

ACADEMIC AND EMPLOYABILITY SKILLS

BMSW 4001

Academic report reflecting what I learnt in this module

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Academic report reflecting what I learnt in this module - Academic and Employability Skills.

Introduction.

This report seeks to look back at my learning in this module with a view to establishing how useful some selected topics have proven to me during the learning process. It is a report put together using available reflective models bearing in mind what I already knew and other stuffs gathered outside of the classroom. The report will be based on academic skills and how this is associated to employability skills and reflect upon my own skills. The report will be sectioned by numbers and a sub heading these titles will consist of; effective literature research, academic sources, reflect upon personal academic research skills, effective presentation skills, reflect upon personal presentation skills, identification of core academic skills, critique of personal skills audit, academic skills associated to employability skills, association to a specific career path and an conclusion.

Effective literature research

There are many ways of finding relevant literature; however, it is important when collecting information that you understand the physiognomies of the content and how this can be implemented (Williwaw, p. 63, 2011). Bleater, C, Hughes, C and Tight, M (2001 , cited in Bell, 2005), states that the internet and the library are effective ways of literature researching, for instance; the internet has many PDF and E-journals as-well as relevant web sites however, facts that need to be considered are how reliable your source is and weather the authors are credited

There are several models of reflection that provide routes to reflecting on method practices and processes for building knowledge.

The model I have chosen for this report is **Driscoll's what? Model.**

My reason for choosing this is that as a professional Chef whose significant work had been carried out in the restaurant / Hospitality industry, the three simple questions prompted by this model which are What ?,So what ? and Now what ? could trigger relevant questions that gives deeper and meaningful reflective processes which could stimulate a more in depth enquiry leading to the formulation of an action plan for the future. One can argue that reflective practice in my own area of practices has always been an ongoing thing on and off the practice.

As a practising Chef of many years' experience, my academic and employability skills have always come into play making me a better performer of my duties and responsibilities. Of importance is the additional skills I have acquired going through this particular module. The big question I need to reflect on is WHAT?

Academic Skills

I attended and graduated from the following academic institutions acquiring various skills described as aspects of behaviour learned by students that are required to operate successfully at the level of higher education the practice of which leads to the development of graduate attributes, such as problem solving and analytical ability, effective communication, and creativity and innovation.

In these attended institutions I acquired core skills such as academic writing, presentation skills and referencing, which underpin more complex skills, such as critical thinking and reflective practice' (Academic Skills Specialists, 2013).

Teacher training College – Ghana 1985 -1989, Studied Psychology, Mathematics and Home studies.

Bank and Southgate College November 2015 to March, 2018 .Level 2 NVQ diploma in professional cookery.

University of Wales Trinity Saint David London. 2019 till date. Studying Skills for the workplace. Please see attached Personal statement for more details.

What? - Employability skill

These are soft employability skills I had developed over time working in various capacities. These skills go beyond qualification and experiences and can be used in any job or employment sector. I also acquired some job specific skills required to work as a chef and Carer.

As a chef with Murrayfield care home 2019 till date working in the kitchen, My employability skills were fully developed both theoretically and practically.

My main duties are: Planning menus based on available budgets and guidelines on nutrition and healthy eating.

Supervision of catering staffs

Ensuring compliance with food safety legislation.

As a Cook at Raglan school kitchen effective October, 2015, I gained the following skills that enhanced my academic and employability skills

Cleaning and food preparation in line with laid down procedures and policy of the company.

Monitoring and managing supplies within budgets

Operating various kitchen machines and appliances such as blender, grill oven pour wash machines, jumbo fridges, stand mixers etc

Assisting cooks during food assembly.

As a carer at Paolo and Maria Borsato, Treviso, Italy February 2010 to October 2015.

Completing housekeeping tasks

Providing care and supporting the elderly in daily chores.

Ensuring daily deep cleaning schedule are adhered to.

Helping the elderly in the daily administration of medicines and medications

Taking the elderly for a walk and safeguarding them during the walks

Preparing three daily course meals.

As a Machine operator with Tesoscl Treviso Italy, July 2004 to February 2010

I gained operating skill from operating special machines for the manufacture, fabricating and designing onclothings.

Methodology. State how you did your research/enquiry and the methods you used. This paper was conducted using the ‘scoping review’ approach in the review of literature. An approach that has been variously described as an increasingly popular approach to achieving a systematic review of the literature (Levac et al 2010), It has no conclusive definition though but it is employed in assessing the extent of a body of literature on a particular topic, usually to ensure that further research in that area becomes a beneficial addition to general knowledge (Landa et al 2011). There were however various attempts to classify scoping review in order to address what the constituents of the review are. One attempt classified it as ‘a review which aims to record the

For the purpose of this paper, a systematic literature review providing relevant and quantified results about reflecting on my academic and employability skills. The aim is to rapidly isolate the key concepts underpinning the research area and the main sources and types of evidence available that can be undertaken as stand-alone projects in their own right, especially in an area as complex as the one being undertaken here.

