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LDE Assignment 1

Learning In The Digital Era

Module Name: Learning In the Digital Era

Module Code: ACCA 4025

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E-Portfolio Link:

<https://2509323.wixsite.com/learning-in-the-digi>

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Introduction

Main Body

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): Report on Essential Academic and Employment Skills

Essential academic skills are important as they contribute to your chosen career. The Study shows that academic skills such as critical thinking, Reading efficiency and more are skills needed on a daily basis for a person to develop, and be able to communicate and articulate themselves in different settings [1]. This is because academic skills provide the foundation for a person to be able to effectively adapt and perform well in professional and educational environments [1]. Therefore, essential academic skills are important for everyone as they can determine the professional and educational performance of an individual.

Furthermore, individuals' essential academic skills are also hindered due to them constantly using generation AI. According to study, generation AI can affect student's development of essential academic skills such as critical thinking. This is because individuals (mostly students) rely on AI to write their work or chosen document. Therefore, for essential academic skills to be developed individuals must stop relying on AI [4].

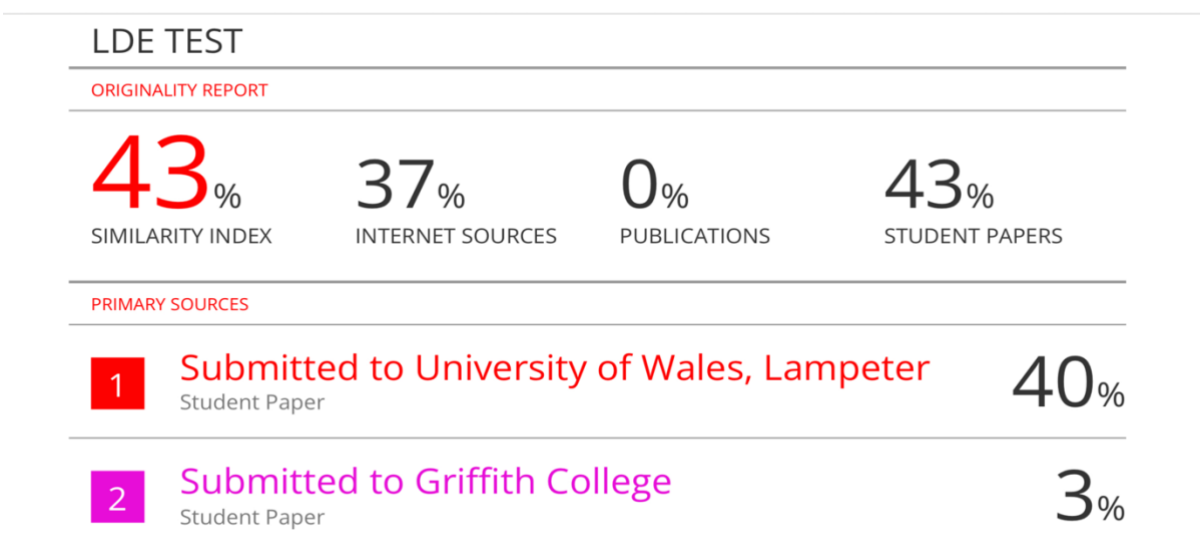


[5]

Essential employment skills are important and will be more vital by 2035. Research shows that essential employment skills such as: collaboration, communication, creative thinking and more will be utilised more heavily. This is because new jobs will make the greatest use of employment skills. Furthermore, this study continues to highlight that most jobs will most likely be professional occupational groups such as science, legal and medical occupations, whereas roles such as administrative roles will see a large decline. Therefore, essential employment skills are important as they will play a huge role in everyone's future. [2]

Many adults and young people lack essential employment skills. Evidence shows that a large majority of people lack essential employment skills. For example, 13% of workers now lack essential employment skills and this will rise to 22% by 2035. This shows that over 6 and half million workers won't have essential employment skills. This is because many of those in education leave the education system without having any practical experience or having developed any essential employment skills. Therefore, to ensure that individuals develop essential employment skills, they have to be supported more during their education to develop the required skills [2] [3].

Task 1 (b): Evaluation of Task 1 (a) based on Similarity report



The reason why I got 43% is due to two facts. The first fact is the template that I'm using for this assignment is widely across different branches of the University of Wales, hence why the report states that 40% of this assignment was submitted to the University of Wales, Lampeter. The second fact is that the information provided in task 1a is public and known information, this means other people and students are free to use in documents such as student papers. This explains why the provided report states that 3% of my work has been submitted to Griffith College.

