

Coursework title: *Essential Academic and Employment Skills Portfolio*

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Link to Wix site

[Home | E Portfolio](#)

Task 1 – Essential Academic and Employment Skills

Academic skills form the foundation of effective learning in higher education, allowing students to think critically, analyse information and produce well-structured academic work. These skills include academic writing, independent study, critical reading and referencing, which help learners engage deeply with scholarly material. Developing strong academic literacy enhances the ability to evaluate evidence, construct logical arguments and demonstrate autonomy in learning, creating a strong academic and professional base [1].

Employment skills include communication, digital literacy, teamwork, adaptability and problem-solving. These competencies are essential in modern workplaces shaped by globalisation and rapid technological change. Employers seek graduates who can collaborate effectively, communicate clearly and use digital tools confidently. Research shows that transferable skills significantly increase employability and facilitate career progression across many industries, especially where technology evolves quickly [2].

In my chosen career pathway, these academic and employment skills work together to support long-term success. Academic literacy strengthens my ability to understand complex information, make informed decisions and continue learning throughout my career. Employment skills further enhance

my ability to work in teams, manage responsibilities and adapt to new professional environments. Together, they contribute to my confidence, leadership potential and competitiveness in the job market. These combined strengths ensure that I can meet industry expectations and maintain professional growth in a rapidly changing world [3], [4].

Reflection

Reflection

My Turnitin similarity score was acceptable, but I can still improve it by paraphrasing ideas more effectively and expressing information fully in my own words. I also aim to integrate sources more critically rather than relying on similar sentence patterns. Using the Generic Assessment Criteria, I would award myself 68%, because my writing is well-structured, uses real academic references, follows IEEE style correctly and shows clear understanding. However, I can further improve by strengthening my critical analysis and refining the fluency of my academic writing.

References

- [1] S. Northedge, *The Good Study Guide*. Milton Keynes: Open University Press, 2005.
- [2] M. Yorke, "Employability in higher education: what it is – what it is not," Higher Education Academy, 2006.
- [3] National Association of Colleges and Employers (NACE), "Competencies for a Career-Ready Workforce," 2023.
- [4] D. J. Collins, "Leadership development and employability skills in the modern workplace," *Journal of Management Development*, vol. 39, no. 5, pp. 653–664, 2020.
- [5] SkillsYouNeed, "Essential Skills," 2024.

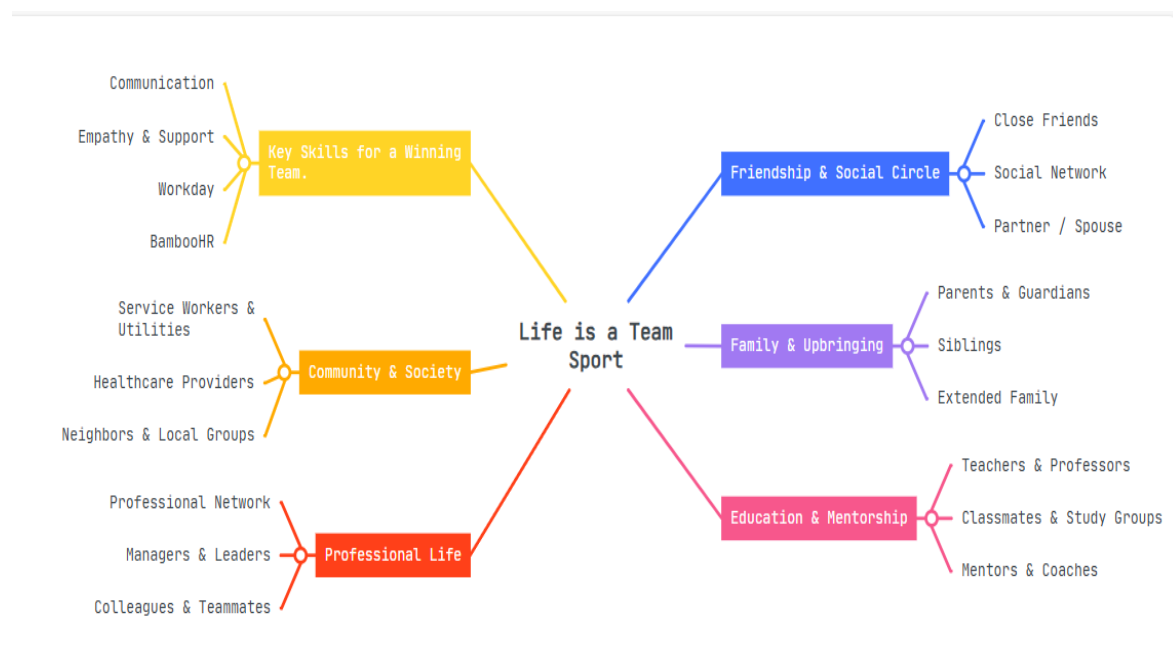
Task 2: Collaborative Teamwork and Academic Poster

