

Certificate of Higher Education in Skills for the Workplace

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BMSW4001

Academic and Employability
Skills

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Date: 26/12/2019

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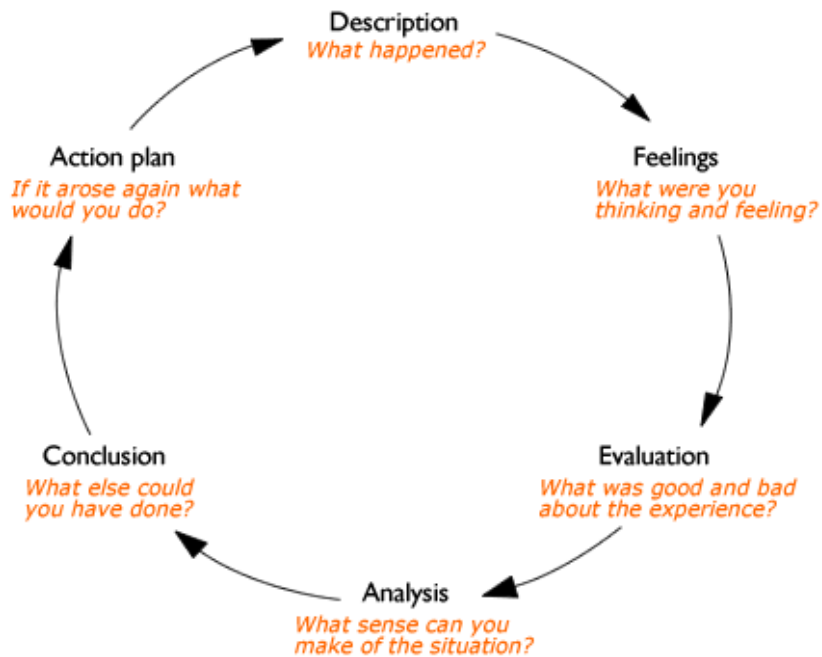
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Introduction

To build this reflective report I will be discussing my personal experiences that I have been able to assimilate during the learning sessions in this particular module. This report will include my personal experiences in class and also the feedback I have received from the class activities that I have completed during lectures. This reflective report should be created by referring to Gibbs' reflective cycle (Gibbs, 1988).

Definition of Gibbs' Reflective Cycle

Gibbs' reflective cycle encourages people to think about their interactions during a specific situation, occurrence or activity in a systematic way. Reflection on these interactions can be arranged in stages using a circle. In his published book 'Learning by doing', Graham Gibbs, an American sociologist and psychologist long ago in 1988, created this particular model of reflection in the form of a 'Reflective Cycle Model' (Gibbs, 1988). An insight into this reflective cycle shows the support given to individuals' approaches to systemic thought that tackle a particular situation. The reflective cycle of Gibbs consists of a series of sequential moves. The first step of this reflective process is to explain what has happened, the second stage is the feeling that is followed by the third self-assessment step. When going through the fourth stage of thought, the study that is followed by a conclusion must be considered. The final step of this reflective process is the creation and production of an action plan.



Source: (Finlay, 2008)

I would like to say my gratitude to my lecturer and classmates before convey my personal experience gained by participating in this learning academic activity. I would like to say my sincere thank you to my lecturer for explaining everything clearly and helping me out throughout the activities. I am extremely thankful for continuously monitoring and guidance provided to me in this learning process. I would also like to say thank you to my classmates for their involvement during class activities which helped me understand a lot of things and helping me with in-class activities whenever needed.

Step 1: Description

The first step in the Gibbs Reflective Cycle focuses on describing what has happened in a particular situation. You can do that by addressing the issue that has occurred and describing the outcome of it. In order to complete this step I consider it necessary to have a competent observation ability. Throughout my studies about the Reflection Cycle I managed to improve my employability skills as the module was focused on improving employability and academic skills. I believe that having the correct employability skills is essential in life and in my personal experience. I consider employability skills as a very interesting and important topic to be discussed in my module, as this helps me improve not only as an individual but it also benefits my future plans. The first step of Gibbs's cycle will help me evaluate my employability and academic skills, so I can identify if I have any issues and if I do what are they (Leich and Day 2000).

