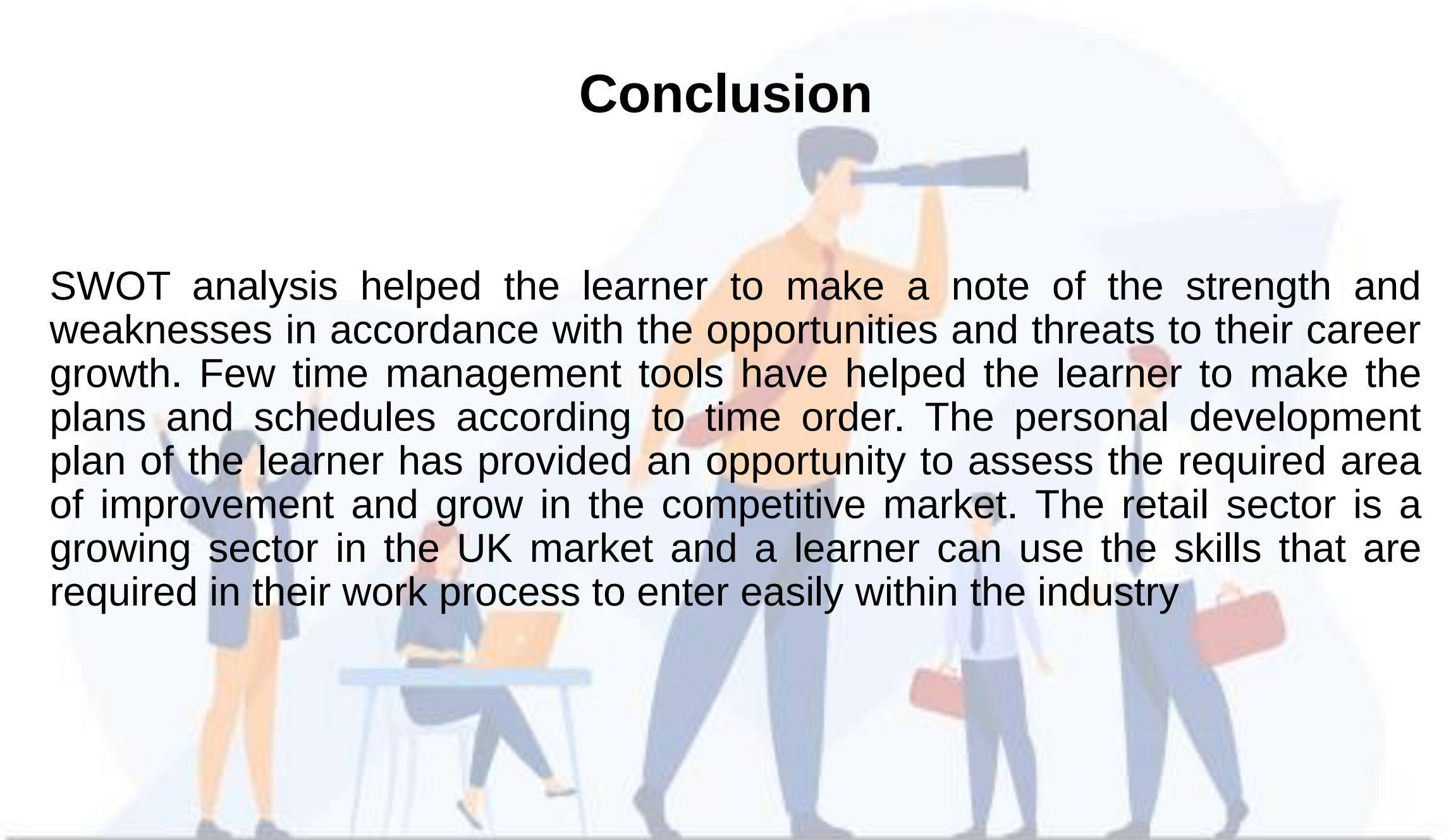
Understanding of the world of work in the Retailer sector



- Time management skill: Time management skill is an essential need in the retail sector to operate the workplace successfully meeting the goals of the company.
- Public speaking skill: Public speaking skill helps the organisation to make a better relationship with the customers enhancing their performance in the competitive market
- Communication skill: Communication skill is one of the most important skills in the retail world of business as it creates several opportunities for the company.

Conclusion

SWOT analysis helped the learner to make a note of the strength and weaknesses in accordance with the opportunities and threats to their career growth. Few time management tools have helped the learner to make the plans and schedules according to time order. The personal development plan of the learner has provided an opportunity to assess the required area of improvement and grow in the competitive market. The retail sector is a growing sector in the UK market and a learner can use the skills that are required in their work process to enter easily within the industry



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Thank
you