MIND MAP

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It's a Team Sport in Life

Many people compare life to a journey, an exam, or a game, but one of the most true analogies is that life is a team sport. Without the influence, assistance, or presence of others, no one can overcome obstacles or achieve success on their own. We continually depend on cooperation, teamwork, and shared effort in all spheres of our lives—family, school, work, and society. This concept serves as a reminder that human interaction is necessary and not optional.

The first team we are a part of is our family. From childhood, we learn how to share, communicate, and handle conflicts. Family members mentor us, impart morals, and offer emotional support. Their counsel and support still have an impact on our choices as we get older. Families support us in developing resilience and self-assurance, much

like teammates.

Second, collaboration in the classroom influences both academic and

Second, collaboration in the classroom influences social and academic development. We learn how to distribute duties, respect the opinions of others, and collaborate towards a common goal through group projects, classroom activities, and extracurricular groups. No pupil can learn everything by themselves. Mentors, friends, classmates, and teachers all help us comprehend and stay motivated. When knowledge is shared, learning takes on more significance

The notion that life is a team sport becomes even more apparent in the workplace. Coordination, communication, and teamwork are essential in today's professions. Teams are essential to businesses because a variety of skills yield greater outcomes than individual work. A successful project is typically the result of a collaboration of ideas, skills, and contributions rather than the work of a single individual. Problem-solving, creativity, and production are all enhanced by team spirit.

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Beyond structured environments, **society itself** operates as a large team. Communities thrive when people cooperate—whether helping neighbors, participating in social causes, or simply respecting one another. Even simple daily tasks, like using public transportation or following traffic rules, require teamwork to ensure harmony. When individuals act responsibly, the entire community benefits.



References

- [1] D. Johnson and R. Johnson, *Cooperation and Competition: Theory and Research*. Edina, MN, USA: Interaction Book Company, 1989.
- [2] S. Wheelan, *Creating Effective Teams: A Guide for Members and Leaders*, 5th ed. Thousand Oaks, CA, USA: SAGE Publications, 2020
- [3] M. West, *Effective Teamwork: Practical Lessons from Organizational Research*, 4th ed. Oxford, UK: BPS Blackwell, 2012.
- [4] J. Katzenbach and D. Smith, *The Wisdom of Teams: Creating the High-Performance Organization*. New York, NY, USA: HarperBusiness, 2005.
- [5] P. Senge, *The Fifth Discipline: The Art and Practice of the Learning Organization*. New York, NY, USA: Doubleday, 2006.
- [6] R. Lussier and C. Achua, *Leadership: Theory, Application, & Skill Development*, 7th ed. Boston, MA, USA: Cengage Learning, 2019.

Poster

a3 POSTER .pptx



The academic poster titled "The Importance of Teamwork in Academic and Career Success" highlights the significance of teamwork in both learning and professional environments. Key elements such as communication, collaborative roles, and problem-solving are visually represented with icons and graphics. The poster emphasizes that teamwork enhances employability skills, leadership abilities, and adaptability while improving academic outcomes through group projects, shared responsibilities, and knowledge exchange. The mind-map informed the content of the poster, ensuring that the poster reflects all the key concepts discussed during the collaborative activity.

