

BMSW 4001
Academic and Employability Skills
Assignment 1
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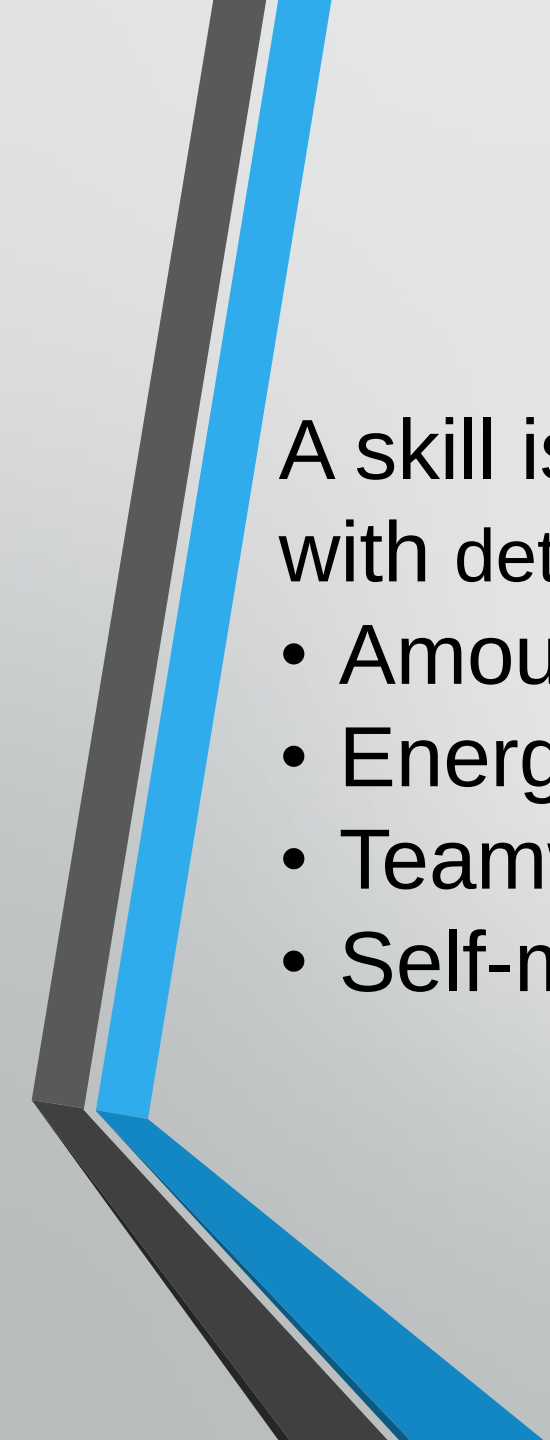
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What are Skills?

A skill is the learned ability to perform an action with determined results within a given;

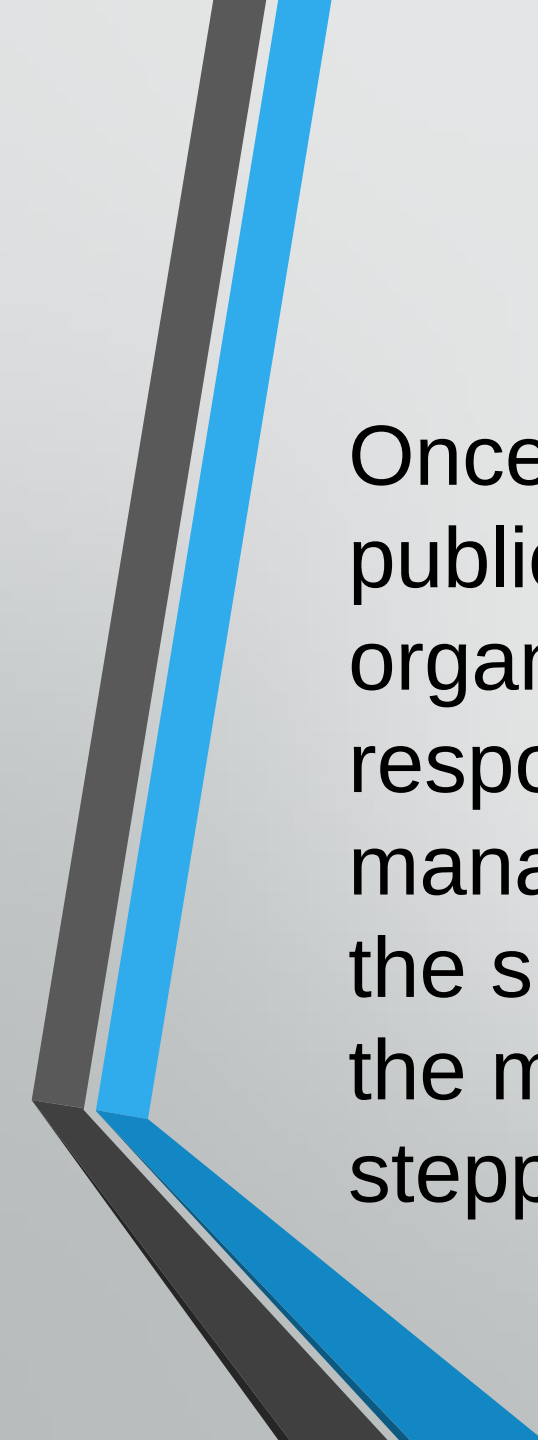
- Amount of time and Management
- Energy
- Teamwork
- Self-motivation



