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**BMSW4001 - ACADEMIC AND
EMPLOYABILITY SKILLS**

ACE PRACTICAL PORTFOLIO

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Academic Report



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Academic Report



INTRODUCTION



LITERATURE
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METHODS



RESULTS



CONCLUSION



Introduction

- Employability skills are convenient skills that are useful in virtually every job. They contain the expansion of an proficiency, knowledge base or attitude that makes you more eye-catching to employers. I have learned a lot from this Module and few important skills that I will take with me are Self-management, Teamwork, Technology, and Communication etc.
- Interrelating with your teachers lets you practice skills you'll need to work effectively with supervisors or managers.
- Decent individual management, communication, teamwork and other employability skills will help me stay focused, keep a positive approach and get along well with other competition and businesses.



Introduction (cont.)

- In an ever-changing jobs marketplace, the skills we all need to use have established further than numeracy and literacy.
- There are a lot of important academic skills that can be supported into many different areas for instance:
 - i. Time management : Time management is the method of establishing and planning how to divide your time between specific activities. Good time management allows you to work smarter – not harder – so that you get more done in less time, even when time is close-fitting, and pressures are high. ... The answer lies in good time management.
 - ii. Research : Research skills discuss the ability to search for, trace, citation, organize, estimate and use or present information that is applicable to a specific topic. Academic research is a specific type of research: a process of comprehensive and methodical investigation into some area of study.
 - iii. Prioritization: Prioritization is a important skill that you need to make the finest use of your individual hard work and those of your team. ... Most people prioritize what they need to do based on each task's determination and importance – they focus on the most persistent, significant jobs first, and do the others once these are complete.

Literature Review

- Something that I learned from this Module is Time is everything. I will be reflecting on 4 topics below which have truly changed my perspective.



Literature Review (cont.)

■ Topic :

1. Time management / Organizing study
2. CV writing
3. Public speaking and giving presentations
4. Online Learning Experience



Time management / Organizing study

- Knowing how to tell the time, is not the same as managing time. I have learned through this module that decision making is key, and prioritizing task goes sideways. I have learned that if I build myself a system and diligently follow it, I am going to be successful. I have learned that saying NO is important when its needed. I was a very anxious person, and I don't like to say NO to people but a research shows that effective time management is accompanied with greater academic performance and lower levels of anxiety in students. I am a father of two and at the same time a husband and son too. It does get difficult for me to manage my responsibilities and studying but thanks to this module and the lectures where we have been taught how to time manage. Below is the article that I read and helped me along side.
- Set goals that are attainable and quantifiable. I have learned to use the SMART method when setting goals. In essence, make sure the goals you set are **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely.
- When doing a lot of errands without a break, it is harder to stay absorbed and encouraged. Allow some stoppage between tasks to clear your head and revive yourself. Consider grabbing a brief nap, going for a short walk, or contemplating.
- Articles → <https://journals.sagepub.com/doi/full/10.1177/2158244018824506>
- <https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/>

CV writing

- A resume or CV is NOT a ample record of everything you have ever done. It's a primarily a marketing tool. It is the advertising document which allows you to match your skills and experiences to the needs of an employer. That's why you can not just simply send same CV to all different employers. Like any publicizing document it needs to sell the 'benefits' and be embattled to the certain recipient.
- What I have learned in this module is that a CV should be skills-based, or functional style. Research has shown that this style of presentation tends to be more effective in getting across to potential employers 'what I can offer your organization.'
- Skills are your ordinary talents and the knowhow you develop to perform a task or a job. Life skills help you deal with daily tasks in all areas of life while professional skills allow you to perform precise work duties. There are several key types of skills: soft skills, hard skills, domain-general, and domain-specific skills. According to recent reports 75% of HR specialists confess there is a deficiency of skills in applicants for job openings.
- I have learned there should be check list as below that can be helpful.

