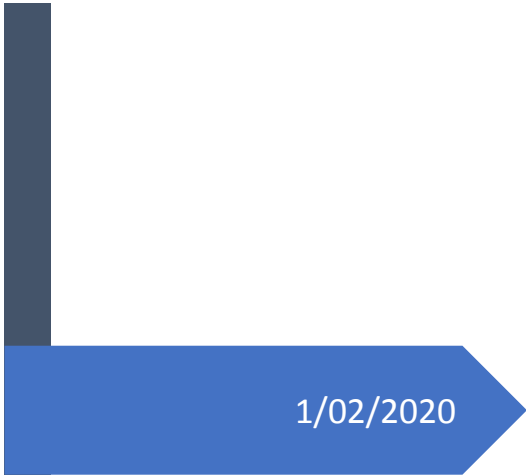
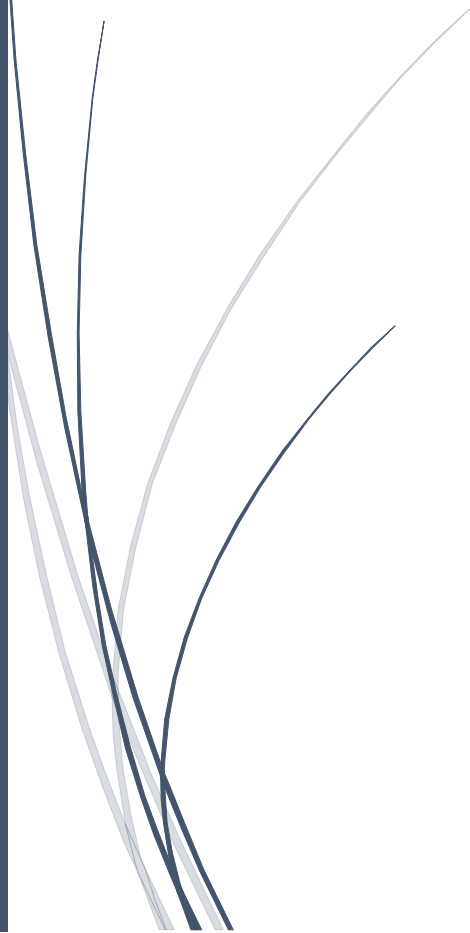


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1/02/2020

Academic and Employability Skills

Submitted to: Thea Jaffe

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1. Introduction

The purpose of this report is to demonstrate how my academic skill and employability skill developed through my learning process. I have also included my skill gaps which I have to improve to prove my competence in my workplace. The report included section and subsections to present different discussions on personal academic skill, research skill, communication skill, association between academic and employability skill and finally what skill gaps need to be improved to my efficiency in my workplace.

2. Academic skill

Producing academic work and acquiring academic skill helps to become an independent learner and this is the core achievement to succeed in academic field (Sara, 2012). Academic success and results drive towards professional pathway and this is why academic skill is considered to be the most skill in human lives. Academic skills can be developed through various ways as below

2.1 Research skill

Research skill helps students to develop their knowledge and understanding in relevant fields through generating new ideas (Peat, 2006). This also contributes to the development of writing skill. Finding important academic sources and referencing them in an appropriate way are important skills in this regard. For me, searching informative and useful sources was a skill gap I realized in the initial stages of my academic learning.

2.2 Writing skill

Writing skill is presenting the acquired knowledge in a comprehensible way to the reader. Writing skills includes critical evaluation of the information from the previous studies and facts revealed in other studies which were done earlier (Breland, 2014). Writing skill is developed through the assignments I did throughout this course. It stimulated my intellectual development. It helped me to analysis information I receive and generate new knowledge and understanding and solve problems.

2.3 Reporting skill

By gathering and organizing the materials, analysing the information materials, a report can be developed. The education and academic life are engaged developing reporting skill whether to presented in oral or written form. Reporting skill requires a chronological and logical presentation of facts (Owen, 2013).

2.4 Communication skill

Communication skill is the sharing of information between two or more people. Effective communication is when the receiver receives the message in the same way the sender sends (Conrad & Newberry, 2011). Effective communication is vital between student and instructor to produce effective learning and for knowledge generation.

2.5 Time management skill

Time management is an important part of all the learning stages. Time management allows student to produce and submit all course works by the deadlines in other words, teaches how to prevent a problem occurring than having to deal with it once it does occur (Sevari & Kandy, 2011).

3. Employability skill

Employability skills are the skills that help the employee to prove his/her competence level in a work place (Sattar, et al., 2012). It includes communication skill, teamwork skill, problem solving skill, leadership skill and reliability skill.

3.1 Communication skill:

This skill is crucial in developing and maintaining working relationships with co-workers. Good relationship and better understanding are developed through effective communication; helping to report, sharing information and accelerating team work in a productive way (Conrad & Newberry, 2011). In oral communication, eye contact and presentation are needed which is learned and acquired from the academic learning and presentations done in various learning stages of human life. Written communication is developed through the assignments, projects and tasks in higher education level. Thus, communication skill built in higher education stage helps people to build, manage and improve their working relations in their workplaces.

3.2 Teamwork skill

This skill is also developed in the academic learning stage. In the academic life, pupil develop presentation, projects in group. This helps to develop the core of team work. Various theories and academic knowledge acquired in the academic life, helps people to manage team work. Being helpful, motivating, listening skill, producing rational arguments, participating tendency and making the work environment positive are all the part of good team work (Nancarrow, et al., 2013).

