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ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

Individual learning has a significant impact on organizational outcomes. An individual can learn different employability skills from his/her academic aspects to support professional development. In our academic life we can achieve different academic skills like communication skill, team working skill, time management skill, presentation skill, decision making skill and so on which actually let us able to success in our professional life. And the aim of this report is to analyze my own academic as well as employability skills which I gain from my academic activities. So, here in the first portion I explain the skills I have gather from my academic activities. Then I demonstrate a skills audit in context to my personal reflection, And later portion, I analyze a personal skills audit through SWOT analysis and developing a personal development plan for being a social care worker.

Analyzing the skills which I have gained from my academic activities

People generally develop their skills including both personal and professional skills from their academic life (Magnell and Kolmos, 2016). And here I am going to discuss about different skills which I have gained regarding health and social care profession from different academic activities;

Time management skill

Time management skill means utilizing time effectively by accomplishing tasks within time. With the proper use of time one can be more successful in his\her personal and professional life as time is the most valuable asset in one's life. In health and social care profession individual must have to be very punctual. And academic activities are influencing me to be more punctual through completing all the tasks in a timely manner (Hendrawan and Daryanto, 2019). For instance; I have to attend class timely as my teacher give punishment for going class late. Besides, I need to submit all the assigned tasks within time otherwise teacher can deduct my marks. Even once I was punished for late submission of an assignment. After that I always try to do all the academic tasks within time by managing my time properly and hopefully this also help in my professional life.

Communication skill

Communication is a way of sharing one's thoughts or feelings with other people. This plays a major role both in our academic and professional life. And academic activities have a major impact to develop this major employability skill (Argos and Ezquerra, 2015). As a person, I am an introvert person and my communication skill is not so good but I need to develop my communication skills as it is very much required in health and social care profession (Barley, Gordon and Johnston, 2017). My teachers and peers helped me a lot to develop this skill. When my teachers had noticed that I am introvert person and did not response in the class at all, they motivated me and asked me more questions in the classroom or gave me role-playing tasks so that I could be good at communication. Besides, team working also helps me to enhance my communication skills where I need to communicate properly with all of my team members for

doing the task successfully. Thus, I become able to develop my communication skill. And I believe that this skill will help me in my professional life as well.

Team working skill

Team working means accomplishing task within a group and it is core of health and social care profession. Health and social care workers need to work as a team in most of the situation. It is so important that workers of this field have a good knowledge of team working and being able to serve their patient properly with the help of their peers (Rippner, 2018). And we can gather this skill from our academic life. For instance; Sometime teachers assigned us group working task like group assignment, survey work, group presentation and so on. Basically team working is not an easy task as different person has different perception and thoughts. I also faced difficulties in my first team work and there was created a conflict among the team member. But gradually, I have learnt how to work as a team and now I have good team working skill.

Decision making skill

Decision-making allows people to select the best solution accessible. This skill has become so necessary, as a careful, timely and appropriate choice can turn the life of an individual. One of my teachers suggested in the classroom that an appropriate decision can only be made after proper material and knowledge has been gathered and processed. I used to have a lot of difficulty developing this ability, because it's all based on experience and information available. I still try to recall my past associated errors to take a right decision towards a task. I do a deeper analysis of the whole issue to recognize how, what and why I was prompted to make bad decisions at the moment. Thus, now I am able to take a more appropriate decision since learning from such issues.

Presentation skill

Presentation is the method of presenting to others of certain concepts, materials or perhaps a portion of the task. The presentation is a really valuable skill for a worker, as he / she seems to have a presentation to do in his/her professional life. I had a long way to grow that ability inside me and I learned from my mistakes from my academic life, like others. Much of the presentation ability is gained by teachers and peers' advice and suggestions. We need to give presentation for our different course which really helps to develop our communication skills. Sometimes our

teacher took instant presentation about the topic he discussed in the class. This types of presentation helps to enhance our confidence level. Moreover, presentation helps us to reduce our nervousness by being able to make proper eye contact with the viewers.

Problem solving skill

For the students on professional and social care service there is needed to having a good problem solving skill (Mott, 2010). Health and social care workers firstly identify the problem of their patient and gradually need to solve the problem by understanding patient interest and then evaluate and select the best possible solution for solving the problem. Basically, problem solving skill is the combination of other skills including analyzing skills, team working skill, communication skills, decision making skill, creativity and so on which an individual develop with the help of his/her academic activities. For instance; our course teacher sometime gave us to solve case study which really help us to develop our problem solving skill.

