

**ACADEMIC AND EMPLOYABILITY SKILLS**

**STUDENT NAME: Bogdan Andrei Stefaniga**

**STUDENT NUMBER: 1917193**

**LECTURER NAME: Akinseye Aluko**

## **Table of Contents**

Introduction 3

Discussion on Academic and Employability skills 3

    Concept of employability Skills 3

    Promoting employability through curriculum design 4

    Application of academic attributes and employability skills 4

    Importance of employability of academic skills for future development 6

    Challenges to link reflective exercise to employability 6

Conclusion 7

References 8

## **Introduction**

Higher education is a platform to make a student proficient enough not only in the academic skills, but also in the employability skills. Employability skills of a student need to be developed effectively in order to enhance the way towards a better career for future. In this context, the employability skills and the academic achievements of my own course of study are going to be analysed. The analysis here also needs to point out the concept about the employability skills and how I have achieved this during the study of higher education. Apart from this, the analysis here will also help in representing my experiences about the challenges to connect the practice of reflection to employability.

## **Discussion on Academic and Employability skills**

### ***Concept of employability Skills***

Being a key part of my study, I could have come up with this fact that learning opportunities in a journey of higher education makes a student highly responsible enough for their own learning. In order to provide a brief description about the employability skills that I have achieved in my course of work I need to explain here what the employability skills are. It is to mention that employability mainly refers to the work readiness in one's own career, this work readiness is a set of conditions that are required but not sufficient enough for achieving employment (Rowe and Zegwaard, 2017). Work integrated learning process is one of the most effective key strategies for developing employability skills. In my course of study, I have gained a deep knowledge about the employability skills such as time management and the way of developing presentation skills. It can be said that it has helped me a lot in gaining knowledge about the software skills in my course in order to facilitate an effective study in Higher Education. In my classroom during my course of study, I have been selected as the team leader of a group project in which I have to lead my own team. It is a completely new kind of work experience to me. The team management of any project can help in raising up own height of knowledge about employability while pursuing a study of higher education.

Skills of employability are not only the fundamental skills that are important for maintaining, receiving or doing good on a job or work, but also are attributes of employees which can create them a benefit to employers (Abas and Imam, 2016). The skills of employability are

mainly divided into three several skills such as elementary academic skills, individual qualities and high order thinking skills. The skills which are included in the employability are verbal communication, team investigation and maintenance, self-motivation, time management, communication planning, flexibility and presentation skills and many others. In my own course of study, I have achieved knowledge about how to manage the time of executing any work. As mentioned above, in my course I have been given a responsibility of managing a team while presenting a project. In this work, I have to execute the group work with all the other team members within a fixed time of two months. At the time of executing this course of work I have come to know that I am a bit weak in communicating with all my team members. For this reason, I need to develop my communication skills at first, which is one of the most important aspects in enhancing the employability skills of a person. I can say that as a team leader a person needs to be confident enough to motivate the team member which can also help in enriching the team efficiency in executing the team work. During my course of study, I have tried hard to develop my communication skills at first. My team members also have said that I have become able to encourage my team, with proper communication skills during the course.

### ***Promoting employability through curriculum design***

Procedure of engaging the students in self-management improved employability through the advancement of self-exploring, encouraging and guidance seeking along with all the other proactive behaviours in career (Rowe and Zegwaard, 2017). Capabilities of employability can be enriched through the 'bolt on' types of activities which stay outside of any formal academic programs or more efficiently using any kind of holistic approaches that can embed the employability within the curriculum of academy. In my curriculum of study, I have been later on provided the duty of leading a team for the next project on developing my own employability skills. It is to mention that, there is a necessity of submitting the project within a specific deadline. It can be said that in this project I need to make execution of the team work with proper presentation skills and the time management skills as the deadline of the project has already been given. However, at the time of cooperating with the team members in the project work I have noticed that I have been lacking the skills of presentation. While I have to present the project aims and goals in front of my team members I have to move the team members with proper motivational speeches in order to enrich their encouragement

level. At the end of the final submission of the project I have noticed that I have a bit of weakness in my presentation skills.

### ***Application of academic attributes and employability skills***

Employability can be described as a set of accomplishments which includes understanding, skills and personal attributes of a person which can make a student of higher education more likely to achieve engagement in the future and be successful enough in the chosen occupations in career (Gill, 2018). The academic attributes contain a combination of some effective qualities such as academic curiosity, problem solving, critical thinking along with logical and independent thought, information and communication management, skills of management, imagination and creativity, integrity and tolerance, and many others.

Employers in an organization want a person from higher education with several active job skills such as teamwork, communication, presentation of work, time management and problem solving skills. Soft skills of a person, on the other hand, can consider those abilities to make working relationships and habits of practical work, which help in effective production. Apart from that, skills of an employability require to be incorporated into the learning and teaching experiences for enhancing the ability of a student in order to secure a better job. In order to develop my academic attributes, I have to be aware about the power of critical thinking and make proper implementation of the digital skills on using any kind of equipment during the project development and preparation process. It can be said that, at the time of developing the project work I have noticed that I need to take my own responsibility for my own learning and also make self-assessment based on the outcomes of the learning.

