

CERTIFICATE OF HIGHER EDUCATION ASSIGNMENT SPECIFICATION

Academic and Employability Skills

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Module Title: MODULE CODE BMSW4001

Assignment Title:

Task 1 (2000 words) - 40% of the final mark for the module

Find 4-6 different online articles that discuss employability and summarise them in the form of an appropriately structured academic report. Include a section where you briefly analyse your own employability skills.

Guidelines:

- articles should be from reliable sources, such as business magazines, recruiters' websites, academic analyses, government reports, advice from job centres, etc.

- one section of the report should be devoted to one article or you could organise your report according to common themes that emerge from your reading.

Including scans/screenshots of any in-class activities, own research notes and the feedback you received from the lecturer (in the form of an appendix at the end of your document) will contribute to the mark.

Modul Lecturers Name Shao Yuen.

Academic and Employability Skills

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1.Introduction

What is my future plan will be, the answer is a Sales Manager

A Sales Manager but by logical way, in which department what employability skills i do need in my job, after i had don a study about myself i can identify the folowing employability skills, which i do need in my lessons because of that i am learning how to improve and develop them all to an academic level:

- Time Management. I am learning it from (Eisenhower method/SWOT Analysis)
- Academic transferable skills. I am learning it from (moodle.uwtsd.ac.uk)
- Digital IT.skills. I am learning it also from(Digital Skills and Research Methods)
- Problem solving skills. I am learning it from (moodle.uwtsd.ac.uk)

This topic has taken a lot of studies in my personal mental discussions sometimes i consider that i must put an end for this stage as a successful Manager, what are the academic skills that it will help me to achieve my career ambitions, what do i need to became a highly motivated as a successful Manager,lighthouse that learned me a lot how to put an end of this life conflict and to start a new modern stage as a successful Manager is to study carefully the Academic and Employability Skills.

Employability Skills ,Are the words that has put the end of my mental ideas conflict by giving me the answers between business life mythology and business life ideology but in academic level also to improve my performance in workplace .

i will write some examples in my introduction that really i had meet in my personal traveling in many countries and different continents.just to explain my

point of view in employability and the importance of the Academic and Employability Skills, I will give two examples

Examples

A. Business life mythology (verbal communication skills)

Mythology (Many people once believed in legendary creatures and animals. For example, the Greek god Zeus had powers over lightning and storms. Whenever Zeus wanted to, he could make a storm, and he made storms to show his anger."Wikipedia").

This example is about stories:

"Stories that some peoples but not all of them believe in it for example someone earned a huge amount of money without holding a legal company".

It is your decision to accept it or reject it but what is your judgment and your clear answer?

That is one of employability skill which employer is looking for

and to understand daily workplace verbal discussion between employees and customers

. Business life ideology (initiative self motivation skill)

Ideology is a collection of ideas or beliefs shared by a group of people. It may be a connected set of ideas, or a style of thought, or a world-view (Destutt)
"Wikipedia".

This example is about Parforums:

I had noticed that in every single country peoples in majority they have some kinds of perfumes smells which are there choose in buying (they keep saying that is number one for me.) that has a big influence in marketing and trading.

to understand the concept of individual problem solving daily workplace problems, ideas of buying selling from different customers cultures as a manager ,salesmanent ,teamleader position,we must consider here the concept of employability and self-efficacy ,team management skills.

Employers are so concerned about the lack of employability skills by entry-level of job applications.

2. Employability Skills: The Skills You Need to Get a Job

Skills you need/helping you develop life skill (www.skillsyouneed.com).

I would like to say that it is some of the skills i need to get a Job

soft skills

Employee will hold jobs with a variety of employers and move across different employment sectors through their jobs life. We need to be flexible in our working prepared for any job changing or a new sectors because we believe there are better opportunities.

we do understand that we all have a set of transferable skills or employability skills. which are not specific to one particular career work but are useful across all employment sectors with different jobs types.