Can it be skimmed rapidly? • Is it well organized? • Is the presentation qualified and of high quality? • Can the employer identify the benefits you have to offer as an employee? etc

Public speaking and giving presentations

- Public speaking is like contributing to class, sharing your thoughts, ideas, and questions with others in the group. It's important to develop skills for this form of communication. The future business I have chose for my self is chauffeuring and it requires a lot of public speaking. Something I learned from this module is that my teacher and fellow students are all on my side, they actually wants me to succeed.
- I have learned that I have to reduce anxiety by organizing and practicing and focus on what I am saying, not how I am saying it. I have done a presentation and I have developed self-confidence which will help me grow in my career.
- Through this amazing modules, this package is the blueprint to taking you from an typical storyteller to a world class speaker
- There's a good reason that we say, "Practice makes perfect!" You basically cannot be a confident, captivating speaker without practice.
- One of the Article I read on Public speaking along side the lectures our encridable taught gave us is below:
- Link → <https://courses.lumenlearning.com/freshmanexperience/chapter/7-4-public-speaking-and-class-presentations/>

Online Learning Experience

- I am not very much into the new online learning platforms as I am in my late 40's. but my whole experience with this module was amazing as the tutors have made my life so easy by being kind and humble and always willing to help. I have overcome the fear of new tech platforms and I am very comfortable with all the new software available and discussed with us to help us grow our business.
- If given a choice I would always take all of my classes through the Internet. Online classes have saved me money and time. Also, online classes allow me to work, to be a husband and father, and it allows me to be a full-time student. Other than that, my experience with online classes has been a rewarding, learning experience. Having a full-time job makes it very difficult to schedule your classes, The use of online courses has made life at work easier specially the weekend ones.
- I've cultured that to be a fruitful distance learner, you have to be self-disciplined and able to work well on your own. Since you won't be substantially going to class each week, you can take part in class from the comfort of your own home. Finally, online classes fit my lifestyle, because I am not a traditional student.



Methods

“It’s one small step for man, one giant leap for mankind.”

- Neil Armstrong

I have done my level best to make this report look as understandable as possible, with all the classes I attend and with all my research and article reading I have concluded my report. My methods have been simple: listen and read and here I go. I listened carefully and I read all recourses to create this report.



The big wins and memorable moments.

- I have learned how to Time manage. You must be self-disciplined since the instructor won't constantly be there to remind you of assignments or of project deadlines.
- I have taken responsibility for my attitude. I understand how I sit, what I say and how I look says a lot about my attitude. I know my positive attitude can have a positive effect on others and eventually will help me in my business meetings in the coming future.
- I got courage how to public speak. I am aware teamwork is part of almost every office. Group work with other students gave me an opportunity to practice cooperation skills. I learn to be open to other people's style of working, to hinge on on others and to donate my share.
- I admit that everyone has different life experiences. The other adults in my classes may live, think, talk and act in ways very dissimilar from mine.
- I think Internet is not that bad after all, if you do it right online learning can be helpful, I have learned to let other people express opinions, I don't share without speechifying or disagreeing with them. This does not mean that I agree with their opinions. It just means that I respect their right to have them.

Conclusion:

Overall, I have learned that if you want to be successful just focus on what is given to you avail the opportunity and make the best out of it. One of the key motives why many students invest in university education is to improve their employment prospects. However, at the same time as accomplishment of good academic experiences is highly valued, it no longer seems adequate to secure employment. CVs and preparation for job/course interviews will play a major role in successful career.

This module has emphasized the prominence of aligning employability with academic values by making obvious links between the curriculum and employability. In addition, it has recognized trials that need to be stunned if more students are to embrace the possible benefits of appealing fully with the skills profile, as part of their individual development planning. Employability is a grave issue for both government and Higher Education Institutions . With recent economic slump, there is penetrating rivalry for jobs in the graduate employment market.

After I am finished with this course, I will take these skills with me into workplaces, where it will increase my effectiveness and help me succeed.



Aspirations

SOME PEOPLE JUST DON'T
LIKE WORKING FOR
OTHERS, AND THEY WANT
THE FREEDOM TO MAKE
THEIR OWN DECISIONS
AND I AM GLAD THAT I
NOW AM CONFIDENT TO
MAKE MY OWN DECISIONS
AND FLY HIGH.



A collection of vintage tools is arranged on a dark wooden surface. The tools include several axes with wooden handles and metal heads, a hammer, a pair of large pliers, a pair of yellow work gloves, and a small metal cup. The text is overlaid on the image in a white, serif font.

BUILD YOUR OWN
DREAMS
OR SOMEONE WILL HIRE YOU
TO
BUILD
THEIRS.

- FARRAH GRAY

Thank you

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