



Task 1: Presentation

University of Wales trinity Saint David

ACE Practical Portfolio

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Group 3

CertHe Skills for work place Academy
and employability

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Introduction

- Learning is a gradual process that improves skills with time.
- To improve learning, it is important to be a part of an effective educational institution.
- That is the reason I choose “University of Wales”.
- As currently, I am proceeding with the program “CerHE Skills for the Workplace”.
 - Very effective
 - Increase my knowledge
 - Enhance my professional Skills
 - Help me to grasp the leading industry knowledge
 - Make a strong understanding of the software and programs

SWOT Analysis for Self- Assessment

• High level of time management skills. • Fast pace learning skills. • High level of professional attitude. • Strong knowledge of the industry. • Concern about professional development • High level of internet and communication skills. • Human Skills and Management Skills • Level 4 Qualification	• Feel pressure while working in a complex environment. • Focus on the elimination of the issues but distracted. • Did not like the decision of last time. • Still need to develop skills about the software
Opportunity • Getting a university education and HND levels. • Ability to take the internship in the multinational companies. • Strong management skills, that is why adjust to the management position.	Threats • The level of competition is very high. • Lack of an effective workplace environment. • Lack of employment • Demand at the job is increased



Academic Analysis

- Currently, I consider my academic skills and progression path very effective.
 - This degree will be very effective to build up a professional.
 - HND level program will increase my academic skills.
 - CertHE Skills for the Workplace enhance my academic skills as this course cover several important topics, theories, etc.
 - Along with the theoretical knowledge, I also learn about the software which will be very effective in my professional career.
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Employability Skills

I have done an internship which helps me to understand the professional job scenario.

I used to strongly focus on the professional skills needed on the job.

For that purpose, the internship helps me to understand the workplace.

I strongly focus on the skills which improve the job position.

I strongly focus on management skills, human skills, and interpersonal skills.

I believe that communication skills are also important for professional growth.

Conclusion

- It is concluded that I have academic skills and employability skills.
- But a good education is very important.
- That is why I strongly focus on my academic career.
- I believe that it will lead to an effective professional career.
- Self-assessment through SWOT analysis is very effective for a strong understanding of academic and professional skills.
- Self-analysis is also very effective for future progression.