What are Employability Skills?

Employers are often looking for skills that go further than qualifications and experience.

to apply for a job it is eligible to have education certifications and

other official documents from your school or your university, education is so important but there is an important part also the personal experience.

to be successful in most jobs roles, you will need skills that you are likely develop over time, some will be specific to the job, but the vast majority will be called 'soft skills' that can be used in any job or employment sectors, that makes you employable.

Before starting a job some employers teach he or she how can the new employee start working but they can not offer to stay all day long with them.

employers want to teach someone specific skills required, such as how to operate particular pieces of machinery, or use particular computer packages that are very important to that role or any company.

3. Government employability skills Australia

Employability Skills replace Key Competencies Published - June 2006.governmentskills.com.au

Employability Skills will replace Key Competencies in all workplace new packages. training under review are now

required to provide information about the coverage of Employability Skills for each qualification.

Training will include statements of Employability Skills by December 2006.

Not all employability skills are expected in any single unit, but each qualification must include coverage of all the employability skills, for combination packaging of units. Skills that the employers surveyed identified as being important workplace skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

Eight Employability Skills are:

- communication**
- teamwork**
- problem solving**
- initiative and enterprise**
- planning and organising**
- self-management**

- learning

technology

each qualification has an employability skills, qualification level are aspects or facets of the employability skills that are important to the job roles covered by academic qualification. assist trainers and assessors to identify including important industry application of employability skills in learning and assessment strategies.

4. Top 10 Employability Skills

(moodle.uwtsd.ac.uk)

Definition of Employability Skills

Transferable skills needed by an individual knowledge to make them more employable with good ability.

it depends on your knowledge, ability, skills and attitudes, how you use them to your employers.

The following required skills compiled by a range of UK-based companies skills which they want in potential employees top 10 employability showing evidence of these skills in an interview or application for a job.

1-Communication and interpersonal skills

Explain what do you mean in a clear short way by written

and spoken words, listen to other people, and to act upon key information / instructions.

2-Problem solving skills

understand the problem by

breaking it down into smaller parts, and

identifying the key issues, thinking in your mind how to identify a solutions, applying your self knowledge for solving the task.

3-Using your initiative and being self-motivated

To be creative and independent, Having a new ideas of your own, which can be made into a reality, do not wait to be told to do things.

4-Working under pressure and to deadlines

Making a time table for deadlines ensuring that you meet them without stress.

5-Organisational skills

Highly academic organised and methodical, productive

having the ability in workplace plan to meet deadlines and targets, following progress of organization plans.

6-Team working

Working well with with a team from

different disciplines, backgrounds, and

expertise to accomplish the project task .

7-Ability to learn and adapt

Building a positive experience in your work, by learning from your own mistakes for the benefit of both sides you and your employer.

8-Numeracy

The ability to use data range of different mathematical graphs and tables for learning and adapting them.

9-Valuing diversity and difference

Applying and using the value of diversity and what new ideas

i can create by understanding and being considerate of the different needs of different persons.

10-Negotiation skills

Hearing and listening to other people's feelings and express your own requirements in logical arguments to achieve your aim.

5. What is employability

career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for

What is employability?

Strong repetitive discussions about employability in the recruitment community as competition for jobs in all sectors intensifies.

But what does it mean?

The UK Commission for Employment and Skills (UKCES) gives the simplest effective and most accessible definition of employability in terms of skills.

skills almost everyone needs to do any job. This is a great definition as far as it goes, although employability is not just about skills, it's also about capabilities or competencies: aptitude, attitude, ability, and behavior, individual talent.

Employability is not the same as subject of knowledge, qualifications, or specialist experience. Higher education brilliant first degree, a PhD, and a list of published papers on your self-impressive CV it may not be enough to secure a position. You have to be aware of something what employers are looking for in any employee. And you have to demonstrate that you are employable enough as a person, a team member in the workplace and as a contributing member of the employer organization.

one of these complicated conditions 5 years experience they are taken for granted or dismissed.

