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MODULE TITLE: ACADEMIC AND EMPLOYABILITY SKILLS

ASSIGNMENT TITLE: ACE PRACTICE PORTFOLIO

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Task 1: Individual Presentation

Title: Academic and Employability Skills

Introduction

Today's world economy and employment forum are periodically circulating around the concept of "college and career readiness". Although "college-ready" and "career-ready" are two different terms, they are significantly linked with each other such that in order to get “career ready” one must acquire academic skills as well as employability skills. The presentation will precisely picture my own perspective regarding this concept (Leg.wa.gov. n.d).

Acknowledging own Academic and Employability skills

- There exists a series of academic and employability skills that are crucial for employment.
- Two academic skills that I believe I strongly possess are;
- Paraphrasing skill and Referencing skill
- I am proficient in time management
- Time Management: It is the process of planning and allocating time between the activities effectively. Through this I am able to work in a tight schedule and complete all my tasks properly (mindtools.com, 2020).
- I also have good CV writing skills
- CV writing: CV or Curriculum Vitae is a document helps in personal marketing such that it provides a complete detail of our qualifications, skills and knowledge to the employers (Cv-library.co.uk. 2020).

Each of the mentioned four skills is essential for academics and employment. For example; through paraphrasing, I can source useful theoretical information to strengthen my assignments. It allows me to showcase my level of understanding to my teachers and definitely boosts my grades. To foster my paraphrasing skills and avoid plagiarism, I learned about referencing as well. With this skill, I can support my evidence by giving complete credit to the actual author or authors. Through my impeccable time management ability, I can easily schedule my work and can complete it within the given deadline. It will not only create a good impression of mine but will also help me to get promoted in the workplace. Similarly, through a visually appealing and precisely detailed CV, I

can justify myself in front of the employers on why they should select me for the designation. Moreover, CV writing is a great way of self-evaluation. It allows me to identify the areas where I need to give more effort (Indeed.com, 2020).

How my skills can assist industry expectations

- Now employers prefer employability skills more than subject matter expertise.
- For instance, an IT firm always looks for individuals who possess strong team working, problem-solving and interpersonal skills.
- CV is the document where I can show my employability and academic skills to the employers.
- Time management ability is one of the most anticipated skill in the industry as the works are diversifying rapidly.
- Through paraphrasing and referencing skill, I can improve my academic performance.
- A good academic record is another prime requirement in the industry.

With a rapidly changing market portfolio, employers are also changing their recruitment criteria. Today, companies consider only those individuals as employable graduates who possess both academic and transferable skills effectively (Smith, 2019). In order to produce employable graduates, academic upliftment is a necessity. By reviewing multiple job posts in different job portals, I came to realize that the industry expects a series of soft skills from the applicants. Although my current skills are not the only requirement of the employers, these are certainly one of their major criteria.

SWOT Analysis

Strengths	Weaknesses
● I can manage a pile of tasks extremely well within the available time limit, through my time management skills.	● My verbal communication skill is not up to the mark. ● I have a compulsive nature.

● I have a good CV writing skill ● I am creative and eager about learning new things. ● I have the ability to analyze an issue from multiple angles.	● My urge to completing tasks on time often hinders my team working ability.
Opportunities ● I can improve my verbal communication skills with the help of my friends and families. ● I can develop my team working ability by participating in upcoming group tasks of my class.	Threats ● High competition for employment ● The current state of pandemonium due to Covid-19 is damaging world employability opportunities.

Personal Development Plan

- I have to prepare my 5-year career goals.
- By comparing my CV with the job requirements, I have to spot the skills which I am lacking.
- I have to list down the resources needed to develop those skills.
- I have to communicate with my teachers and mentors for this.
- By creating a timeframe, I must review and adopt the updated information.

The first step of a personal development plan requires me to spot the areas where I lack such that the skills and knowledge that I do not have but are necessary for the job market. I can do this with the help of my CV. Then I have to look for the resources such as books, courses, and workshops from which I can develop these skills. Moreover, I have to polish my existing skills constantly. It is essential that my skills are properly aligned with my career goals for which I have to define my 5-year career goal first through the SMART technique (Enhancv, 2020).

Conclusion

The presentation clearly epitomized my existing skills and how they can benefit me in my course of employment. Along with this, the process through which I can develop the other required employability skills is also outlined here.

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