

Academic and Employability Skills

Jose M Lopete

ID-1808701

1. INTRODUCTION

2.SKILLS EVALUATION

2.1 SWOT

2.2 SKILLS

3. ACTION PLAN

3.1 VAK-Learning Style

3.2 Personal Development Plan

4. APPLICATION

4.1 Data Backup Strategies

4.2 Time Management

5. CONCLUSION

6. REFERENCE LIST

7. APPENDICE

1. INTRODUCTION

I believe that the first day at the university is where someone's career begins is where we start learning all the knowledge and developing different skills through the experiences gained from the degree program. I am a first year student in cloud computing at Trinity Saint David University in London Campus. In terms of fabricating a new product, there are four stages of product development or 4P that means there is a long way until the product launches into the market. I am in the stage of preparing and shaping my abilities and knowledge and then finally in the last stage will be launching my CV into the job market. The aim of this report is to talk about my dream job as software engineering and how to achieve a successful career in the Tech Industry. The section will begin with my skills assessment and then we will take the opportunity to use SWOT analysis instrument to make a brief self-evaluation. The section two, we will start with an action plan in order to do this, we will first use VAK instrument for some exercise and check my learning style and then I will spend some time filling into a PDP document all my three year university planning. Finally, I will spend some time dealing with one of my personal weaknesses which is time management.

2. SKILLS EVALUATION

In this section I will start by doing self-evaluation the aim is to see what is my personal situation; where I am in this moment, what skills I need to implement and what steps do I need to take in order to sort out any lacks. In order to check any personal circumstance, the author will use SWOT analysis. The second part of this section we will mention the employability skills furthermore I will use a Quiz from My Tool website to check and then find out which skills I need for making a big impact in the IT industry.

2.1. SWOT

The acronym SWOT is an analysis table divided in four squares as outlined in figure 2.a, on each square we type each letter as your S-strength, your W-weakness, O-opportunity and finally your T-threat. The idea is to write down personal aspects of my personality what is threat and opportunity in the world of work.

S-strength; on this square we write down all the things I am good at. For example, I am a persistence person, I am good looking into detail; from my personal view as a security officer working in CCTV rooms, I gain huge experience watching and selecting people and that gives me the opportunity to improve my ability in good in detail. So, I believe the job mentioned in figure

W-weakness on this box we write all the things I need to work on. As we said, explain more widely in section three, I had issue with my time management; Always I received a text warning from management office saying that I had been late several times in this week. Therefore, having this weakness gives me less confidence when I start my duty.

O-opportunity on this square we mention IT opportunity. What the job market offers people who looking for opportunity. for example, leaving in London it is a big opportunity according to House of Lords European Union Committee (2016-2017) it listed different factors which make the capital of United Kingdom attractive in terms of seeking for job opportunity " its language and cosmopolitanism, labour market flexibility and the total package for individual of high net worth". Furthermore, with increasing demand of professional from different sectors I believe job opportunity is unstoppable.

T-threat is all the external, outside circumstance that might stop me pursue my goal. Actually, there are many circumstance that can stop me from getting my dream job. The big threat is covid19 outbreak and the misunderstanding of Brexit. As confirmed in The UK Government's Brexit White Paper (2017) it stated that there will be some significant change regarding free movement for those who are none British nationality. Sadly, it is not a good news as I am EU National leaving in London and holding Spanish nationality. Probably, if the government implement a new scenario, once I finish my University study, I will have to plan a new career scenario in another country.

2.2. SKILLS

So far, after described my personal situation using SWOT analysis, in this second part we will be talking about essential employability skills to improve in order to achieve any IT goal. There is a significant relation between the abilities you need to master in academic period and those you will use in your dream job like, cisco software, teamwork and writing report. However, all skills have the same purpose, which is by no means, achieve your development. For example, at home I always tidy up my room and kitchen then I can develop it and use it in my workplace like organization skills. Whereas, in my studies period we use different skills like solve mathematic problems, group work and presentation this ability will have relevant impact in any job. So, the context is the same we just need to apply them in different way. Study from the Confederation of British Industry (2009) listed some core skills employers expected from any employees and include: Team working, Problem solving, Application of number, applications of IT, communications, proactive and work under pressure. Therefore, if I lack some of this skill, I might find it difficult in job market. The figure 2.b, I answered the online Quiz questioner from My Tools website to see what skills I am good at and where I need to refine and develop my understanding and abilities. My score is fifty that means I am effective teamwork and also good at problem solving. However, I have lack of time management and communication skills.

Skill 1. Time management we will see this skill in clear way in section 4. I cover few effective time management concepts and tools to be use in order to master time management abilities.

Skill 2. Communication skill broadly speaking my ability to communicate is very poor however I have to say I been doing some improve in order to short any gap between effective and poor communication. For example, I improve non-verbal communication like body gesturing, facial expression and some time I use proxemic procedures in fact, in my class room I sit around the teacher theatre because I know this location will sends a positive non-verbal messages to the teacher. Even though, I have difficult in verbal communication I am still improving different aspect like active listening or written communication.