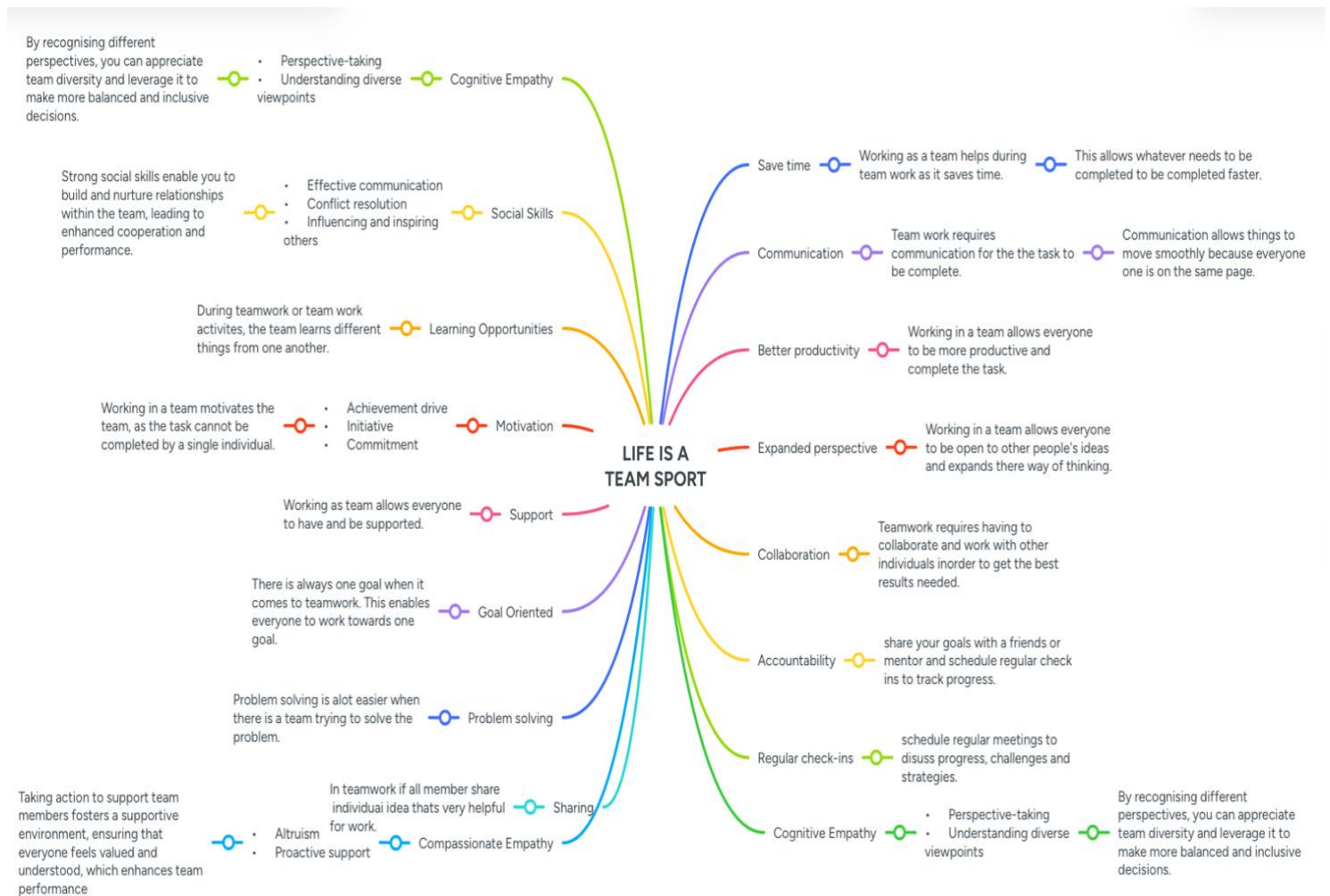
After considering the information above, I believe I deserve the percentage above. This is because the similarity index percentage is justified and plagiarism is not reflected. The above percentage is due to the template used by students within my institution, and the

3% shown above is due to factual information that was used in another student's paper from a different institution rather than copied or improper source material.