The Boolean search logic was applied at this stage to ensure that literature returned included two or three search terms collectively as opposed to containing only one of the search terms. (Fotheringham 2013). It also has the advantage of allowing us (the searcher) using terms which may be subject to alternative endings

The search using the three databases returned extensive number of literature reviews which necessitated my narrowing down through parameters the numbers eventually selected. The texts were for example limited to words in English originating from the United Kingdom, the United States of America Europe and Australia.

Ebscot returned 265 results which were reduced when parameters were applied to 45. Further manual examination of the text was also done to reduce the number to 25. A total of 18 abstracts were reviewed in search of those that dealt with the topic academic and employability skills and models of reflection.

As seen above In searching for appropriate references and citations, I went into different search engines including google scholars Ebscot, etc with the key words from the assignment. Academic skills, employability skills, reflexive reports, reflexive essays, reflective models, reflective frameworks. Refining the search a number of times resulted in selecting about a dozen most relevant articles, journals and literatures.

Findings/results. Give the results of your research. ...

The initial results turned up over 500 literatures in journals, articles and textbooks which upon refining using more relevant key words narrowed down the numbers to about 250. A bulk of the results turned up articles with reflective models and frame works, followed by literatures on employability both academic and employability skills, writing an academic report etc accounted for the remaining

The library has many books that can be effective when researching literature. Academic sources vary for instance; there are many different types of academic sources such as journals, books, PDF and the scholarly website online. To distinguish if a source is academic can be done by ensuring that the source is reliable and the author is creditable and the information implemented is accurate, likewise the date must be considered the more up to date a sources is the more reliable this is likely to be for instance if an another publish a book in 2005 there might be another book or edition published with more up to date information on a later date. On the other hand, journals are more collective and modern with a creditable author however; their work has not been endorsed or reviewed by other authors. Books are a good academic source as the have been reviewed and credited nevertheless, it is important to check year Of publication as there may be more up to date information. The internet is not usually advisable nevertheless this can be used if the source is creditable such as government sites (direct.

Discussion.

Reflect on personal academic research skills To begin with I found finding academic sources hard as I want not familiar with journals and the Solvent Library website on the portal. However, have now gained the sills of using the library the portal and have found that keywords are important in finding more relevant information and how to employ my time more effectively. Eve also established what is reliable and what is not and I am Only to use books and journals however, if I do need to use the internet will only use a government

website as know it is creditable, also understand that on the portal there are other ways to find academic information such as succeed at Solvent that can help me get academic information that I require. 4. Effective presentation skills To have an effective presentation it is important to know your observers, for instance if you are presenting for a particular organization is it important to know the companies background and what the hope to aim to achieve this will enable the presenter to understand what the organization is looking for which will help deliver an effective presentation, (Hatchet, McCarthy, 2002)

Reflecting on my gains looking at the module, revealed how tremendously my knowledge skills and experience had been enhanced and developed.

Conclusions and recommendations

Reflect on personal presentation skills When am presenting I feel nervous and need to work on my confidence as this affects my delivery, however, I feel if practice more I would feel more confident as I would know my speech as well as my topic that am presenting. I do feel that I'm good at my introductory slides and that I use relevant information from academic sources to argue my points in the main body, nevertheless, I could also improve my skill by getting to know my audience better as this could help me when presenting as this could also improve my contents of my presentation and my delivery. Likewise I feel ore practice is needed especially if I am working with a group as it helps with confidence, delivery, organization and timings. 5. Identification of core academic skills Core academic skills are important for students to understand dissimilar methods in producing academic work to enable an individual to become an independent learner to succeed at university for instance; researching is an important core academic skill as this finds relevant academic sources that contain important information (Shapiro, 2010). Academic writing which is writing in the third person with the usage of academic sources and Harvard preferences is important for students to improve their writing abilities. Presentations which aid oral communications this supports many students to develop and improve their communication skills.