Skill 3. Problem solving is anything been deviate from the target. Having good score in effective problem-solving procedure give me confidence went dealing with skills relate to problem solving. In the job description mention problem solving as "demonstrated problem solving and critical thinking by developing software to non-functional and compliance requirement". In order to increase your problem solving procedure Whetten and Cameron(2011) listed some useful tips like: discussing the problem with others, give your self-time relaxing and relaxing place – some time went you lost your keys and you take time break or you went somewhere different to your office- finally do not put yourself a barriers watch the problem from different angle. Personally, I believe that the ability that stands out for me is solving problem.

3. ACTION PLAN

So far, in the section above we discover my weakness and opportunities, also we identified which skills will make an outstanding contribution in my workplace. Going further, in this section we have to design a Personal Development Plan-PDP a written document that will help achieve my goal.

3.1. VAK-Learning style

We will look at the PDP document later, but, for now, it is important to examine my learning style because, I assume that most of the actions I will be carry on during my personal development plan will be learning new concept and acquired new abilities. Additionally, knowing my preference learning process will help me achieve faster the relevant skills I need. In table 3.1, I answered the VAK Learning Style Self-Assessment Questionnaire developed by Fleming and Mills (1992). The authors argue that any individual have their own preference went they have to study a new material or learn a new ability. Although the acronym VAK referrer to three ways of study style: V-visual, A-auditory finally, K-kinaesthetic or people with preference on touching and practical experiences.

In table 3.1 surprisingly, the question mark result is A`s = 11 it means my study style is visual. According to Fleming and Mills (1992) people with visual learning style prefer seen diagrams, videos or asking for any useful visual examples. When I study new subjects I feel more comfortable and confidence if I see videos and pictures, rather than reading without no picture, in fact because of covid19 outbreak I find the online teaching more useful because we can repeat and watch the lectures any time we wish. I remember having a friendly conversation with Information Engineering lecture regarding visual learning issue and I said to him- you give us four hundred page to read in order to pass the module however, because cov-19 issue we only need three online sessions to complete and pass your assessment.

3.2. PDP- Personal Development Plan

As note earlier, this section is about developing an action plan for the next three- or fourth-year period. Broadly speaking, the aim is to design an action plan and ensure my employability after finishing my degree in cloud computing. PDP-Personal Development Plan document is the instrument we will be using for achieving my long term and short-term planning. PDP document it might look something similar like the one in the table 3.b. Before we describe the document, I would like to say that any step I take in the PDP is looking forward to become a high tech specialist.

Short term planning: in six-month period I have to learn how to use packet tracer software and learn how to design a network topology in order to do this I must open and created an account from cisco website. Also, I will gain extra knowledge in using office packet from Microsoft software. I will start organising few meetings with lectures, mentors and searching websites regarding IT group. I will start planning how to improve my lack of some skills like; communication skill, cv writing skill and presentation skills. Despite I have been change my working hours I will start looking for extra funds for purchase few resources like computer, online course and acquire a god Wi-Fi supplier.

Mind term planning: this is for next year planning. I expected to start searching about IT job environment with assessment center, interview process and read career development books from the libraries, being familiarising with IT recruitment agency. Get to know people experience regarding different ways to get into IT industry. I will login into Cisco, Amazon,

Google and Microsoft and start searching for available course and professional certificate. Finally open a professional social media like twitter and LinkedIn.

Long term planning: this stage will take off in two years-time. In order to gain more effective communications skills, I will increase the amount of communication approach with friends like practicing presentation with power point. I will start preparing for my University essay, preparing for some online exam regarding professional IT certificate like, Cisco, Amazon or Google certificate. Start seeking for trainee in software developer, apprenticeships in tech company. Being familiarising with IT job selection process and psychometric test. Finally, I will find a mentor, person or people who inspire me.

4. APPLICATION

4.1. Data Backup Strategies

Data backup strategy will apply for some data management procedure in my daily basis. For example, because I have many devices like mobile phone, laptop and USB I decided to use Google Drive cloud storage as my personal store to save files, documents and pictures. These procedures are quite reliable and secure and allow me to access my files in any part and everywhere in the world. Other strategies available are both LinkedIn and Twitter. When I open LinkedIn account I was thinking of simple professional social media where any recruiting agency will see my academic profile. However, currently I use LinkedIn not only for interacting with people also for keep and update all my professional achievements. In fact, there are available new options that allow you to design your own PDP documents.