Task 2: Collaborative Mind Map and Individual Poster

Mind Map (Collaborative)

<https://mm.tt/map/3846671066?t=Svh9OAxbjr>



Poster

LIFE IS A TEAM SPORT

- [1] Alessandro Chiala. "How leaders can motivate their teams using NLP." *Agile Nexus*. <https://www.dailymotion.com/video/x3232451-how-leaders-can-motivate-their-teams-using-nlp>.
- [2] <https://www.youtube.com/watch?v=U3232451>. Problem solving, brainstorming and find solution (vector illustration). Vecteezy. <https://www.vecteezy.com/vector-art/3232451-creative-team-forming-team-leadership-creative-idea-brainstorming-and-find-solution-creative-illustration>.
- [3] <https://www.youtube.com/watch?v=U3232451>. Problem solving, brainstorming and find solution (vector illustration). Vecteezy. <https://www.vecteezy.com/vector-art/3232451-creative-team-forming-team-leadership-creative-idea-brainstorming-and-find-solution-creative-illustration>.
- [4] Rubin Garcia-Ortega. "Customer Support: What Kind of People Do You Need?" *Neurology*.
- [5] <https://www.youtube.com/watch?v=U3232451>. Brainstorming and find solution (vector illustration). Vecteezy.
- [6] Wikimedia Commons. https://commons.wikimedia.org/wiki/File:Stafel_yellow.jpg.

Task 3: Virtual Collaboration and RefWorks –

Forming A Team – 350 words – add number references

Tuckman explains that there are 5 stages of a team's development and maturity, these stages are:

1. **Forming** – The forming stage happens when teams are first introduced to each other. When team members meet for the first time, they share information about themselves and their background. They discuss things such as interests and experiences. Once the team has met and everyone has had a chance to introduce themselves, the team project is then discussed. The goals, objective and focus of the project is discussed in this stage [5] [6].
2. **Storming** - The storming stage is when team members share their ideas. However, they are competing with each other for their ideas to be accepted as they have multiple different views on how things should be run. This can sometimes cause conflicts [5] [6].
3. **Norming**- The norming stage occurs when roles are established, and the team starts to come together. The team member will start expressing their ideas and constructive criticism as there will be an increased sense of comfort. The team focuses on their goals and productivity [5] [6].
4. **Performing** - Performing occurs when the team members know each other more. By this stage, they have learned to effectively resolve problems and conflict and learnt how to coordinate with one another [5] [6].
5. **Adjourning** - Adjourning is the final stage that occurs when a team project is coming to an end. The team tends to focus more on deliverables, evaluation and closing the project [5] [6].

Trust in a Team

Trust is very important in a team it allows team members to communicate effectively and enhances members' engagement within the project [4].

- **Absence of Trust** – When team members are not willing to admit their mistakes and need for help or assistance due to discomfort, a foundation of trust has not been created [3].

- Fear of Conflict and Lack of Commitment – Due to lack of trust team members are unable to discuss or debate important issues that must be addressed [3].
- Avoidance of Accountability and Inattention to Results - Avoidance of accountability tends not only to slow the team down. Inattention to results occurs when personal tasks or secondary interests are prioritised rather than ensuring the overall goals/targets of the team are being focused [3].
- The importance of authenticity and Transparency - Authenticity is important in a team because it allows individuals to express their ideas, feelings and thoughts [2].



- Setting clear goals In a Team - Setting clear goals in a team is important because it impacts their performance overall. When a team knows what the target and end goal is, and different roles are able to be delegated effectively to ensure the goals are met [1].

Step-by-step process of using RefWorks with visuals

STEP 1:

- Ensure that you have a ref works account – Go log in

STEP 2:

- Import from your chosen database – e.g google scholar
- Search for your chosen article/topic
- Click on Cite

Goal setting in teams: Goal clarity and team performance in the public sector Check for full text

Scholar YEAR

Goal setting in teams: Goal clarity and team performance in the public sector [PDF] sagepub.com

M. Van der Hoek, S. Groeneveld... - Review of public ..., 2018 - journals.sagepub.com

With the rise of performance management, work in the public sector has changed. An output focus has become more common. Other changes include decentralization and managing organizations more horizontally. Setting performance goals and working in teams exemplify these developments. Despite an extensive literature on goal setting, research on goal setting in teams and empirical studies in public organizations have been largely absent. This study contributes to the fields of public management and teamwork by examining whether ...