Step 2: Feeling

Second step of Gibbs' Reflective Cycle is to examine how you feel after you have already identified the problem. While carefully evaluating the issue I found myself to be deeply encouraged to participate in this module because I had realised the benefits that come with participating in this lecture. As the learning sessions were passing I had a feeling that employability skills are one of the most important things in shaping a person's career path. I started thinking about the advantages of implanting these skills as a part of my personal development plan. Therefore, going through the second stage of the reflective module, I have a mixed feeling filled with positive emotions and anticipation in hopes of discovering new things associated with improving my employability skills. At the beginning I was feeling a bit nervous because I didn't know what the exact aim of this module was but as time passed I felt more and more confident and excited to discover new things that will benefit me in my professional career (Smith and Comyn, 2013).

Step 3: Evaluation

Third step is to evaluate the positive and negative aspects of the situation. Passing through the stages of this module I was evaluating the good and the bad things of this academic activity and I realised that the good things about it were overcoming the bad ones. I can say that I was very happy to have the opportunity to be participating in this activity because it helped me enhance my

knowledge and also straighten my employability skills so as my academic skills. I consider taking part in this academic activity to be a positive experience because it will make an enormous contribution to sharpening my future professional aims. (Andrews and Russell, 2012)

Therefore I did not find anything bad about this project. In my opinion the course was well structured and very helpful. I also consider this learning module to be an effective player in influencing the students' professional development aspects. I also appreciate the feedback I received from my teacher as it helped me realise my mistakes and improve on them. I consider this course essential for every person who wants to improve their employability skills and also build their confidence.

Step 4: Analysis

The fourth step of Gibbs' theory is analysis. In this step a detailed evaluation of the situation is with a significant importance as this step is about analysing the things that are learnt. On an analytical basis I can proudly convey that I have discovered a lot of new skills in this module. I have developed my team working skills as we have had a lot of group activities such as projects and presentations. Team working is one of the most important and valuable employability skills and I have improved this skill significantly during this module. I also improved my verbal and written communication. Before I started this module my time management was not that great as I wasn't prioritising my time efficiently, but now I am able to order my tasks efficiently so I can get everything done withing the require time frame.

Learning was another issue I had before I started this module because I couldn't focus on my learnings but with the course passing through I wanted more an more to learn new things and pick them up. I was able to adapt in order to progress with my studies. I can now delegate responsibilities and build my own priority-based action plan. Upon completing this course content on the employability learning module, I found myself becoming more creative and confident in myself. Overall, I am very happy to find that my existing an new employability skills have been nurture and redefined in which this academic learning module has remained highly contributory (Bates, et al., 2019).

My teacher and fellow classmates' feedback helped me focus, more on improving a particular employability skill. It is through extensive concentration level that I have been able to bring accuracy to my process of development of

employability skills. Another important aspect in my learning was my teacher as she was very supportive and professional. Her feedback had a massive impact on my development and keeping my motivation to learn on point. I consider this learning experience very exciting for student like us who are on the verge of beginning their respective professional lives and it is of immense importance for them to improve employability skills.

Step 5: Conclusion

The fifth step of Gibbs's Reflective Cycle is the conclusion. Throughout this step you should examine what else you could have done along with the developing concluding note. Therefore, in accordance with the concept of the aforementioned reflective model, I would like to suggest that the module was more focused on the technology aspect as in my opinion being able to use technology correctly can also enhance your employability. I think I could have spent more time studying outside university so I can progress even further with my studies. In addition I could have made more effort to strengthen my organisational and planning skills on personal aspects of employability skill development. I also see it as an effective approach to professional growth if I had spent a little more time developing my expertise in time management. Furthermore, I could have been more focused on developing my analytical and logical reasoning skills by planning activities with logical explanation. Last but not least I could have also been more focused on my initiative skills, as I did not give many ideas to my teammates when doing the group presentation.

Step 6: Action plan:

The sixth and last step in Gibbs's Reflective cycle is an action plan in which the subject in question must concentrate on planning future activities aligned with the experiences gathered. The main aspect I would like to develop in will be my technological skills, as they are an essential skill for every employer and I feel like I do not meet my personal expectations regarding the use of technology. Therefore, I am planning to go to a more technological development institute next year, so I can develop further. I will also try to spend more time studying so I can feel more confident when writing assignment and also when doing in-class exercises. Another aspect I am planning to improve is my organisational and planning skill, as this is an important skill to have when working towards achieving goals on time and prioritising tasks. I will also try to improve my analytical and logical reasoning skill as I think that people who have this skill

are more likely to grow in their career. Last but not least I will improve my initiative skills by taking the leadership and also by giving ideas at my workplace and also at my university.

