
ACADEMIC AND EMPLOYABILITY SKILLS

INTRODUCTION OF THE REPORT

STUDENT NUMBER:23985

NAME: GEORGIANA APETROAEI

LECTURE'S NAME: TIMOTHY HOPKINS

BMSW4001-ACE-JUNE-ASSIGNMENT 2

TABLE OF CONTENTS

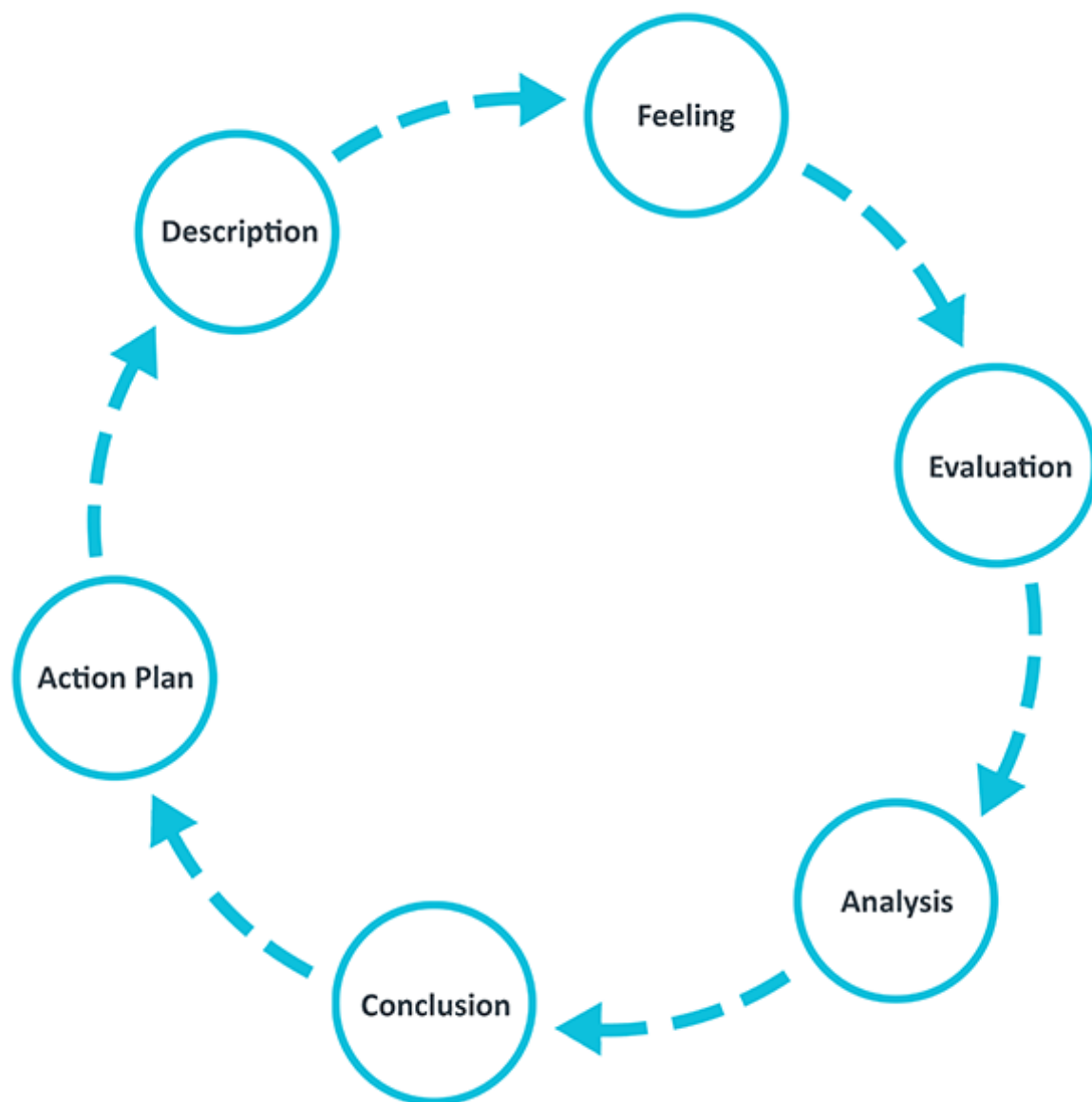
- 1.INTRODUCTION
2. SKILLS
- 2 HARD SKILLS
- 3.SOFT SKILLS
- 4.COMMUNICATION
5. TEAM WORKING
6. TIME MANAGEMENT
7. CONCLUSION
- 8.SWOT ANALYSIS INTRODUCTION
9. THE PROCESS
10. CONCLUSION
11. DEVELOPMENT PLAN (PDP)
- 12 .RESEARCH
13. REFERENCING
14. SUMMARISING AND PARAPHRASING
15. CONCLUSION
16. RECOMMEDATION

INTRODUCTION

Academic and employability skills are considered essential qualification for a lot of jobs position and necessary for an employment success .