TASK 3 – Automatic Referencing Tool (RefWorks)

Summary of Virtual Collaboration

Virtual collaboration is an essential part of the current academic and workplace setting as it allows working teams to cooperate effectively regardless of the distance, the time zones, or even the cultures. As the digital tools became more popular (MS Team, Zoom, Slack, and Google Workspace), teams have been able to chat in real-time, coordinate tasks efficiently, and share resources with ease. They enable real-time editing of documents, discussion forums and tracking the project and this has increased productivity, accountability and overall performance of the team [1], [2]. Digital literacy is one of the most significant factors of virtual collaboration. The team members should know how to apply digital tools, keep a good record, share information safely and follow the rules of virtual etiquette. In the absence of such skills, teamwork can be marred by poor communication, time wastage or disagreements. To address these problems, including time zone disparities, poor participation, or vague roles, teams must set clear objectives, job descriptions, organized timetables, and work on standard digital tools [3].

Besides collaboration tools, proper referencing is also necessary in addition to effective research and academic writing. Citation tools like Cite This For Me are automated referencing software that enables users to enter the details of the source and create in-text citation and full reference lists in either the IEEE formatting or other necessary formats automatically. This does not only conserve a lot of time as opposed to manual referencing; but it also minimizes errors and also guarantees academic honesty [4].

Virtual collaboration with the help of an automatic referencing tool facilitates the effective management of the working process, improves the accuracy of the research and helps academic and professional growth. It enables students and professionals to pay more attention to the content and the essential thinking side of their work as opposed to the formalization of citing. Through collaboration and referencing using digital tools, one will be able to enhance their capacity to use technology, attention to detail, and organizational skills, which are highly demanded in the higher educational and professional settings [4].

Evidence of Reference

The image displays three sequential screenshots of the MyBib web application interface, demonstrating the workflow for managing references.

Screenshot 1: New Citation
This window shows the process of adding a new citation. The 'Book' tab is selected. A search bar at the top contains the text 'D. R. Garrison, E-learning in the 21st Century: A Framework for Research and Practice. Routledge'. Below the search bar, three book entries are listed with their respective details (author, year, publisher, place, ISBN, and credibility status). The first entry, 'E-learning in the 21st century : a framework for research and practice' by D. R. Garrison and Terry Anderson, is highlighted.

Screenshot 2: Edit Book
This window shows the 'Edit Book' form for the selected citation. It includes fields for 'BOOK AUTHOR' (D. R. Garrison and Terry Anderson), 'TITLE OF BOOK' (E-learning in the 21st century : a framework for research and practice), and 'DATE PUBLISHED' (2003). A 'PREVIEW' section at the bottom shows the citation as it will appear in the bibliography. The 'Update' button is visible at the bottom right.

Screenshot 3: Bibliography
This window shows the final generated bibliography. It lists four references in IEEE style, including the book added in the previous steps. The references are numbered [1] through [4].

[1] A. Tate, J. T. Hansberger, S. Potter, and G. Wickler, "Virtual Collaboration Spaces: Bringing Presence to Distributed Collaboration," *Journal For Virtual Worlds Research*, vol. 7, no. 2, May 2014, doi: <https://doi.org/10.4101/jvwr.v7i2.7090>.

[2] D. R. Garrison and T. Anderson, *E-learning in the 21st century : a framework for research and practice*. London ; New York: Routledgefalmer, 2003.

[3] D. A. Elam and K. M. Brands, "Appreciative inquiry - lessons learned from virtual teams," *International Journal of Entrepreneurship and Innovation Management*, vol. 23, no. 5, p. 530, 2019, doi: <https://doi.org/10.1504/ijeim.2019.10022416>.

[4] R. Hall, "The Social Life of Information," *Futures*, vol. 33, no. 2, pp. 205-207, Mar. 2001, doi: [https://doi.org/10.1016/s0016-3287\(00\)00065-3](https://doi.org/10.1016/s0016-3287(00)00065-3).