Therefore, considering my potential action plan, I look forward In taking up similar learning sessions on employability skills as I find these training session to be highly interactive and beneficial to the growth of my overall skills (Fien and Rawling, 1996).

Conclusion

In conclusion of the above mentioned reflective report I would like to state that this particular learning activity has been a great exercise for me as I got the chance to enhance my employability skills and my communication skills as well. The course content was excellent for improving the employability skills I already had and also help me discover some new ones. Based on the skills developed and the observations gathered, I would like to suggest that this type of learning session is very important for the growth of a person's professional and personal skills.

I would also like to mention that the module was highly interactive, helpful and beneficial to me. I am thankful to my teacher for her constant support throughout the semester and also to the students who we also very supportive and motivational. I would also like to add that the highly interactive learning module on employability skills enabled a commendable level of teacher to student interaction in which feedback was also considered a priority.

References:

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Fien, John; Rawling, Richard (April 1996). "Reflective practice: a case study of professional development for environmental education". *The Journal of Environmental Education*. 27 (3): 11–20.

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Student Name: Rosen Agushhev

Student ID: 1818403

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] Rosen Agushhev
1 Any Street, Anytown

[Hiring manager's name] Penny Zloty

[Hiring manager's company name] Cash & Treasury Mava

[Today's Date] 14.11.2019 Mountain Warehouse

Dear Miss Zloty

I wish to apply for the role of Accounts Assistant

I saw your advertisement online for a Account Assistant and straight away I knew that this is the right role for me.

I am currently working as a Account Assistant in Harrods, but I am always up for a new challenge! I would love to be a part of your company and contribute for it's success. In my previous company I have gained a lot of admin and customer based experience.

I am a very self-motivated and detailed person. Everywhere I have worked before I have always done my best to help the company grow and develop even further. I am very passionate with everything I do, because for me a well done and satisfactory completed task is a lifestyle. I am also a very good team worker. To be able to work well in a team it's not a good skill for me, but is essential! Over the year I have proven myself as a great associate, and that is because

Lecturer's signature: _____

Date: _____



What will you learn in this?

I am always keen to learn new things and develop myself.

In my opinion I think I am the right person for your company, because every person can learn how to do new things, but not everyone can bring passion, motivation and experience. But I CAN!!

I will be waiting to schedule interview soon! If you need any further information do not hesitate to contact me and I will be looking forward to hear from you soon.

Kind Regards,

Rosev

Lecturer's comments: Great enthusiasm + a good attempt to follow principles learnt in class. Focus on impact rather than tasks + remember to refer to your CV.

Lecturer's signature:

Date: 14/11/19

Mini-presentation Feedback Form

Student presenting: Rosen

Date: 11/12/15

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor Cover letter

Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☒	☐	☐	☐	☐	<i>Confident delivery</i> <i>Nice slides - make sure</i> <i>text is big enough to read.</i> <i>Slow down when the</i> <i>aud. needs time to</i> <i>take in info.</i>
The presenter was knowledgeable about the topic and any related issues	☒	☐	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☒	☐	☐	☐	
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐	
The presenter was well organised and prepared	☒	☐	☐	☐	☐	
Eye contact was maintained	☒	☐	☐	☐	☐	
Body language was appropriate	☒	☐	☐	☐	☐	
Time for presentation used effectively	☒	☐	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☒	☐	☐	☐	☐	
The presenter spoke clearly	☒	☐	☐	☐	☐	
The pace of speech was natural	☐	☒	☐	☐	☐	
There was a clear introduction	☒	☒	☐	☐	☐	
There was a clear conclusion	☐	☐	☐	☐	☐	
CONTENT						
The topic was interesting	☒	☐	☐	☐	☐	
The presentation was concise and informative	☒	☐	☐	☐	☐	
The presentation contained good examples	☐	☒	☐	☐	☐	
Content was relevant to the topic	☒	☐	☐	☐	☐	
Relevance to the module	☒	☐	☐	☐	☐	
OVERALL PREPARATION						
	☒	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION.
POINTS AVAILABLE <u>100</u>						
POINTS EARNED <u>96</u>						
GRADE <u>96</u>						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.