The aim of this report is to analyse and reflect on some skills that I have learned ,and some skills that I still need to develop

For this report I will use Gibbs(1988) model which has 5 stages:



DESCRIPTION

As a student at the University of Wales Trinity Saint David studying for the Certificate in Higher Education for the this module .

In this report I will analyse, reflect and evaluate how this course has helped me to improve my skills than . Then I will reflect on the skills that I still have to develop and how can I improve them , how do I now.

This is very important to me , because this module helped me to understand why it is important to have academic skills in the future.

I have learned during this course a lot of skills ; can I improve my academic writing and how to structure a report ,how to paraphrase and make references and how to write a report reflective essay. Also I learned how to write cover letter and make an CV. These are very important and useful for me because I can apply for any job in a professional way. I have learned many things to this course and all of them are very important to me in order to get a better job in the future.

FEELINGS AND THOUGHTS

In my first day of my class , I felt a little nervous as well. It is just mixed feelings I had before attending the class. I was very exited because I start again to study and about this topic which it will be taught to us about this module . I enjoyed that there has been discussion on the topics every week. I felt that the things which I have learned during the academic course was very much helpful in getting a better job for my future and my business .

This report for me it was more like a challenge because it was about my experience during the course and every think that I have learned. I was able to see what academic and employability skills I have acquired and what skills I have and which skills do I need . I was felling confident and determinate to complete my task and to understand that.

EVALUATION & ANALYSIS

After I have expressed my fallings about the course and the academic sessions ,now I now how to evaluate and analysis the total experience. Is a first term in and was very hard for me , but we learned many things about this: personal skills (time management and organization) , people skills (about communication which is very important and team working)the same. Learning about this skills is very useful for all in the future ,but for me is very important because this ar the academic and employability skills individual for getting a better job in the future, competitive etc. The teacher gave us many activities for different type of skills like communication and team working. When we communicate is very important , in different things about jobs,people, when we working in a team is more useful for us and it s very important. Learning about this things I am very satisfied because I now in the future it s gone help me a lot. The bad side of this experience it is that some of the skills like, problem solving and decision making I did not improve as much I want, because it s hard for me, but I try to understand evertig . But I am sure I will start to see my strengths and weaknesses and than plan every stap I want to do and to understand.

This module it s help me to develop my time management skills, and now I can manage my time more efficiently. I can prepare myself for time .

TIME MANAGEMENT MATRIX

This module it s gone help me a lot in the future, develop all these skills was was possible by studying in this university and everything was perfect because the teacher is very good.

CONCLUSION GIBBS REFLECTION

Has helped me in evaluating and analysing the experience of this module wich is very important. All the stages have helped me in completing this reflective report and evaluate all my knowledge . First stage was the description of the report and all the events in this stages.The second one was to understand the felling's and thoughts that I have learned during the lessons . The last part was how to evaluate and analysis the skills that I have learned during the lessons. This reflection model has helped me a lot to understand what I have learned and that are a lot of things that could have been done.

CONCLUSION

In conclusion if you want to do something you need to learn a lot and this is very important. I am very happy baecasue I chose this university , they gone help me a lot in the future , and this module is very important for our jobs in the future.

ACTION PLAN

Writing this report I understand many things,and now it s gone help me a lot . I try to develop my strengths and to understand how this is working, it s very hard but I will try to do my best ,bcause iwantt to have a good future and for this I need a beeter job and to get a better job , I need to learn a lot . But it s very important. For that I start to writing this repport and it s very important for me .

REFERENCES

1. SkillsforLearning

**(2018)Employabilityskillsfromacademicwriting,essaysandreports[online]. Wolverhampton: University of Wolverhampton. [Accessed give date accessed]
Available at: <<http://www.wlv.ac.uk/skills>>.**