At the time of implementing the project I have noticed that I need to develop my software skills also for gaining an effective experience on the study. In the modern world of technology gaining knowledge on software skills is much important as it can help a person to secure a better job position in their career. The skills of software include use of social media, Microsoft Office, communication through Email, marketing automation, Data visualization and many others., in my course of study, as I have been chosen as a team leader of managing a project, I need to ensure the team members about my own digital skills that can also enhance their motivational level. Most of the time during the project preparation, I have tried

to communicate with my team members via Email process as it is one of the most appropriate processes to make documentation about the project work. The communication through the Email process can also help in keeping evidence about the project faults or any kind of challenges that have been faced during the time of project implementation. I can say that I have faced a bit of an issue in communicating with the team workers at first through the email process as all the team workers are not as active as required for an effective communication process for the project implementation. In order to develop an effective communication process, I have also tried to provide lessons on using the digital tools for the successful implementation of the project also. Thus, I have also tried to enrich my presentation skills during my courses of study.

### ***Importance of employability of academic skills for future development***

Mentors within the higher education mains aim at promoting deep education where the students are able to relate to the academic and non-academic practices. The importance of employability attributes in higher education has risen effectively over the time (Keiperet *al.* 2019). Employability is avital skill that needs to be developed in order to achieve a higher position in the career in future. It can be said that the employability attribute is a set of skills and personal attributes that can prepare an individual as more employable. Primary employability skills are mainly the core proficiencies which can represent the important functional and enabling skills and abilities that are necessary for succeeding at all the levels of employment in the organisations of the 21st century (Rowe and Zegwaard, 2017). I can say that during my course of study I have tried enough to develop my time management skills along with my presentation skills which will help me in gaining a proper position in the career for the upcoming future. I will also be able to hold the position of a team lead in an organization in the future as I have gained knowledge about managing a team effectively and submitting the project timely based on enriching the time management skills. Employability attributes are important as most of the employers now mainly stress on the developed employability knowledge of the employees in an organisation.

### ***Strategies to deal with issue***

In my course of study, I have found that I lack proper confidence in presentation, I need to develop my presentation skills. In order to reduce the issue related to my presentation skills, I need to follow some strategies that can enhance the way of achieving better presentation skills. It includes tailoring the presentation to the audience, using relaxation techniques for overcoming the nervousness, learning how to project my own perception and voice and use pauses for dramatizing my point. Apart from that, I need to communicate with conviction and clarity for gaining confidence in presentation skills.

### ***Challenges to link reflective exercise to employability***

The developing diversity and complexity within higher education in the UK, tend to generate pressure for making presence of several approaches to embed the employability in the academic offer like modes of assessment along with the additional activities (Sarfrazet *al.* 2018). It is to mention that the reflective writing process sometimes lacks proper effectiveness as the students sometimes remain less focussed on the skills of employability and overall performance experience as well as the innovative experimental system of learning they have as they tend to move to an unfamiliar context (Husam and Abraham, 2019). Beside this, the students can have challenges in relating their knowledge of placements and other knowledge to the process of reflection as the students are going beyond the safe and better understanding of any usual attributes they can meet based on the context of knowledge and society. The key challenges at the time of presenting the reflection of own experience on the employability skills includes lack of clarity, lack of structure and focus along with the key content that are needed to be included in the reflection. At the time of preparing my own reflection on the achievement of knowledge about the employability skills, I have noticed that I have also lacked the clarity of presenting the reflection in a proper and effective way. It somehow declares my capability of developing my presentation skills. Furthermore, my weakness in presenting a reflection can also deteriorate the chance of securing a better position in any organisation in the future. In order to develop this skill, I need to develop my self confidence in writing and in presentation skills accordingly. It is to consider that, the skills like team working, communication, problem solving, self-management are extensively considered as enriching employment scenarios and there is also a focus on prioritizing and

selecting the required industry relevant knowledge and attributes and the embedding approach and strategies for the career development in higher education (Jackson, 2016).

## **Conclusion**

In conclusion it can be said that, I have tried to develop my employability skills briefing the course in higher education. The analysis here has highlighted employability skills such as time managing and presentation skills and how I have achieved this while I have been pursuing my higher education course. The development of academic and employability attributes has helped me in gaining the confidence along with competence as significant as the employees by improving my presentation and time management skills.

## References

- Abas, M.C. and Imam, O.A., 2016. Graduates' Competence on Employability Skills and Job Performance. *International Journal of Evaluation and Research in Education*, 5(2), pp.119-125.
- Ali, F.A., 2017. Gauging the association of employability skills and being employable among students. *International Journal of Social Sciences & Educational Studies*, 4(2), pp.39-52.
- Gill, R.J., 2018. Building employability skills for higher education students: An Australian example. *Journal of Teaching and Learning for Graduate Employability*, 9(1), pp.84-92.
- Husam, H.A. and Abraham, P., 2019. Employability Skills Development through Assessment in Higher Education: Students' Voices on Reflective Assessments. *Glob Acad J Econ Buss*, 1, pp.36-42.
- Jackson, D., 2016. Re-conceptualising graduate employability: The importance of pre-professional identity. *Higher Education Research & Development*, 35(5), pp.925-939.
- Keiper, M.C., Sieszputowski, J., Morgan, T. and Mackey, M.J., 2019. Employability Skills a Case Study on a Business-Oriented Sport Management Program. *The e-Journal of Business Education & Scholarship of Teaching*, 13(1), pp.59-68.
- Rowe, A.D. and Zegwaard, K.E., 2017. Developing graduate employability skills and attributes: Curriculum enhancement through work-integrated learning.
- Rowe, A.D. and Zegwaard, K.E., 2017. Developing graduate employability skills and attributes: Curriculum enhancement through work-integrated learning.
- Sarfraz, I., Rajendran, D., Hewege, C. and Mohan, M.D., 2018. An exploration of global employability skills: a systematic research review. *International Journal of Work Organisation and Emotion*, 9(1), pp.63-88.