

Title Page

Name: Dariusz Brylewicz

Student ID: 2112261

Course Title: Academic & Employability Skills

Module Code: BMSW4001_LON

Lecturer Name: Peter Allen

Assignment Title: Task 2 Reflection of my learning in this module

Contents

Introduction	3
Time Management / Organising study	4
Reflection	5
CV Writing	6
Summary	6
References	7

Introduction

In this academic report I will be reflecting on my learning within this module, I will be focusing on 3 different topics which I have chosen to reflect on. I will take into consideration what I already knew and go into explaining any learning I took on outside of the classroom.

The three different topics which I have chosen to focus on in the report are:

- Time management / Organising study
- Reflection
- CV Writing

The model of reflection I have chosen is the ERA cycle. (Jasper, 2013) after doing some research this is one of the most simple models of reflection and contains three stages:

- Experience
- Reflection
- Action

The cycle is based on something which we have experienced, this is a new experience which we've recently gone through, something that's completely new to us and it may be a positive or negative experience, related to work or something else. Once something has been experienced, we will then start our reflection on what has happened. This will then allow us to think about the experience, determine and examine our feelings about what has happened, we can then think of deciding what the next steps should be. This therefore leads to the final stage of the ERA Cycle which is taking action. In other words what do we need to do now as a result of the experience we've gone through, this action itself will also result in another experience and the cycle will continue.

Time Management / Organising study

Before starting my academic journey with the University of Wales, time management has been something I have been wanting to work on as I have always felt that I have not been able to achieve many of my personal life goals due to lack of time. I have looked into ways which I can improve my time management. Before joining I had started to set goals for myself in writing so that I know what I want to achieve.

Thanks to the time management tools I have learnt about within this module I feel I have been able to set my goals more correctly in terms of setting my goals in a smart way. Making them specific, measurable, achievable, relatable and time constrained. My personal objectives are really important to me as at the end of the day these will help me reach a better job, that's what I am hoping for so that I can continue to support my family and make them proud of me.

After doing some reflection I have been able to understand the importance of prioritising tasks based on the importance and the urgency of them this has also been something which I have started to put into practise moving forwards. I have also thanks to the course have started to set a time limit or time constraint on how much time I spend on a certain activity/task, yes it is still very important for me to spend time with family however I am now prioritising my time more with tasks in order to help me in achieving my goals.

This has also driven me to push myself in doing more outside of the course as well. I am now setting reminders on my phone so that I am prompted to start working on my goals. I can now confidently say that I am able to organise myself more effectively and I am more aware of my day to day tasks. There is still a lot of work to be done as I am aware of the non-essential tasks/activities which continue to take up my time. I am hoping to start to take these out of my day so that I can start to instead focus more on what is important for me to achieve.

Reflecting back on my time management I can definitely say that it has been an eye-opening experience for me as I am now much more aware of what is going on in my daily activity. I have been able to prioritise my time more effectively to achieve my personal life goals. For me personally it has been an extremely useful activity as I have previously not thought about how to prioritise my time in order to achieve my goals I just felt like I have not got enough time to achieve my goals and it would bring me down some times. But now I am actually able to feel empowered to put a plan together starting off with how to manage my time more effectively so that I can achieve my goals.

Lastly to complete the ERA cycle for this specific experience which I have gone through, the action which I will be taking next is that I will continue to improve how I use my time more effectively – I feel there are still tasks which I can eliminate to support me in reaching my goals. Although it's nice to relax and watch TV I think it's something which I can limit to for example just to weekends. As an action I will also continue to use the plan of ensuring my time is used effectively. I will continue to set myself objectives this way, most recently I have set myself an objective of doing an online course on a learning platform to further understand how to use Microsoft Office apps I have recently been going through PowerPoint which has been quite helpful with putting together presentations, I have also been learning more about how to use Microsoft Word which I have learnt some useful tips

Reflection

It is known through academic teaching that the process of reflection occurs in many different aspects of our lives; whether it's personal or professional, the events of a holiday or a recent issue we experienced and how we might have managed the situation differently, in some ways better to improve experiences of a similar nature in the future or to in fact realise that we may use this experience which we can reflect on to improve our lives in some way.

According to Learning Pool a website I have come across whilst doing some research in a professional context, "‘reflection’ often means critically assessing the ways in which we can improve upon a certain task or performance, how we cope with certain situations or even, how we interact with people we meet."