Example

a person had applied for a post-doctorate industrial research position, that person thought that he or she were guaranteed to get this job CV was perfectly matched to the job description and academic requirements, so it is not a big surprised to be called for interview. it is as a formality only.

but that person was devastated because that person did not get through to the second interview stage. bu phoning the company's HR department to get feedback,

so the answer was that the interviewing panel was so impressed with knowledge subject , they had commented that this person seemed non-committal, lacking in enthusiasm, and that they were 'concerned that she or he would not engage' with colleagues or the company.

my point of view this is the meaning of the employer rowing evaluation,generally maybe she or he was the perfect person for this position sometimes interviewers make their personal way of interview focusing on answering the questions carefully but there wasn't any questions about the company ,enthusiasm,team working

Why is employability important?

In a recent survey on employability conducted by the Institute of Directors, directors who employed recent graduates were asked to rate the importance of employability skills against specific technical or academic knowledge and skills associated with their degree:

36% said that employability skills are much more important

29% said that they were a little more important

23% said that they were the same level of importance.

What are employability skills and capabilities?

So, what exactly are employers looking for? Look up employability on the internet and you will find lists and inventories of requirements, all broadly similar.

Personal attributes

a positive attitude: a 'can do' approach, good work ethic, and willingness to learn

Good personal presentation

Honesty and integrity

Reliability

Timekeeping and personal organization

Team working, collaboration, and co-operation

Flexibility

Commercial awareness and customer focus

Skills

Communication – oral and written

Numeracy

Computer literacy/IT skills.

Demonstrating employability skills and qualities:

there are many people have these transferable skills and qualities, so the need is to identify them and demonstrate them. There are plenty of opportunities to present yourself well in the application and interview process.

Stage 1. Application and CV

This is your first chance to show your written communication and presentation skills.

Make sure that your application looks good – clear, concise and with no spelling mistakes. Read the articles about application and CVs on jobs.ac.uk for more information.

If there is a name on the job advertisement or a number to ring and find out more about the position, don't hesitate to get in touch. Do some research about the company beforehand, study the job description and ask questions.

Always send a covering letter or email to support the application.

A good covering letter encourages recruiters to read more – demonstrating higher-level communication skills.

The personal statement at the beginning of your CV is also about employability. This needs to reflect the personal strengths and transferable skills appropriate to the position you are applying for and include your IT or computer skills

Making sure that your CV is tailored to the position you are applying for shows that you have an understanding of what the employer is looking for, demonstrating commercial awareness and customer focus with enthusiasm. Carefully match your successes and achievements to the job description: if you will be working with a team, highlight co-operative and collaborative activities; if you will be working on your own, focus on time management and personal organisation and your ability to complete a project.

Stage 2: The interview

Help them find out more about your specific job-related knowledge and skills. The articles on interview skills on jobs.ac.uk will give you information on preparation, answering questions and giving examples.

However, the interview gives the interviewers an idea about you as a person and you are punctual, positive, look alert and enthusiastic – and smile, even if you're nervous.

If you have lack experience in a particular area, express interest in developing your skills and knowledge by following further training and development – demonstrating your willingness to learn.

How can you develop employability?

Give all evidence and demonstrate that you have employability skills

The best way to develop employability skills and qualities, of course, is to be employed – any kind of employment will do. The trick is to see that experience in terms of your transferable skills and overall capability.

6. Personal Development Plan

UWTSD Moodle 2019/20

What is a Personal Development Plan (PDP)?

Personal development planning

A Personal Development Plan (PDP) enables you to identify key areas of learning and development activity if your plan is in academic level results will have a practical effects in workplace as an expert with a lot of practical advantages.

 Increase performance in your current or your future job role

 Direct participant for your changes in current role

 Raise career aspirations towards in your future role

Step 1:

Deciding on your goals (A-Long-term goals/ B-Mid- term goals)

A-Long-term goals

What do you want to achieve after university or your course studies?

