

Academic and Employability Skills

BMSK4001 Assignment- 2

Anna Gencheva Zlatkovska Student Number- 1812748

Lectures's name -Sylvia Hoffmann

Produce a reflective paper of 2000 words, explaining how the learning helped you develop both your academic and employability skills. Reflect also on any skills gaps and suggest ways you might improve on these gaps. Considerations and examples used should relate to the context of health and social care when possible.

Introduction

Working in a health and social care setting can be very demanding for everyone. One needs to be very careful of their actions as it can have direct reaction to the lives of other people. Reflection on one's employability and academic skills can help an individual to identify their strengths and weaknesses. This reflective paper would discuss how learning in this module has helped me to develop my academic and employability skills. My experiences of the module have been presented with the help of Gibb's reflective cycle. Gibb's cycle consists of six important steps which helps in constructing a model of reflection for the individual. The six steps of Gibb's cycle are description of the experience, feelings about the experience, evaluation of the experience, analysis of the situations, conclusion of what the individual has learned and action plan regarding how the individual can deal with the situation (Potter, 2015). Hence, this paper will also discuss about my skills gaps and suggest ways to improve those gaps.

Description

This module helped me to learn about academic and employability skills required in the health and social care setting. The rapid development of the society has increased the sense of competitions among everyone. This module taught me that how employability skills are not only required to gain employments but also to progress within the field and to achieve the potential success in the right directions. The employability skills that an individual must possess in the health and social care settings are communication skills, teamwork skills, problem solving skills, planning and organizing, self-management skills, technological skills, accessibility of tools, quick decision making and other such skills (Collet, *et al.*, 2015). The communication and teamworking skills are important for a healthcare professional as they would require to deal with different kinds of people on an everyday basis and might have to work with large amount of people. The problem-solving skills and quick decisions making skills would help me in a difficult situation. The technological skills and accessibility of tools are also important in order to understand and access different innovative tools and machinery in the field (Taylor, 2016).

This module also taught me about the importance of academic skills and how I can develop it. The certain areas that are very important while producing an academic writing and learning about the referencing techniques and research methods. The academic writing also includes

number of other skills such as organizing one's learning, accessing the support, recording the ideas and information, expressing ideas in writing and working with other (Votruba-Drzal, *et al.*, 2016). This module taught me that academic writing should be very precise. I must learn how to gather effective data and include proper and authentic information as a part of the research methodology. There are two kinds of research method that are used in academic writing known as primary research method and secondary research method. The primary research is done through the help of external resources and tools like interviews and survey, while the secondary research is done by gathering effective information through academic published journals, articles and other such sources. Another important part of effective academic writing is referencing skills. I learned in this module that referencing is a very important part of academic writing. In both primary and secondary research method I must refer to the author of the text and source of information in order to avoid any risk of plagiarism.

Feelings

At the initial stages of the module, I was very confused regarding the subject of studies. The coordinators tried to cover large portion of the importance of academic and employability skills at short period of time. It took me a little time to understand the effectiveness and importance of both these skills. However, once I understood the basic of the topic of the module, it became easier for me to grasp the feeling of the situation. This module not only helped me to understand the importance of academic and employability skills but also how to develop it. The teachers help us at every stage of the module and if I had difficulty in understanding anything, they were eager to teach me again. Initially I was hesitant to speak in class and felt awkward at my lack of knowledge in the field but soon my teachers and classmates made me comfortable. The environment in the class was very positive which helped me to open up and develop my skills during practical lessons. Soon I became very confident in teamwork and group presentations, which helped me to enhance both my academic and employability skills.

Evaluation

My teachers and coordinators of this module helped me to learn about academic and employability skills along with teaching us how to develop it. In order to help us develop our academic skills, we were taught how to write an effective academic writing. The teachers assessed our work as per our research method and referencing skills. In case of employability skills, the coordinators developed our skills by distinguishing us into different groups, in order to help us develop our communication and teamwork skills. Each of the groups were given

different assignments with particular time limit which enhanced our problem-solving skills quick decisions making skills. All these factors would help me when I would start working professionally as a health and social care professional.