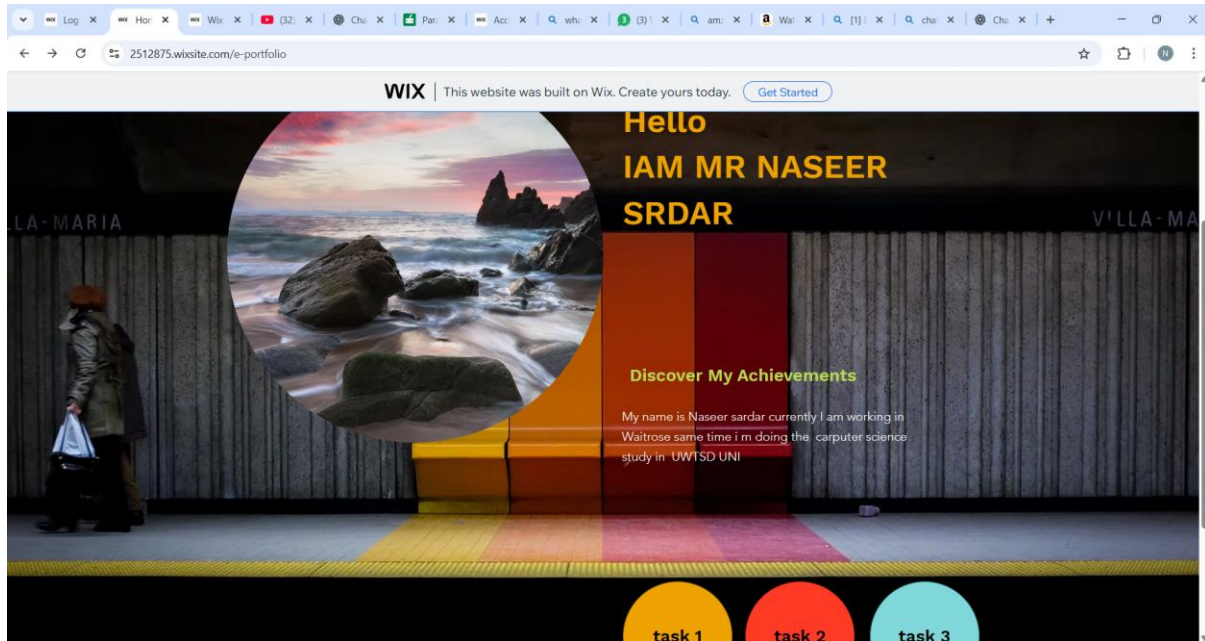
To demonstrate the use of an automatic referencing tool, Cite This For Me was used to manage and generate IEEE citations. First, references from books, articles, and websites were added into the tool, ensuring all source details were accurate. Next, the tool generated in-text citations in IEEE style, which were then inserted directly into the

Word document. Finally, a complete reference list was automatically produced, formatted correctly according to IEEE guidelines. Screenshots were taken at each stage, showing the reference input, in-text citation generation, and final reference list. This process ensured efficiency, accuracy, and academic integrity.

Reference List

- [1] A. Tate, J. T. Hansberger, S. Potter, and G. Wickler, "Virtual Collaboration Spaces: Bringing Presence to Distributed Collaboration," *Journal For Virtual Worlds Research*, vol. 7, no. 2, May 2014, doi: <https://doi.org/10.4101/jvwr.v7i2.7090>.
- [2] D.R. Garrison and T. Anderson, *E-learning in the 21st century: a framework for research and practice*. London; New York: Routledgefalmer, 2003.
- [3] D. A. Elam and K. M. Brands, "Appreciative inquiry - lessons learned from virtual teams," *International Journal of Entrepreneurship and Innovation Management*, vol. 23, no. 5, p. 530, 2019, doi: <https://doi.org/10.1504/ijeim.2019.10022416>.
- [4] R. Hall, "The Social Life of Information," *Futures*, vol. 33, no. 2, pp. 205-207, Mar. 2001, doi: [https://doi.org/10.1016/s0016-3287\(00\)00065-3](https://doi.org/10.1016/s0016-3287(00)00065-3).