3.3 Problem solving skill

Defining a problem, identifying alternative solutions, evaluating and selecting solutions and implementing solutions are the parts and parcel of effective problem-solving skill (Sampson,

et al., 1999). To define a problem, knowledge and critical understanding of the situation is needed.

3.4 Leadership skill

Leadership skill is the most required and demanding skill in the workplace asked by employers. Numerous studies have done till date to identify the leadership skill. Leadership skill includes some essential personal skills and some academic skills (Mann, 2014). Honesty, commitment towards goals, optimism, integrity, motivation, communication, decision making, innovation, creativity, strategic thinking all is known as leadership skill.

3.5 Reliability skill

This is the most important skill employers look for, but very little importance given by the employees while they are interviewed or scrutinized. Team members has to trust one another to their jobs, freely share information and make collaborative and group achievements. Respects for other's ideas, opinions and skills as the absolute demand in developing reliability skill. Even if one person in team work fails the trust and respect test the productivity is impacted drastically. So, developing trustworthy and reliable respect in team members strengthens reliability level.

4. My skill gaps:

4.1 Analytical thinking

Among all other skill, analytical thinking is the most important and demanding skill employees look for. In today's world, technological advancement has created new challenges and new dimensions in work performances and problem solving. I feel I am not adequately trained and gained capabilities to prove my analytical skill in my workplace. Last week my manager asked me to find out the invoices not received yet in the system in a short time. But I was unable to analyse and find a quick way to update the database. There is still room to improvements in my analytical skill.

4.2 Critical thinking

Critical thinking helps people to develop different ways to solve problem and to take appropriate decision. I am a person who tend to follow predetermined guidelines rather applying new and creative ways which always keeps me away from making effort for critical thinking and finding new ways to do my job. Whenever my manager tells me to put opinions on how to motivate other team members, I cannot produce innovative ideas because I cannot analyse the situations and so I am unable find out new ways.

4.3 Academic writing

Academic writing is a skill which ensures clear, concise and organized writing based on evidences. It includes application of proper language, use of structure in piling up arguments and concluding with better and deeper understanding in a specific area. I tend to write on the basis of evidences but as my critical thinking still need to be improved, my arguments do not look like structured and organized. When academic writing is not developed, grades become low and that directly impact on employability.

4.4 Reflective writing

Now-a-days, reflective writing is an integral part of academic skill. However, it has been identified as a more personal skill by some scholars (Maher & Graves, 2017). Reflective writing is more personal rather than other academic writing. We all think reflectively in everyday life, of course, but perhaps not to the same depth as that expected in good reflective writing at university level. Analysing any idea or information and discussing it in my way is very important skill needed to gain both academic skill and employability skill. I am focusing currently to develop these skills to improve my work performance and gain my academic certificates accordingly.

5. PDP

“Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions” (AUA Postgraduate Certificate in Professional Practice (Higher Education Administration and Management (OUVA)). PDP is used to make considerations of specific job roles for students. It provides benefit in maximizing the output with a focused plan for current and future area of work. Regular review and monitoring development through PDP also enhance the performance level of employees through identifying anticipated improvements along with aspirations for future job roles.

Table: PDP (Source: learning material from class teacher)

	My short-term target for next three months	My medium-term target for next one to two years	My long-term objectives about my career
Category one: How I want to fulfil my target within this period of time.	I need to complete this course with high grades.	I need to improve at least two of my skill gaps. More certainly, I want to improve my academic writing and reflective skill.	I will definitely move up after finishing my current course and work continuously in my current job to make progress so that I can get promoted to the next level.
Category two: How I will achieve my target by fulfilling my skill gaps	Skills I need to improve is academic and reflective writing as mentioned above, because these skills will help me to earn good grades which ultimately will help me to prove myself in my workplace. The knowledge of leadership, time management, group work, innovation all these will be reflected in my work procedure and	I need to increase my reading habit, practice more on analytical writing and learn to make arguments to improve my critical thinking.	In next two or three years I would prefer to write in some journals or articles or in some magazines to explore my writing skill and develop my better knowledge in business world.

	problem-solving capability.		
Category three: How I plan use my skills to become compatible for my target job role.	I need to improve my innovation skill and decision-making skill. I have planned to join some seminars provided by other universities and open for all graduate students. These seminars will help me to develop my-knowledge about outer world as well as develop myself as compatible candidate.	In six months, I will be finishing my course and will start engaging myself to improving my skill gaps.	In next two three years I would be able to apply for some managerial jobs.
Category four: What are the resources I need to get to fulfil my target.	To develop and improve my academic writing and reflective skill, I need to practice on my own, but obviously I need my teachers' help. I need to complete this course engaging more and more time on my study.	For developing the skills, I need to improve need proper use of time. Fund is not needed at this level.	In next two three years, I would like to get admission in next level. Side by side my part-time work will be going on which will help me immensely to get related with the real business world.

Category five: the time scale I need to follow for the particular target.	The current course will be finishing this year.		I will start writing different academic writing after finishing this course in June, 2020. In September 2020 I will start applying for new course.
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6. Conclusion

This report provided an analysis of my employability skills that I have along with some skill gaps. The report also includes the academic skills and a PDP table which clearly mentioned how much I am prepared for my future work life and in which aspects I need to develop and improve my skills required by employers in the outer world. in todays business world employers are very focused about their requirements and a lot of changes has already made the job market very competitive. Recruitment cannot be ensured only with degrees rather with skills. Experience is another measurement scale which hugely impact on employability. Therefore, I have made my career plan by not only achieving the academic skills but also with experience and employability skills.

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