☆ Save **Cite** Cited by 248 Related articles All 8 versions

Showing the best result for this search. See all results

Privacy Terms Help

STEP 3:

After clicking Cite – a window will appear which will show: APA, MLA, and other formats

Click on RefWorks

The screenshot shows a web interface for a citation tool. At the top, there is a search bar with the text "Goal setting in teams: Goal clarity and team performance in the public sector" and a search icon. Below the search bar, there is a "Scholar" button and a "Cite" button. The "Cite" button is highlighted, and a dialog box is open. The dialog box has a title bar with a close button (X) and the word "Cite". Inside the dialog box, there are five citation styles listed: MLA, APA, Chicago, Harvard, and Vancouver. Each style is followed by a citation for the same work. At the bottom of the dialog box, there are four buttons: BibTeX, EndNote, RefMan, and RefWorks. The RefWorks button is circled in red. The background of the page shows a snippet of the article text, including the title "Goal setting in teams: Goal clarity and team performance in the public sector" and the author "M Van der Hoek, Sandra Groeneveld, and Ben Kuipers".

Goal setting in teams: Goal clarity and team performance in the public sector Check for full text

Scholar X Cite YEAR

Goal setting in teams: Goal clarity and team performance in the public sector
M Van der Hoek, Sandra Groeneveld, and Ben Kuipers.
With the rise of peer-to-peer collaboration, organizations have become more connected horizontally. Setting clear goals and objectives is essential for extensive literature on teamwork by example.

☆ Save Cite

Showing the best results

MLA Van der Hoek, Marieke, Sandra Groeneveld, and Ben Kuipers. "Goal setting in teams: Goal clarity and team performance in the public sector." *Review of public personnel administration* 38.4 (2018): 472-493.

APA Van der Hoek, M., Groeneveld, S., & Kuipers, B. (2018). Goal setting in teams: Goal clarity and team performance in the public sector. *Review of public personnel administration*, 38(4), 472-493.

Chicago Van der Hoek, Marieke, Sandra Groeneveld, and Ben Kuipers. "Goal setting in teams: Goal clarity and team performance in the public sector." *Review of public personnel administration* 38, no. 4 (2018): 472-493.

Harvard Van der Hoek, M., Groeneveld, S. and Kuipers, B., 2018. Goal setting in teams: Goal clarity and team performance in the public sector. *Review of public personnel administration*, 38(4), pp.472-493.

Vancouver Van der Hoek M, Groeneveld S, Kuipers B. Goal setting in teams: Goal clarity and team performance in the public sector. *Review of public personnel administration*. 2018 Dec;38(4):472-93.

BibTeX EndNote RefMan RefWorks

Privacy Terms Help

STEP 4:

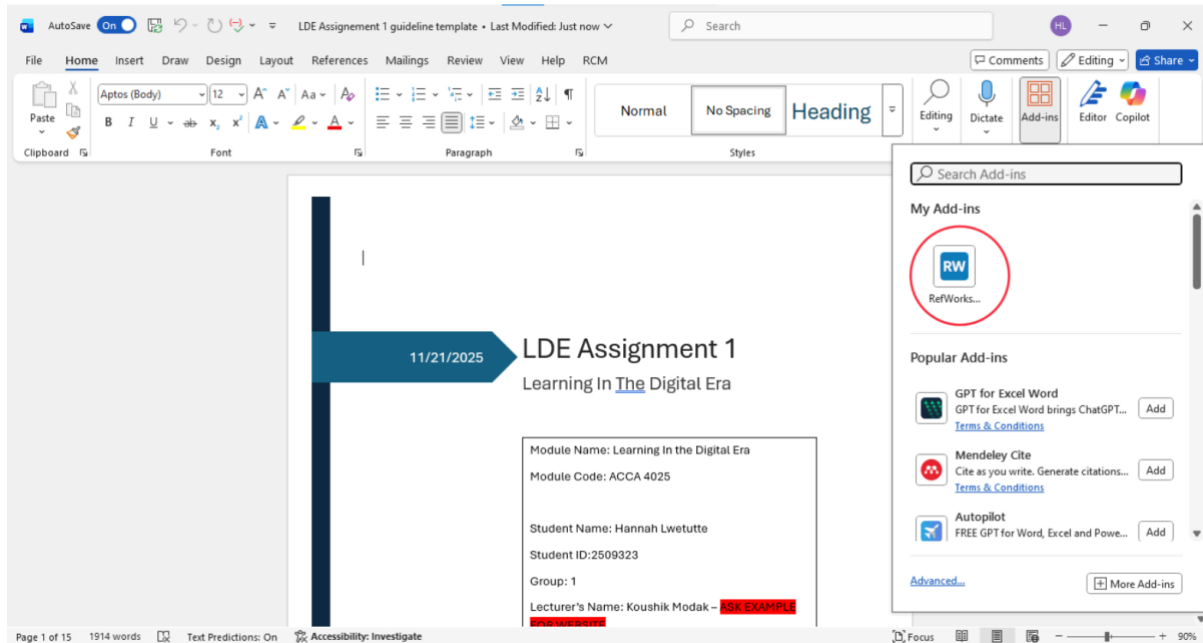
A page that's titled **Import references** should appear.

