

LDE Task1a

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LDE Assignment 1

E-Portfolio

Module Name: Learning In the Digital Era

Module Code: ACCA 4025

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Group: 1

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E-Portfolio Link:

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Introduction

Main Body

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): Report on Essential Academic and Employment Skills

¹ **Essential Academic and Employment Skills** are the key abilities that help people succeed both in education and in the workplace. These skills are important for students, graduates, and professionals in any field.

Communication Skills

Good communication is one of the most important skills. It includes speaking clearly, writing well, listening carefully, and understanding others. In academic life, students must write essays, give presentations, and participate in discussions. At work, employees communicate with managers, colleagues, and clients. Strong communication helps avoid misunderstandings and build good relationships.

Time Management

Managing time effectively means planning tasks and completing them before deadlines. Students need this skill to balance classes, assignments, and exams. Employees use time management to handle multiple responsibilities and meet targets. Good planning reduces stress and increases productivity.

Critical Thinking and Problem Solving

Critical thinking helps people analyse information and make logical decisions. In university, students must evaluate sources and develop arguments. In the workplace, problem-solving helps employees find solutions quickly and efficiently. Employers value people who can think independently.

Teamwork

Both academic and professional environments require teamwork. Students often work on group projects, while employees collaborate with different departments. Being respectful, flexible, and supportive makes teamwork successful.

Digital Skills

Today, technology is essential in education and employment. Students use online learning platforms and research tools. Workers use emails, software programs, and digital systems daily. Basic computer skills and the ability to learn new technologies are very important.

Adaptability

The world is constantly changing. New technologies, new systems, and new challenges appear every day. Adaptability means being open to change and willing to learn new skills. This quality helps individuals stay competitive in both academic and professional life.

Conclusion

Essential academic and employment skills are not only about knowledge but also about personal abilities and attitudes. Communication, time management, critical thinking, teamwork, digital literacy, and adaptability prepare individuals for success in education and future careers. Developing these skills early can lead to long-term achievement and professional growth. Transferable Skills- Skills are applicable across various industries and roles.

² Professionalism and strong work ethic: There is one thing every employer has in common. They want their employees to have a strong work ethic and be professional. No matter what job or career you find yourself in after ⁴ graduation, your employer will expect you to have a strong professionalism and work ethic. Some of these tasks may include finishing your work in an efficient and timely manner.

³ [1, pp. 3,4], [2, pp. 3,4], [3, pp. 3,4], [4, pp. 3,4], [5, pp. 3,4], [6, pp. 3,4], [7, pp. 3,4]

The screenshot shows the World Economic Forum website. The navigation bar includes links for Publications, Home, Key Findings, Infographics, Data explorer, Economy and industry profiles, and Full report. The main content area features the title 'The Future of Jobs Report 2025' and a table of contents. The table of contents lists sections such as Preface, Introduction: The landscape in 2025, Drivers of labor market change, and Jobs outlook. A cookie consent banner is visible at the bottom of the page.

CONTENTS	
Preface	
Introduction: The landscape in 2025	
1. Drivers of labor market change	
1.1 Expected impact of business transformation	
2. Jobs outlook	
2.1 Total job growth	
2.2 Expected impact of employment	

Works Cited

[C. GPT. [Online].

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[“NFER,” [Online]. Available: <https://www.nfer.ac.uk/key-topics-expertise/education-to-employment/the-skills-imperative-2035/#:~:text=The%20Skills%20Imperative%202035%20project%20is%20a,in%20declining%20occupations%20could%20disappear%20by%202035.>

Bibliography

[C. GPT. [Online].