To help you think and ask yourself:

🕒 **What areas and skills i want to develop in my studies**

in work,in life What do I want to develop?

🕒 **What is my job do need from me to improve?**

🕒 **What might be some long-term career goals needed from me to develop so i can achieve those goals?**

Consider seriously these ideas to get you started:

- **Talk and make an open discussion with your lecturers.**
- **Schedule a confidential session with a careers advisor at UWTSD.**
- **Read career development academic books.**
- **Set realistic priorities achievements,what's are my achievable in the next three months,this year,within 3 years or more than that?**

Employers when recruiting they are looking for specific attributes graduates.

An employable graduate will be:

- ❖ **Capable of applying knowledge in his work field**
- ❖ **Inquiring – critical deep thinking abilities**
- ❖ **Creative and problems solver**
- ❖ **Enterprising and take the responsibility of his suggestions**
- ❖ **Ethical by hearing and listening**
- ❖ **Thinking internationally and open minded**

Top 10 skills employers want

- 1. Commercial intern and extern awareness**
- 2. Communication skills high verbal non verbal communication**

- 3. Positive teamwork skills**
- 4. Negotiation and persuasion verbal skills**
- 5. Problem solving ability and decision making**
- 6. Leadership ability and self control with all staff and employees**
- 7. Organisational skills in all workplace activities**
- 8. Perseverance with enthusiasm and motivation**
- 9. To work under pressure without stress**
- 10. Confidence**

B-Mid- term goals

- What do you want to achieve minimum by the end of the 1st yearIn your class?**
- How will you measure success In your professional development?**
- when will you know you have achieved your goal?**

Step 2:

Evaluating your current position.

Can you demonstrated any of the 10 skills mentioned above?

How do you know that you are successful in your personal activity during the situations you are considering?

What were your strengths and weaknesses ?

give evidence of your achievement.

Step 3:

Creating a plan

Deciding on a plan of action to get from start to the end.

Make concrete plans:

- ❖ what you need to do**
- ❖ when and how you will do it**
- ❖ specific your milestones**
- ❖ review your plan points**

make your own plan schedule for your by Microsoft Excel Software

Personal Development Plan (PDP) in base of what is your goal and what is your time table to achievement.

7-Analyse about my personal employability skills.

Analyse about my personal employability skills.

In this period i am studying about how can develop my personal employability skills (which i do need in future which i am learning in my lessons with my lectures).

my aim is to be a successfu Sales Manager but i had learned a lot of important things in my studies until now that before i started to study i haven't an idea about these active skills that has an important impact in my personal and practical life i can provide some of them as an achievements for example:

- Communication – oral and written**
- Computer literacy/IT skills.**
- Demonstrating employability skills and qualities**
- teamwork**
- problem solving**
- initiative and enterprise**

- planning and organising
- self-management
- learning
- Time Management
- Eisenhower Method
- Pareto's principle
- Transferable skills

development is a word that need unended studies and hard working i am still studying but i have an organised skills which i haven't many of them before i had started studying **ACADEMIC AND EMPLOYABILITY SKILLS**.

8-Extras

1- Eisenhower method

Eisenhower's strategy for taking action and organizing your tasks is simple. Using the decision matrix below, you will separate your actions based on four possibilities.

Urgent and important (tasks you will do immediately).

Important, but not urgent (tasks you will schedule to do later).

Urgent, but not important (tasks you will delegate to someone else).

Neither urgent nor important (tasks that you will eliminate).

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*

How to be More Productive and Eliminate Time Wasting Activities by Using the "Eisenhower Box"

Dwight Eisenhower lived one of the most productive lives you can imagine.

Eisenhower was the 34th President of the United States, serving two terms from 1953 to 1961. During his time in office, he launched programs that directly led to the development of the Interstate Highway System in the United States, the launch of the internet (DARPA), the exploration of space (NASA), and the peaceful use of alternative energy sources (Atomic Energy Act).