However, there were certain areas where I could feel the incompetency as a learner in the initial stages of the module. I felt more strongly when I was not able to understand the basic of the academic writing. My initial assignments on academic writing lacked references which resulted my work to enrol in issues related to plagiarism. I was also not able to learn how to effectively gather information through different academic and published sources. My paraphrasing skills were also not good. All these factors demotivated me greatly to doubt my academic skills. However, with certain encouragement by peers and advices by the teacher, I was able to develop my academic skills. as per for my employability skills, I did not face much issue. I was able to grasp the importance of communication and teamwork skills soon and excelled in these criteria. My technology skills and accessibility to tools were also good as I was able to understand how to use them effectively. I has little problem when working in a constraint time as it effected my decision making and problem solving skills but work with a team on various projects helped me not to panic and learn how to develop these skills in order to excel in my field of work.

Analysis

At this part of the reflective essay, I would I like to talk about what went well and how could I improve my gaps on academic and employability skills. learning on this module helped me to recognise my strengths and weaknesses. I soon realised that I have good teamwork and organising skills. the self-assessment test on the module helped me to identify my skills of building good relationship with others. I was very active as a team member in a group and helped in making plans, allocating tasks to other members and made sure that everyone enjoyed their assigned work. I learned to be good at self-management which helped me to manage my time so I could do more work in a smaller number of times. I also identified my technology skills. I was good at learning about different equipment and tools used in the health and social care setting. My weaknesses regarding the employability skills lied in my problem solving and quick decision-making skills. when given a specific time to finish large amount of work, I was not able to provide good solution to others. In order to develop this skill, I learned to keep calm and analyses the situation effectively. This process helped me to understand all perspective of the problems to come up with quick and effective problems.

Learning on this module also made me realise that my academic skills were lacking when compare to employability skills. my sense and judgement of gathering information and conducting a research for the acidic work was not up to the mark. I also had difficulty in understanding the referencing system which led my work to get several plagiarism allegations. I was only able to bridge the gap of my skills by learning how to produce an effective academic writing. I started to focus more on developing my critical thinking and improving my paraphrasing skills. I started to pay more attention on the classes that focus on teaching different kinds of referencing system. I researched online on the topic to understand the importance of the skills. I also started taking notes in class to remember important topics on different subject. This particular skill helped me to improve my critical thinking ability and helped me for revisions during writing an academic paper.

Conclusion

Learning in this module gave me the opportunity to learn different kinds of skills which would further help in my professional careers and health and social care advisor. My time in the module also helped me to understand different aspects of the academic writing and learn different skills which would further help me to be more presentable while developing an academic paper for the subject. This reflective paper analyses and evaluated different kinds of academic and employability skills that I learned in the module. I also learned to do a self-assessment and identify the field and skills that I am both good and bad at. I soon identified that my grasp on the employability skills are better than the academic skills. I have to face various difficulties while learning the academic skills effectively. However, learning employability skills came naturally to me and I was soon able to learn different skills required to become a health and social care professional in future. however, in order to reach their I must first complete my academic career which could be jeopardised due to my lack of academic skills. hence, I worked hard to develop the skills that I lacked such as my inability to perform proper research for the academic paper, my lack of understanding on referencing system along with my problem regarding paraphrasing. All these factors had demotivated me greatly while learning in this module but my capability of performing employability skills encouraged me to work on my lagging academic skills.

Action plan

Learning in this module has broaden my perspective on different aspects of skills that are important to work in the health and social care settings. Learning about various kinds of academic and employability skills not only helped me excel in professional and academic career but will help me to lead an efficient academic life. There are several employability skills like communication skill, problem solving skills, decision making skills, self-management and other that has helped me in my personal and day to day life as well. If given a chance to learn on this module again, I would pay more attention on the class when learning about academic skills and apply it effectively on practical assignments. I would be more critical about my approach to the academic writing and developing my academic skills as it would help me for different future endeavors. I would learn how to manage my time and do more research on academic integrity and plagiarism related skills. as I have learned a great deal on different referencing system on this module, I would like to apply it in my next work. I would also start taking notes in class from the first day of the module so that I don't face any problem to recall important topics on the subject while implementing it practically.

References

Collet, C., Hine, D. and Du Plessis, K., 2015. Employability skills: perspectives from a knowledge-intensive industry. *Education+ Training*, 57(5), pp.532-559.

Potter, C., 2015. Leadership development: an applied comparison of Gibbs' Reflective Cycle and Scharmer's Theory U. *Industrial and Commercial Training*, 47(6), pp.336-342

Taylor, L. ed., 2016. *How to develop your healthcare career: A guide to employability and professional development*. John Wiley & Sons.

Votruba-Drzal, E., Miller, P. and Coley, R.L., 2016. Poverty, urbanicity, and children's development of early academic skills. *Child Development Perspectives*, 10(1), pp.3-9.