To me this matches quite well with what I have learnt from this course regarding reflection matches very well with the studies which I have done in my spare time. It has helped me become more aware of myself and what I am capable of achieving.

Once an activity, goal, lesson or even the full course is complete as a learner I have the option to share my feedback which is what I am able to actually do through this task – discussing and sharing my thoughts on the learning within this module.

I have noticed a great feature through Microsoft Teams which allows someone to now provide feedback instantly through use of a liking feature or you can clap for someone whilst they are delivering a session or even when another student is delivering something this can also be provided. This has made me realise that this a great way to help people see that you are appreciated and appreciate them. I have also been using LinkedIn recently to see what this is about and have also noticed that other professionals are able to like messages – it has made me feel this might be a great way to connect with others and can support with getting a good job for example because the more people that like your message on this platform the more chance you have of appearing as a possible good candidate with the right skills.

My overall reflection of this topic is that it has definitely helped me realise that it's important to take some time out to understand what we have gone through in a specific activity or task and realise the potential benefits it can bring to us moving forwards. Even if there is a bad experience like going for an interview and not getting the job this can be reflected on so that I can make sure in the future I am much more prepared and this is something I can openly say I have not previously done. I didn't realise the importance it can bring but through this course I have been able to take some time to actually see how it can be used to my advantage.

Lastly and most importantly the action which I will take from reflecting on an activity is probably what is the most important for me in this. As this is what I will actually be doing this is the activity coming full circle – I am now able to benefit from what I have reflected on. In my case to summarise I will always take time out to reflect on an activity and through this I will be able to realise what I have learnt and how I will be looking to proceed for example I am now able to understand that I will need to look at completing an electrician course to move forwards with this career that I want to pursue.

CV Writing

CV Writing is something that was previously something that I had not much understanding on. I have actually not written a CV previously. When I first came to the UK I was fortunate in finding work through a friend starting my journey on the construction site, doing jobs which required little experience and here I was able to over time develop my skillset as a handy-man. Although it has been an enjoyable experience which I am grateful for I have always wanted to better myself as an individual, I have always been interested in pursuing a career as an electrical engineer – since school as a young boy this was something I was interested in. Some times life has other plans I became a father early on in my life and had responsibilities which have stopped me from moving forward with my career. Now that my kids are grown I have been able to dedicate some time for my personal growth. This has been one of the reasons I have decided to complete a course with the University of Wales.

Coming into the course with very little experience of what a good CV looks like, there has been quite a lot of googling going from myself of finding out what this is – it has been quite enjoyable to see the different examples. Through this experience I have been able to identify and understand what a CV is and what makes a good one in terms of structure and presenting ones self to a possible employer.

My reflection on this whole process is very positive as it has enabled me to understand what the purpose of a CV is – in essence a CV is designed to summarise a person's academic and professional achievement sometimes these can also be personal where applicable. This is all done to spark interest in a hiring manager so that they may contact you and look to get the process moving forward of a possible job you can do. I have found that a key aspect of writing a CV is the personal statement. This is where you have the opportunity to stand out from everyone else. It's where you can state a few interesting facts about yourself which may particularly interest the hiring manager or recruiter.

For me now – the next step will be to continue understanding a bit more about the CV the next question I have which I will be looking into is finding out how long a CV should be and does this have an affect on an employers likeliness to read your CV or to progress with the next stage of recruitment. Once I understand that my following action will be to draft my CV and start sending out through the different available job sites.

Summary

To summarise the course has been an eye opener in understanding what needs to be done in order to be someone that is a potential prospect to an employer. I have lot's to do but I know feel empowered in knowing what I must do in order to achieve my goals of personal growth.

References

1. Understanding Models of reflection:

Article title: LibGuides: Reflective Practice Toolkit: Models of reflection

Website title: Libguides.cam.ac.uk

URL: <https://libguides.cam.ac.uk/reflectivepracticetoolkit/models>

2. Understanding importance of reflection:

Article title: Why 'Reflection' Encourages a Better Learning Experience - Learning Pool

Website title: Learning Pool

URL: <https://learningpool.com/why-reflection-encourages-a-better-learning-experience/>

3. Writing a good CV

Cavendish Professionals. (2019). *What is the Purpose of Writing a CV?* [online] Available at: <https://www.cavendishprofessionals.com/what-is-the-purpose-of-writing-a-cv/>.