Before becoming president, Eisenhower was a five-star general in the United States Army, served as the Supreme Commander of the Allied Forces in Europe during World War II, and was responsible for planning and executing invasions of North Africa, France, and Germany.

At other points along the way, he served as President of Columbia University, became the first Supreme Commander of NATO, and somehow found time to pursue hobbies like golfing and oil painting.

Eisenhower had an incredible ability to sustain his productivity not just for weeks or months, but for decades. And for that reason, it is no surprise that his methods for time management, task management, and productivity have been studied by many people.

His most famous productivity strategy is known as the Eisenhower Box (or Eisenhower Matrix) and it's a simple decision-making tool that you can use right now. Let's talk about how to be more productive and how Eisenhower's strategy works.

The Eisenhower Box: How to be More Productive

Eisenhower's strategy for taking action and organizing your tasks is simple. Using the decision matrix below, you will separate your actions based on four possibilities.

Urgent and important (tasks you will do immediately).

Important, but not urgent (tasks you will schedule to do later).

Urgent, but not important (tasks you will delegate to someone else).

Neither urgent nor important (tasks that you will eliminate).

The great thing about this matrix is that it can be used for broad productivity plans ("How should I spend my time each week?") and for smaller, daily plans ("What should I do today?").

Here is an example of what my Eisenhower Box looks like for today.

how to be more productive with the eisenhower box

The Difference Between Urgent and Important

What is important is seldom urgent and what is urgent is seldom important.

-Dwight Eisenhower

Urgent tasks are things that you feel like you need to react to: emails, phone calls, texts, news stories. Meanwhile, in the words of Brett McKay, "Important tasks are things that contribute to our long-term mission, values, and goals."

Separating these differences is simple enough to do once, but doing so continually can be tough. The reason I like the Eisenhower Matrix is that it provides a clear framework for making the decisions over and over again. And like anything in life, consistency is the hard part.

Here are some other observations I've made from using this method.

Elimination Before Optimization

A few years ago, I was reading about computer programming when I came across an interesting quote:

“There is no code faster than no code.”

—Kevlin Henney

In other words, the fastest way to get something done — whether it is having a computer read a line of code or crossing a task off your to-do list — is to eliminate that task entirely. There is no faster way to do something than not doing it at all. That's not a reason to be lazy, but rather a suggestion to force yourself to make hard decisions and delete any task that does not lead you toward your mission, your values, and your goals.

Too often, we use productivity, time management, and optimization as an excuse to avoid the really difficult question: “Do I actually need to be doing this?” It is much easier to remain busy and tell yourself that you just need to be a little more efficient or to “work a little later tonight” than to endure the pain of eliminating a task that you are comfortable with doing, but that isn't the highest and best use of your time.

As Tim Ferriss says, “Being busy is a form of laziness — lazy thinking and indiscriminate action.”

I find that the Eisenhower Matrix is particularly useful because it pushes me to question whether an action is really necessary, which means I'm more likely to move tasks to the “Delete” quadrant rather than mindlessly repeating them. And to be honest, if you simply eliminated all of the things you waste time on each day then you probably wouldn't need any tips on how to be more productive at the things that matter.

Does This Help Me Accomplish My Goal?

One final note: it can be hard to eliminate time wasting activities if you aren't sure what you are working toward. In my experience, there are two questions that can help clarify the entire process behind the Eisenhower Box.

Those two questions are...

What am I working toward?

What are the core values that drive my life?

These are questions that I have asked myself in my

2- SWOT Analysis

Personal SWOT Analysis

Making the Most of Your Talents and Opportunities

Chance favors the prepared mind.

– Louis Pasteur



You are most likely to succeed in life if you use your talents to their fullest extent. Similarly, you'll suffer fewer problems if you know what your weaknesses are, and if you manage these weaknesses so that they don't matter in the work you do.