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[“NFER,” [Online]. Available: <https://www.nfer.ac.uk/key-topics-expertise/education-to-employment/the-skills-imperative-2035/#:~:text=The%20Skills%20Imperative%202035%20project%20is%20a,in%20declining%20occupations%20could%20disappear%20by%202035.>

Task 1 (b): Evaluation of Task 1 (a) based on Similarity report

Task 2: Collaborative Mind Map and Individual Poster

Mind Map (Collaborative)

Poster (Individual)

Task 3: Virtual Collaboration and RefWorks

Report on Virtual Collaboration

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Step-by-step process of using RefWorks with visuals

Task 4: E-Portfolio Creation and Evaluation

Task 4 (a): E-Portfolio Creation

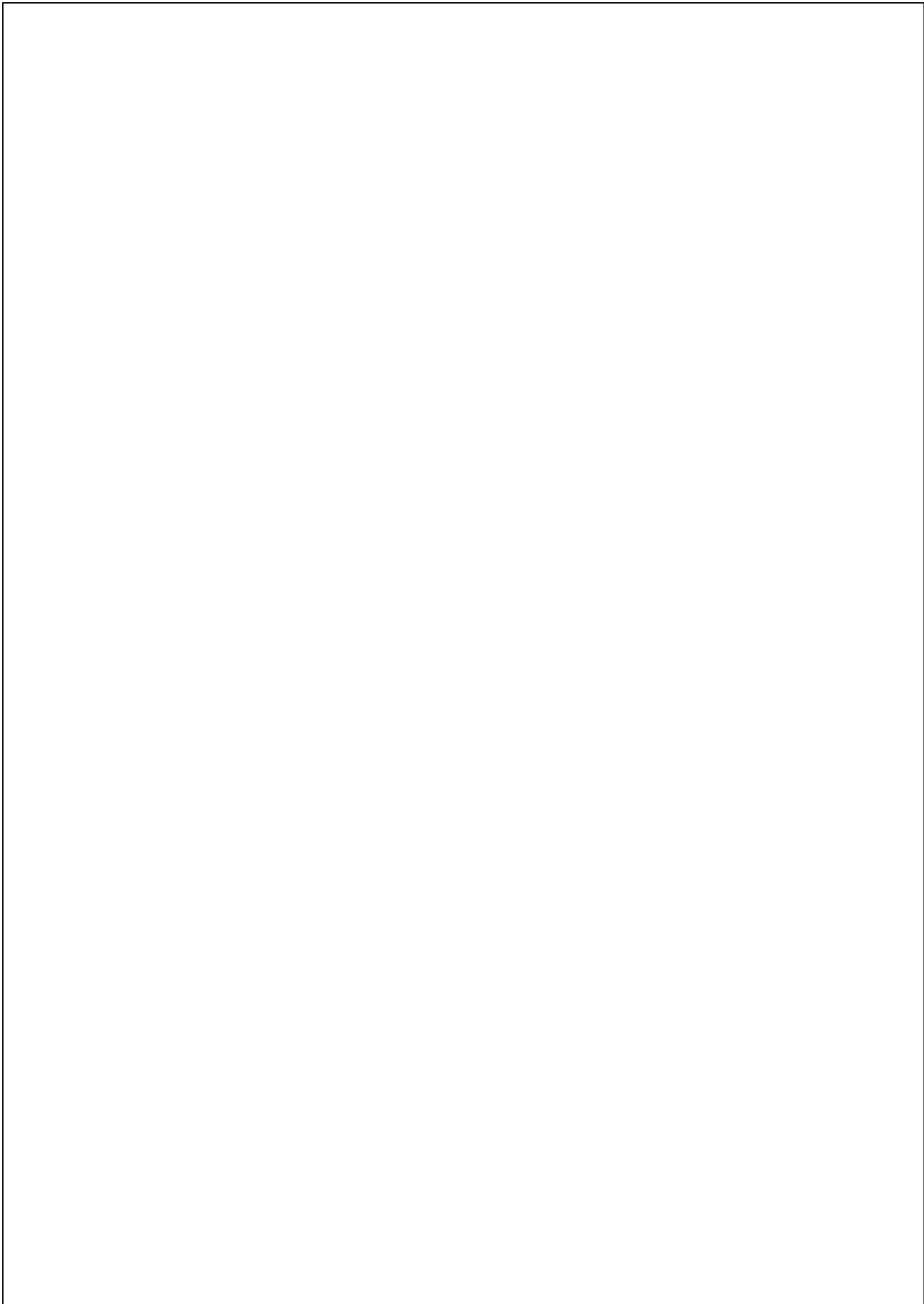
Task 4 (b): Illustrative Review of E-Portfolio tool Selection

Conclusion

References

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