TASK 4 – E-Portfolio Creation and Review



Produce an illustrative review

Wix Website Builder was the tool used. Why I selected Wix

I selected Wix because it offers a number of benefits for producing and showcasing academic work:

1. Simple to Use

Wix's straightforward drag-and-drop interface made it possible for me to upload and properly display my poster without the need for sophisticated technological knowledge.

2. Expert Presentation

I was able to present my poster in a visually ordered and polished manner because to the platform's simple layouts and configurable design elements.

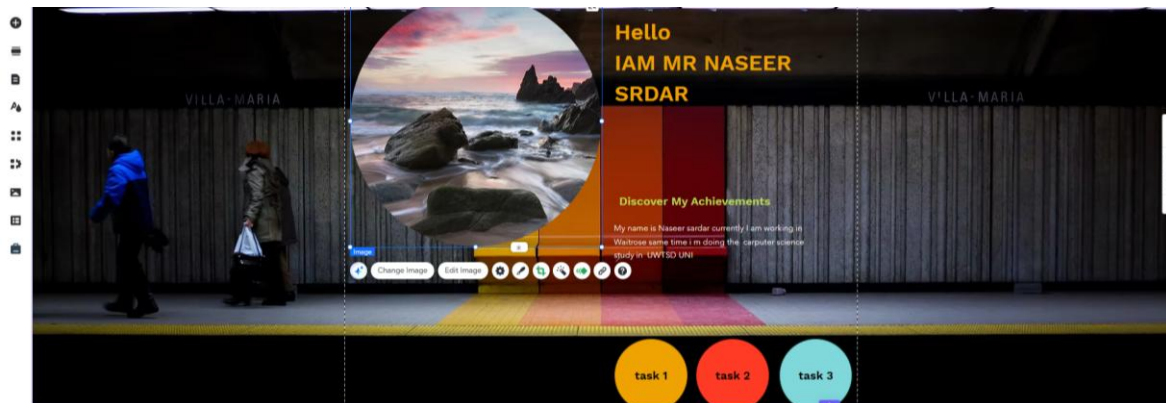
3. Adaptable Personalisation

In order to improve readability and conform to academic norms, I was able to modify font styles, spacing, colours, and page layout.

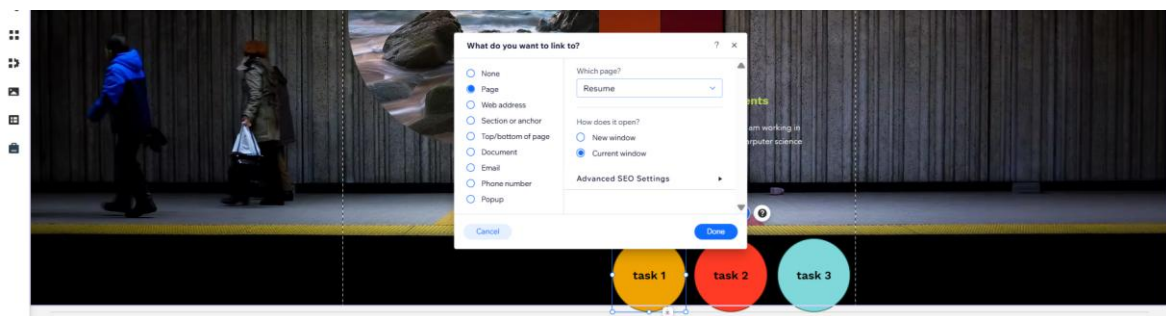
screenshot of each page of your e-portfolio and document