You will then be given the option to assign folder or create folder.

-Assign your or create a new folder and click import

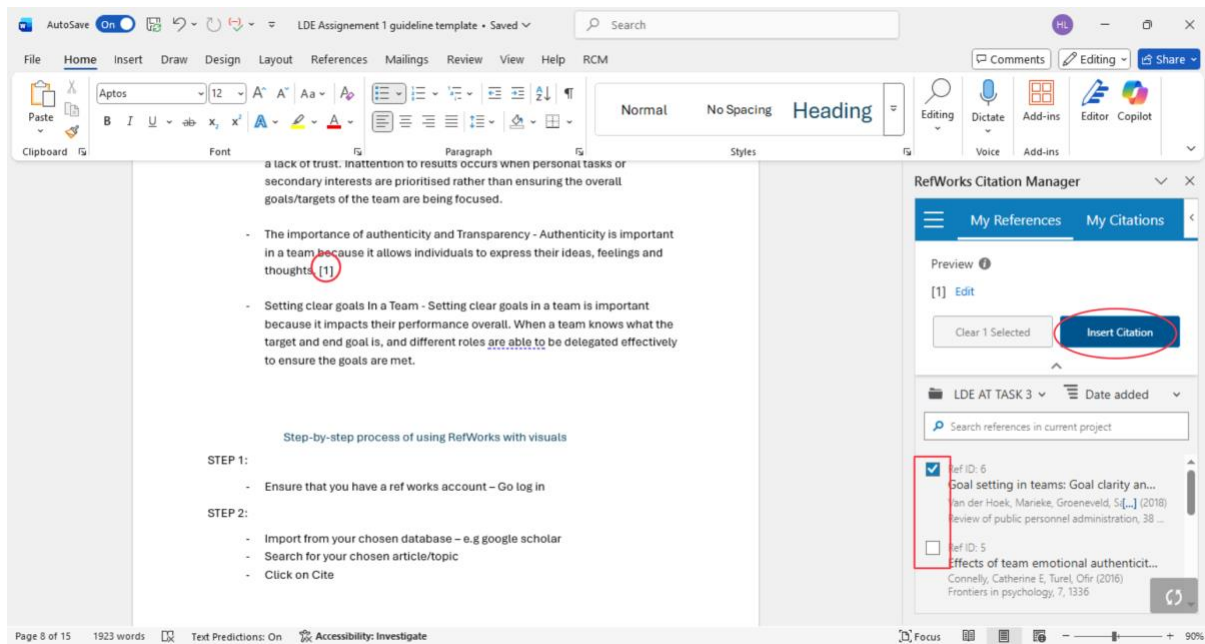
STEP 6:

- Click on RefWorks Citation Manager
- A panel should appear on the right side of the screen on Word.



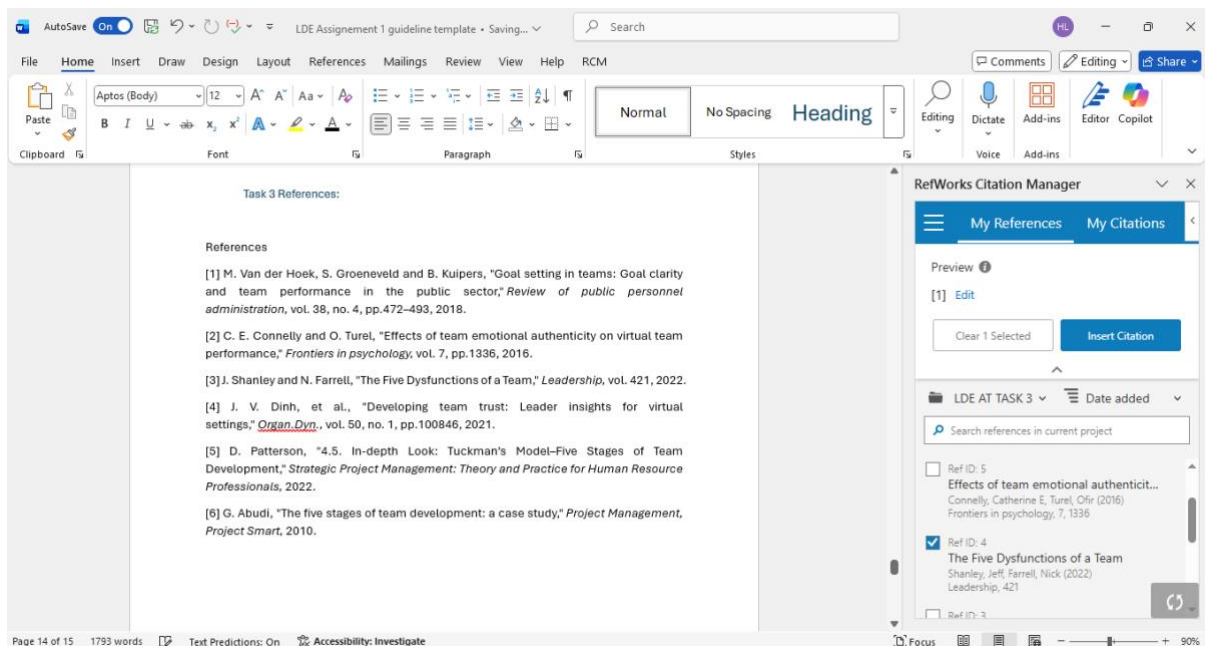
Step 7:

