



BMSW4001

Academic and Employability Skills (ACE)

Task 1: Individual presentation

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(2018704)

Welcome to my presentation

Good Morning everyone. I am Sajeda Akter a student of University of Wales Trinity Saint David. I'm currently studying Certificate of Higher Education (Level-4) course in this University. This is my first individual presentation to fulfil the module requirement. The presentation is all about academic and employability skill.

What is Employability Skill:

Employability skills is knowledge and attitude which is required in every workplace nowadays, all sort of employment and education sectors need these basic skills. (Suarta et al., 2017)

Why it is important:

Its important as employers are looking for most skilled employee to run their company /industry so employee needs to be highly skilled for success in the workplace and these skills are most valuable resources for an organisation.(Abelha et al., 2020;Suarta et al., 2017)

My career goal :

Administrative Manager - At present I am working at school environment and my goal is to work as an Administrative Manager . With the help of my present course at UWTSD I believe I will be equipped with the necessary employability skills to achieve my goal.

Skills required by the employer:

Following are the skills as required by the employer as published in different career website:

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- ❑ Excellent spoken and written communication skills
 - ❑ able to work accurately and pay attention to detail
 - ❑ Able to relate well with pupils, teachers and parents
 - ❑ Able to prioritise work
 - ❑ sensitivity and understanding.
 - ❑ to be flexible and open to change
 - ❑ strong interpersonal skills
 - ❑ Teamworking skills and the ability to work alone

Skills required by the employer:

Following are the skills as required by the employer as published in different career website:

- ❑ Experience in organising, prioritising and time management
- ❑ IT skills in areas such as word processing, spreadsheets, databases and the internet as well as using social media
- ❑ The ability to cope with a heavy workload and frequent interruptions
- ❑ Awareness of confidentiality
- ❑ A flexible approach to work.

Personal SWOT analysis:

My Strength and Weakness:

Strength:

- ❑ Organizing and time management
- ❑ Attention to detail
- ❑ Able to relate well with pupils, teachers and parents
- ❑ Able to prioritise work
- ❑ sensitivity and understanding.
- ❑ to be flexible and open to change
- ❑ strong interpersonal skills

Weakness:

- ❑ Spoken and written communication
- ❑ Teamworking skills
- ❑ IT skills in areas such as word processing, spreadsheets and databases
- ❑ The ability to cope with a heavy workload
- ❑ a flexible approach to work.

Personal SWOT analysis: Opportunity and Threat:

Opportunity:

- ❑ Completing my study
- ❑ Group work
- ❑ Easily accessible internet
- ❑ Team building and networking

Threat:

- ❑ Other graduates.
- ❑ Social economic factors.

Personal Development Plan:

This is my personal development plan to overcome my weakness:

	Short-Term	Mid-Term	Long-Term
My Goal	I want to understand and follow the lecture and be responsive during the class.	After completing this certificate course, I would like to finish my Batchelors degree. By next two years.	Become an Admin Manager in any organization.
Skills to be Learned	Communication, Teamwork	Microsoft Office, Power point, Spreadsheet , Work under pressure	Flexible approach to work, Confidence

Personal Development Plan:

This is my personal development plan to overcome my weakness:

	Short-Term	Mid-Term	Long-Term
Next Steps	Following the lecture and do more practice at home.	My course will help me to achieve this goal.	Successfully complete my course. Discuss any issue with my teacher if required. Take career advice
Resources used	Free time, lecture slides. Advise from my teacher	Free time, lecture slides. Advise from my teacher.	Free time, Online career website, School HR department. One opportunity to start my career.

References:

Suarta, M. and Suwintana,K. (2017) Employability skills required by the 21st-century workplace: a literature review of labour market demand. Education and Humanities Research, vol 102 . Bali

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Thank you

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