STRENGTHS	WEAKNESSES
• Highly skilled staff. • Install confidence with Clients • Willing to participate with clients	• Lack of meeting patients • Not enough staff time to plan • Services too stretched
OPPORTUNITIES	THREATS
• Willing to plan and organise events • Flexible times to free staff time • Clients to contribute to their independence	• Financial Threats: Low-cost competitors establishing their presence • Internal Threats: clients preferring natural medicine and treatment. • Learning and Growth Threats: Digital Technology is leading in continuous learning and resulting to pushbacks

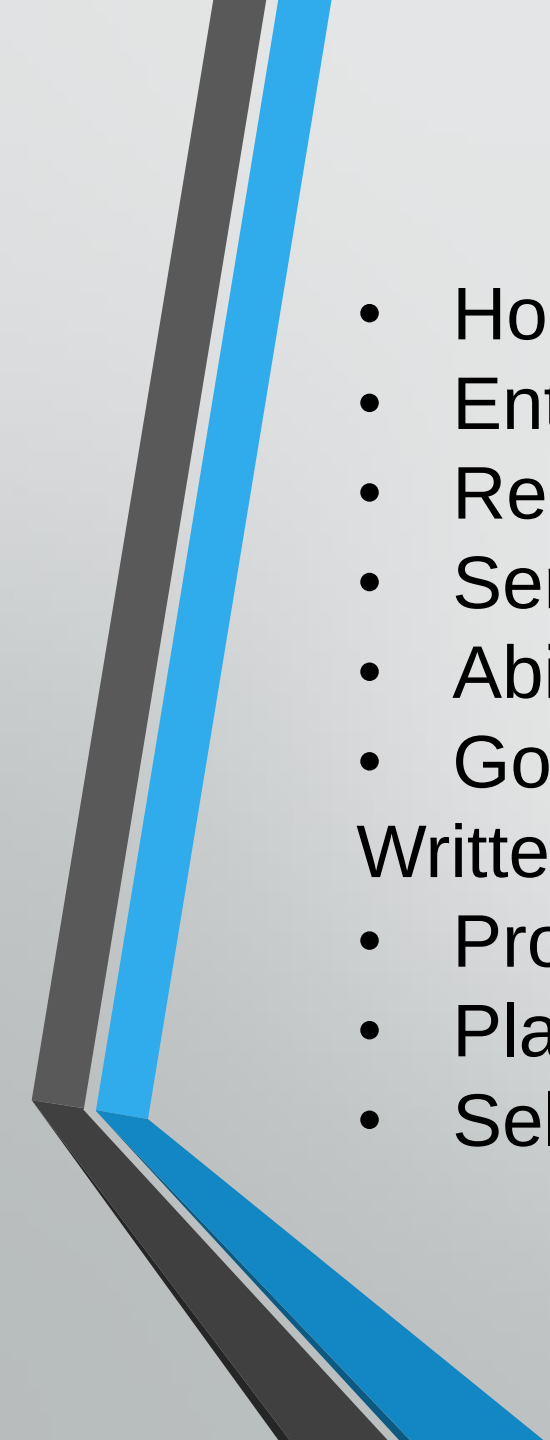
Academic Skills

- Formal communication skills – including ICT Information Communication Technology skills (multiliteracy)
- Interpersonal, teamwork skills to engage diverse cultures
- Theoretical and practical knowledge to demonstrate discipline
- High level to plan and organise to demonstrate day to day longer-term planning
- Problem solving, independent and innovative thinking skills