- In the RefWorks panel, find the reference you need.
- select the citation you need
- click on insert citation
- A number will appear where your mouse is.



STEP 8:

References should appear automatically.



Task 4: E-Portfolio Creation and Evaluation

Task 4 (a): E-Portfolio Creation

I used a website called Wix to create my E-portfolio. I chose a template which I edited with my own text, colours, images and information. My E-Portfolio includes What you will find:

- Title Page - Learning in the Digital Era

- Task 1: Essential Academic and Employment Skills
 - Task 1a: Report on Essential Skills and Employment Skills
 - Task 1b: Evaluation of Task 1a Based on Similarity Report
- Task 2: Collaboration Mind Map and Individual Poster
 - Mind Map (Collaborative)
 - Poster

Task 3: Virtual Collaborations and RefWorks

- Step by step process of using RefWorks with visuals.

Task 4: E-Portfolio Creation and Evaluation

- Task 4a: E-Portfolio Creation
- Task 4b: Illustrative Review of E-Portfolio Tool Selection

Concept. The aim of the e-portfolio is to demonstrate my digital learning skills.

Task 4 (b): Illustrative Review of E-Portfolio tool Selection

During this task I chose Wix to create my E-portfolio because it's easier than other websites to use and there is a lot of information and instructions on how to use Wix on social media. It was easy to use as things were very easy and simple to edit, images were easy to apply, and it was very simple to change the colours of texts and backgrounds.

One advantage I found while using Wix is: it's easy to drag and drop not just images but also elements like arrows, this makes it very easy to edit.

Another advantage is: There is Auto Save, so there is low risk of losing your work while using Wix.

One disadvantage I found while Using Wix is some features are difficult for those using Wix for the first time. For example, I found it difficult edit the navigation menu

Another disadvantage is: You can't use two devices at the same time while editing it will keep on refreshing.

Overall, it was a new experience which I needed.

Concept

In conclusion, completing this portfolio will help me in the future as I developed different skills such as how to make a website. In Task 1 I learnt essential employment skills in depth which gave me a wider understanding. I enjoyed the group activities in task 2 and how everyone contributed to the mind map. Furthermore, my favourite activity was the poster as it included some Art.

Learning how to use RefWorks is extremely useful and It's a skill I will be using in the future. I learnt how to cite manually and reference. I believe this expanded and improved my research skills.

Overall, I believe I improved in teamwork the most as I got to work with different people on something completely new to me.

Task 1 References

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- [3] N. F. f. E. Research(NFER), “The Skills Imperative 2035: The Story So Far,” National Foundation for Educational Research (NFER), 202.
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- [5] F. Siddiqui, “Employability Skills - Why is it important to improve your employability skills?,” Wordpress, 27 June 2015. [Online]. Available: <https://fareedsiddiqui.wordpress.com/2015/06/27/employability-skills-why-is-it-important-to-improve-your-employability-skills/> . [Accessed 2025].

Task 3 References

- [1] M. Van der Hoek, S. Groeneveld and B. Kuipers, "Goal setting in teams: Goal clarity and team performance in the public sector," *Review of public personnel administration*, vol. 38, no. 4, pp.472–493, 2018.
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- [6] G. Abudi, "The five stages of team development: a case study," *Project Management, Project Smart*, 2010.