Problem solving is another core academic skill for instance; students deliver oral presentations, essays, and reports all of the elements of work require evaluation and analysis which suggests that students have problem solved, core academic skills also teach organization and time management skills, (Baldwin Wallace University, 2012). 5. Critique of personal skills audit Eve acquired a vast amount of skills during my education for example; I have learned organizational skills and have realized how important organization is for my assignments and in a profession. I also have developed crucial analytical and evaluation skills I feel I need to improve my skills on oral communication and academic writing however; I do feel I have gained good time management and efficient researching and reflection skills that will hopefully enable to succeed on my university course and future employment. The are many diverse ways that I could improve and develop my skills such as action planning, essay plans and starting assignments early with a clear plan of action. 6. Academic skills associated to employability skills Most academic skills such as academic writing, organization, time

management, meeting deadlines, researching, oral communication, critical analysis/ evaluation and problem solving skills are all relevant to employability skills.

References

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[Hiring manager's name] Zachary Daniels

[Address] _____
(for this exercise please leave blank)

[Hiring manager's company name] _____

[Company address] Hornchurch, Essex.

[Today's Date] 3rd March 2020

Dear Mr/Mrs/Miss/Ms Daniels

I wish to apply for the role of Coffee S. Manager, currently being advertised on _____.
Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 5 years [time period] experience in the Cap. Restaurant industry, and I believe I can continue my work _____ during this time make me the right/perfect candidate for the role.

In my current role as a Chef at Cap. Restaur, I have been responsible for supervising the work of the kitchen staff, allocation of duties and work rotas. Operating various kitchen appliance such a _____
[Now write about what you learnt during this experience - relevant to the role you are applying for]
blender, oven grill, coffee machine and chocolate machine _____
when preparing breakfast. I also plan menus accordingly to _____
fixed budget.

All of this, coupled with my enthusiasm and dedication, [insert skills relevant to the role], with my time management skill and team working _____
has helped with my previous company successfully. I am confident that I can bring this level of success with me to your organisation and help the staff to _____
experience healthy, safe and happy environment.

_____. With my previous experience and expertise, I believe my contribution will have to be considered _____.

Thank you for copration. I look forward to hearing from you _____.

Yours sincerely/Yours faithfully,

[Your Name] Gladys Adomako

[Signature - if desired] Adomako

CV

Gladys Adomako
217 Swan way
Enfield,
EN3 17HY
ladyglad20@yahoo.com
07557771331

Personal Statement / Profile

I am a hardworking and a highly motivated eager to learn new things and to further develop my skill. Throughout the year, have developed my domestic skills. I enjoy working as part of a team, possess a strong self motivation aptitude which enable me to deliver tasks accurately and which with sound professionalism. I am eager to provide an outstanding service for your organisation.

Objective

As a chef, I want to bring different techniques of cooking which can reduce preparation time and inturn impact a team building.

Education

September 1985 - July 1989: Teacher training College (Ahana)

Subject included, Psychology, Maths, Home Science.

Professional qualifications

November 2015 - March 2018 - Barnet & Southgate College, level 2 NVQ Diploma in professional cookery.

October 2019 until now studying at University of Wales Trinity Saint David (London) undertaking Skills for the workplace.

Working Experience

Chef - November 2019 - Present

Murrayfield Care Home (Kitchen)

Main Duties Includes

- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating.
- Supervising the work of catering staff, including allocation of duties and work rotas.
- Complying with Food Safety legislation
- Cook all food, breakfast, lunch and supper.

Cook - October 2015 - November 2019

Raglan School Kitchen.

Main duties Includes

- Cleaning food preparation area as determined by law and company policy.
- Monitoring and managing supplies within budget
- Operating various kitchen appliances such as a blender, oven grill or stand mixer
- Assisting the other cook during the food assembly process.

Carer - February 2010 - October 2015

Paolo and Maria Borsato, Treviso (Italy)

Main Duties includes

- Completing housekeeping tasks
- Providing care-giving service to the elderly family
- Ensuring daily deep-cleaning, catering schedules are adhere to.
- Helping the elderly with daily administration of medicine.
- Taking them for walk when required
- Preparing daily three course meals.

Machine Operator - July 2004 - February 2010

Tesol Srl - Treviso, Italy

Main Duties included

- Operating Special machines to fabricate, manufacture and print designs on clothing.
- Adhering to health and safety rules and guidelines
- Analysing machine operations and output.

Babysitter - June 2003 - July 2004

Giovanna Immobile - Palermo, Italy

Main Duties included:

- Arranging and conduct school drop-offs and pick ups.
- Assisting child with any school projects that may be required -
- Answering incoming phone calls and take messages for the family.

Domestic worker - April 2001 - January 2003

Carbox Eleonora Carrado - Palermo Italy

Ensuring that daily and deep cleaning schedules are adhered to

Other skills

Languages - English (Native) - Twi (Native) - Italian (Fluent)

Computer Literacy - Good computational skills
good user of Microsoft office programs

Supervision of staff - I have a good experience in organizing staff members in a team. From work and allocation and managing roles to staff support.