My Career Plan

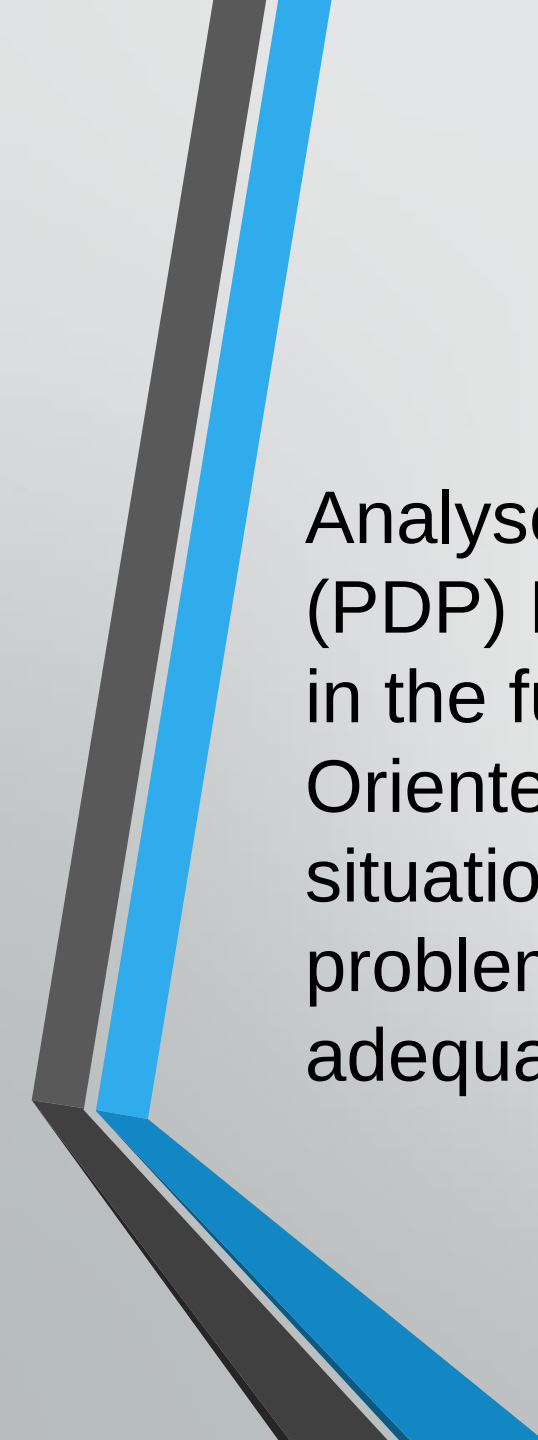
Once qualified, I will be able to work within the public sectors, private sectors and voluntary organisations. This transition will range to new responsibilities i.e. supervision, delegation, management and training, as well as building on the skills and knowledge. It is crucial to make the most of this opportunity and use it as a stepping stone through my career.



Employability Skills

- Honesty and Integrity
- Enthusiasm and Motivation skills
- Reliability
- Sense of Humour
- Ability to Deal with Pressure
- Good Communication skills Verbal and Written skills
- Problem-Solving
- Planning and Organising
- Self-Management and Team Work skills

Learning	Social Work-Related Practice	What Benefit Will This Have to My Work?	How will I meet this Learning
Build skills in handling tasks	Support myself to practice and effectively execute tasks at hand	Handle and resolve tasks effectively at my workplace	Provide Indemnity on complaints
Build additional skill: Digital Skills	Task myself to learn new programme packages within the Digital Technology	And perform that is required for my daily role/duties.	Take digital course, provided by machine company (2 hours).
Medical emergencies/ basic life support.	Follow guidelines as expected as part of my general clinical duties.	Must be able to assist in medical emergencies in my everyday practice	Attending to courses provided by my University
Maintain and build understanding of equality and diversity	Contract requirement for all staff to do regularly.	Will help to ensure treating all patients with respect and dignity	



Conclusion

Analysed are Academic and Employability Skills to apply in (PDP) Personal Development Plan to execute daily activities in the future workplace. i.e. Time Efficient, Observant, Result Oriented and be equipped effectively whilst relating to career situations. These skills attained will help to adapt to problems, solve issues, communicate effectively and develop adequate skills.

References

- <https://litec.curtin.edu.au/events/conferences/tlf/tlf2012/refereed/blaxell.html>
- Knight, P.T. & Yorke, M. (2002) Employability through the curriculum. *Tertiary Education and Management*, 8, 261-276.