In this screenshot, I am going to explain how I use the Wix website step by step

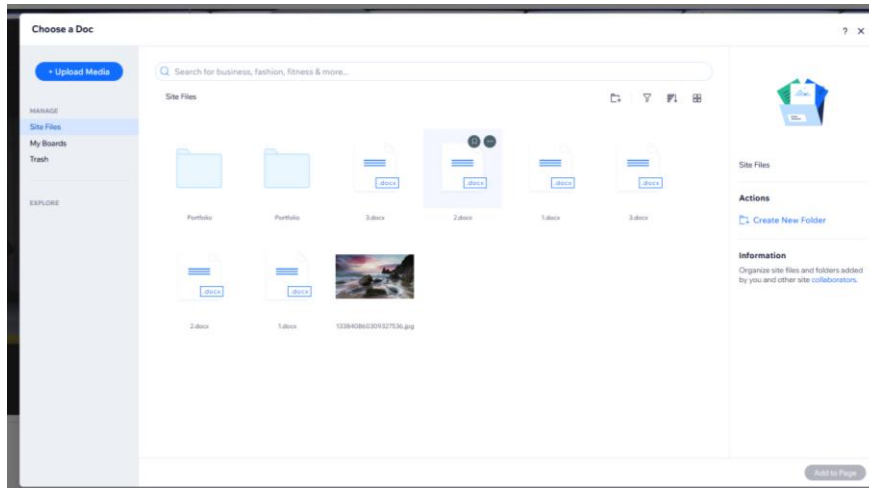
step 1



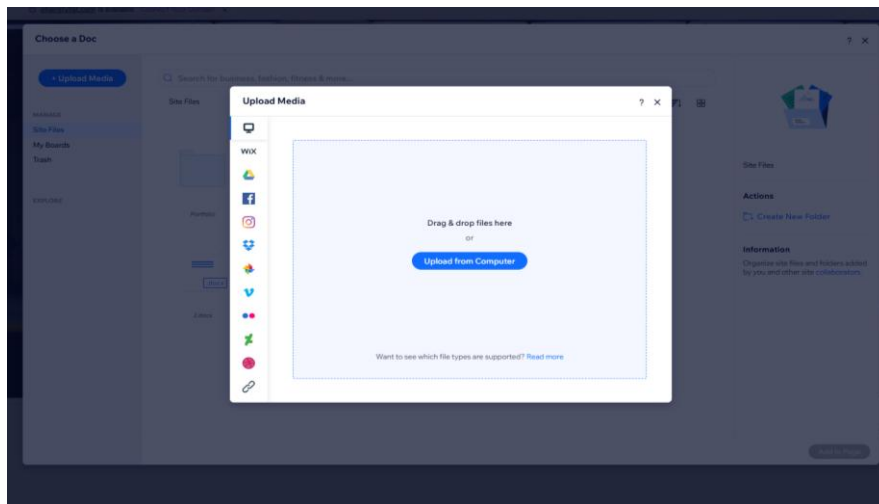
Step2



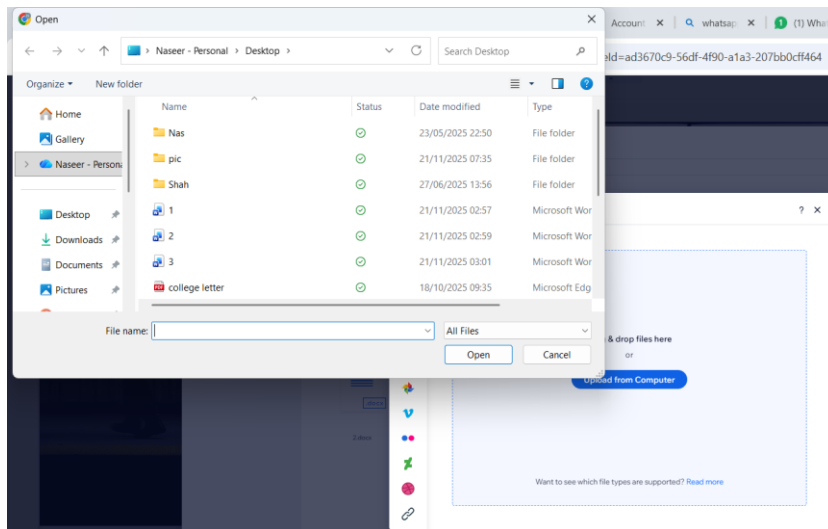
Step 3



Step4



Step5



Conclusion

This e-portfolio has enabled me to know my strengths and areas of weaknesses. Now I have a clearer understanding of how the essential skills like communication, teamwork, referencing and digital literacy will be necessary to further my academic performance as well as increase my employability in future. This study has equipped me with the confidence and professionalism necessary to approach future assignment with confidence and professionalism.