Demonstrating a skills audit in context to my personal reflection

Different skills like communication skills, time management skills, good teamwork skills, presentation skill, decision making and problem solving skills are required for becoming a health and social care worker. Here, a detailed professional skills audit in context to my personal skills is presented below:

Skill	Summary	Confidence level(1-5)	Example	Needs of improvement
Communication skill	I have a good communication skill with a moderate level adaptable capacity.	3- moderate level	Working as a sales person in a retail store, I could not able to communicate properly with customers which negatively impacted on customer satisfaction.	Yes
Time management skill	I can accomplish my all academic and personal tasks within time by managing my time properly.	4-Confident	I follow a daily routine and accomplish all the tasks timely. I never being late in class and have always submitted my assignment within time. Besides, I always make a study routine to	No

			complete my academic tasks timely and maintain all the activities with the routine to achieve good outcomes.	
Team working skill	I have a good teamwork skill with a high level adaptable capacity. Even I can influence other member to done the work properly.	4-Confident	When I working within a group, I always try to adjust with others to do the work effectively and I feel comfortable to working within a team.	No
Presentation skill	I just like doing something different. I always strive to do something new and unique to others and try to make it better than others.	4-Confident	I got the highest marks for delivering creative and excellent presentation in one of my poster presentations.	No
Problem solving and decision making skill	I can make best decision by setting and planning	4-Confident	I like to participate in case competition and most of the	No

	activities in a balanced way to solve any problem successfully.	time I became the winner of the competition.
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Analyzing a personal skills audit through SWOT analysis and developing a personal development plan

SWOT analysis

Personal SWOT analysis allows me to recognize my internal strengths and weaknesses alone with external opportunities and threats. A SWOT analysis in terms of evaluating my personal skills audit is given here:



Figure 1: SWOT analysis

Source: (www.learningmarketing.net, 2016)

Strengths: Strengths can be described as anything that enables me to achieve my desired destination with ease. My strengths are mine's internal skills including time management skills, presentation skills, communication skills, team work skills, problem-solving skills etc. Furthermore, I have participated several seminars and workshops relating to health and social care to gather more information about my desire job. I also acquire several software skills, like M.S Word, M.S Excel, M.S PowerPoint, Adobe Illustrator, Adobe Photoshop, SPS, to help me to find and manage information. And these digital skills are of great value to the field of health and social care.

Weaknesses: Weaknesses reflect my low ability that can cause challenges in achieving my objectives. For example, as I am an introvert person, so my communication skills are not so good. Because of that, I can't interact properly with others. While I have a strong ability to work in a team and manage time, this weakness can be a critical issue for success in the field of health and social care.

Opportunities: Opportunities are the external factors that support me to get my expected job position. Recent issue the Coronavirus (COVID-19) increases the need of health and social care workers. High growth rate of health and social care sector is a great opportunity for me. Health care sector provided 2.8 million jobs between 2006 and 2016. The expected growth rate is 18% within 2026 for the UK health care sector (Health care industry growth rate by sector 2017-2018 | Statista, 2020). So, there remains a big opportunity for those persons who want to engage themselves in health and social care profession.

Threats: Threats means the external factors which are harmful or create problem to get my desired job position. Here, Brexit negatively impact on the UK health and social care sector (Five big issues for health and social care after the Brexit vote, 2020). Besides, probable economic slowdown for the epidemic Coronavirus can negatively impact on this sector. Thus, a few challenges remain to the progress of my planned career plan.

Developing a personal development plan in context to the role of a social care worker

Expected Goals	Support/Resource	Success Criteria	Actions	Target Date
Improving communication skill	Completing academic tasks within a group and trying to be responsive in classroom	Able to communicate with others properly	- Learning different communication and interpersonal skills. - Trying to recognize and understand individual communication style.	2020 to 2021
Developing networking with the persons working in health and social care sector	Building formal relation with professionals	Being able to communicate with health and social care professionals	- Attending in different health and social care related programs. - Communicating with doctors and social workers. - Working as a volunteer in different social program	2020 to unlimited time as it is a continuous process
Completing Social Work BA (Hons) degree in related health and social care field	Effective Courses and institution	Achieving the certificate for successful completion of the	- Focusing more on the courses related to social care. - Acquiring skills those are needed for delivering good health and social	2021 to 2025/ End of the degree

Completing internship		courses	care service.	
			• Achieving a social care degree.	
Being a social care worker	Recommendation letter from my college	Getting the opportunity to work in a leading social care organization	• Dropping resume in different social care organization. • Performing duties accurately for getting good feedback.	2025 to 2026
	Skills and knowledge required for being a good social worker	Completion of foundation degree in social care related field	• Gaining knowledge regarding social care related works. • Getting update about the changing situation	2026 to 2028

Conclusion

Academic activities enable an individual to develop not only his/her personal skills but also professional skills for being successful in professional life. I have gathered different employability skills from my academic aspect including communication skill, team working skill, time-management skill and so on. From the personal skill audit I can identify that I need to develop my communication skill more. SWOT analysis also helps me to understand the internal and external capabilities for my desired job. Besides, personal development plan allows me to understand the path of being a social care worker more clearly.

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