So how you go about identifying these strengths and weaknesses, and analyzing the opportunities and threats that flow from them? SWOT Analysis is a useful technique that helps you do this.

[Click here](#) to view a transcript of this video.

What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career and help you achieve your personal goals .

(You can find out how to carry out a wider SWOT analysis for your organization in our article [here](#) .)

How to Use the Tool

To perform a personal SWOT analysis, first print out our free worksheet, and write down answers to the following questions.

Strengths

What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?

What do you do better than anyone else?

What personal resources can you access?

What do other people (and your boss, in particular) see as your strengths?

Which of your achievements are you most proud of?

What values do you believe in that others fail to exhibit?

Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can. Knowing and using your strengths can make you happier and more fulfilled at work. See our [StrengthsFinder](#) article for more help on this.

And if you still have any difficulty identifying your strengths, write down a list of your personal characteristics. Some of these will hopefully be strengths!

Tip:

Think about your strengths in relation to the people around you. For example, if you're a great mathematician and the people around you are also great at math, then this is not likely to be a strength in your current role – it may be a necessity.

Weaknesses

What tasks do you usually avoid because you don't feel confident doing them?

What will the people around you see as your weaknesses?

Are you completely confident in your education and skills training? If not, where are you weakest?

What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)?

Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.

Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do co-workers consistently outperform you in key areas? Be realistic – it's best to face any unpleasant truths as soon as possible.

Opportunities

What new technology can help you? Or can you get help from others or from people via the internet?

Is your industry growing? If so, how can you take advantage of the current market?

Do you have a network of strategic contacts to help you, or offer good advice?

What trends (management or otherwise) do you see in your company, and how can you take advantage of them?

Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes?

Is there a need in your company or industry that no one is filling?

Do your customers or vendors complain about something in your company? If so, could you create an opportunity by offering a solution?

You might find useful opportunities in the following:

Networking events, educational classes, or conferences.

A colleague going on an extended leave. Could you take on some of this person's projects to gain experience?

A new role or project that forces you to learn new skills, like public speaking or international relations.

A company expansion or acquisition. Do you have specific skills (like a second language) that could help with the process?

Also, importantly, look at your strengths, and ask yourself whether these open up any opportunities – and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses.

Finding This Article Useful?

You can learn another 212 career skills, like this, by joining the Mind Tools Club.

Join the Mind Tools Club Today!

Threats

What obstacles do you currently face

9-Reference

-**Mythology** "Wikipedia" From Wikipedia, the free encyclopedia

- **Ideology** From Wikipedia, the free encyclopedia ,It was coined by a French philosopher, Destutt de Tracy in 1801/5.[1]

1. Employability Skills: The Skills You Need to Get a Job

<https://www.skillsyouneed.com/general/employability-skills.html>

2. Government skills Australia

<file:///C:/Users/Louay/Desktop/Assignment%20term%201/Assignment%20term%201Academic%20and%20Employability%20Skills/Articles%20about%20employability/Fact%20sheet.pdf>

www.governmentskills.com.au

3. Top 10 Employability Skills

<https://www.exeter.ac.uk/ambassadors/HESTEM/resources/General/STEMNET%20Employability%20skills%20guide.pdf>

<https://moodle.uwtsd.ac.uk/mod/page/view.php?id=264432>

STEMNET Science, Technology, Engineering, and Mathematics Network

4. What is employability

https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/#_edn1

5. Personal Development Plan

file:///C:/Users/Louay/Documents/com.moodle.moodlemobile/sites/7aa0fcfa69a89c825e267eac0cba43c0/filepool/PERSONAL%20DEVELOPMENT%20PLAN_9293c544d252926a805d559a1f357f80.pdf

UWTSD Moodle 2019/20 week 2 a

Academic and Employability Skills (BMSW4001_LON) PDP - Personal Development Plan