4.2. Time Management Skills.

In previous section I quickly mention my issues with time management. I have to say it my cornerstone went I have to deal with different skills. I remember my father use to say – son you got twenty four hours every day and seven times a week also twelve months each one with seven hundred hours so, time it is finite if you know how to manage it effectively. Personally, I am always late, I am always run out of time furthermore I had been warning from my employee about my lateness. In fact, during the University assessment period I had been felt to upload on time my IP Protocol assessment. There are many studies about dealing with effective time management. In fact, some of them point out that there is a big correlation between a school children's skill to deal with time management and their academic improvements (George et al. 2008). In reference to my personal experience I believe the correlation coefficient will be on negative result so, I need to deal with this weakness. In order to fight against this weakness, I have to start doing some exercise regarding time management technique.

First, I have to make a difference between what is important in that particular moment and what is not urgent or necessary in that moment.

Prioritisation or Split the time in different ways for example, moment for family or house issues, moment for study and time for workplace.

5. CONCLUSION

As a student I understand that if want to be a super software developer I have to put all bunch in the same basket and drive toward any difficulties. I know that the job described in figure 5 is far away from my possibility but in this moment, I am determined to learn and practice all requirement in the job description. Like I said in my strength persistence is my best friend went have to afford a new challenge. I know that out there in the world of work there are some employer who need hire a software developer. Honestly, I am bit scary because of the number of variables (earning, skills growth and performance) involve in my career development and all depend on me however, the god news are -I am confident-.

6. REFERENCE

Confederation of British Industry/Universities UK (2009) "Preparing Graduate for the World of Work" Available online at:
http://highereducation.cbi.uk/uploaded/HRE_091_Future%20Fit%20AW.pdf. Access at: 12 February 2020

Source Bank of America https://careers.bankofamerica.com/en-us/job-detail/20021248/software-developer-fx-options-london-united-kingdom?utm_source=indeed.com&utm_medium=referral&utm_content=organic_jobs&utm_campaign=2020_ghr&cm_mmc=ghr_-indeed_-organic_jobs_-2020_ghr

House of Lords European Union Committee (2016-2017) *Brexit: Financial Service, 9th Report of Session 2016-2017, 15 December*. Available at:
<https://www.publications.parliament.uk/pa/ld201617/ldselect/lddeucom/81/81.pdf>. Access at: 9 May 2020.

GOV.UK (2017) *Brexit White Paper* Available at:
<https://www.gov.uk/government/publications/the-united-kingdoms-exit-from-and-new-partnership-with-the-european-union-white-paper>. Access at: 9 May 2020

George, D., Dixon, S., Stansal, E., Gelb, S. and Pheri, T. (2008) "Time diary and questionnaire assessment of Factors Associate with Academic and Personal Success among University Undergraduate ", *Journal of American College Health*, (56) pp. 706-15

Mind Tools (2020) *essential skills for excellent career*. Available at:
<https://www.mindtools.com/pages/article/get-started.htm> access at: 9 May 2020

Morgan, P. (2017). *The Business Student`s Guide to Study and Employability*. London. Sage Publications.

Whetten, D. A. and Cameron, K.S. (2011) *Developing Management Skills*, 8th edition. Upper Saddle River, NJ: Prentice Hall.

Businessballs (2019) *Self Awareness* Available at: <https://www.businessballs.com/self-awareness/vak-learning-styles-self-test/> Accessed at: May 2020

7. APPENDICES

Table 1.a. SWOT Analysis.

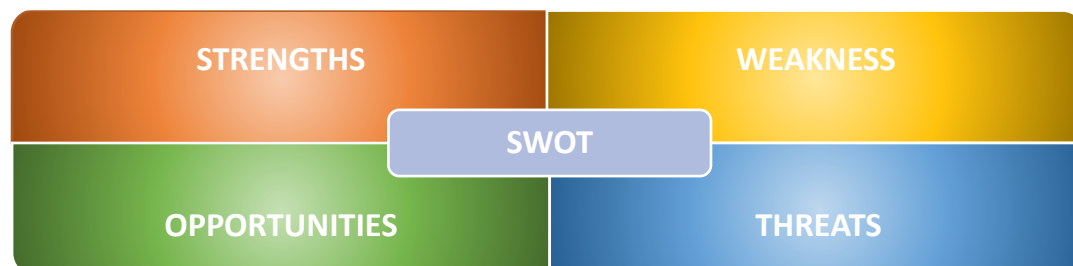


Table 2.b. The self-motivation Quiz

15 Statements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
1 I routinely set realistic goals for myself, and I track my progress until I've reached them.	☐	☐	☒	☐	☐
2 When I have to make a decision, I pick the first good solution I find.	☐	☒	☐	☐	☐
3 I approach life with confidence, and I have high self esteem.	☐	☐	☒	☐	☐
4 When it comes to managing my workload, I know my priorities.	☐	☐	☐	☒	☐
5 Team development is an area I admit to cutting back on when time and resources are limited.	☐	☐	☒	☐	☐
6 I lose time during the day because I'm not sure what I need to get done.	☐	☐	☒	☐	☐
7 When I want to motivate people, I try to use the same approach with each person.	☒	☐	☐	☐	☐
8 The work I do on a daily basis reflects my values, and is consistent with the goals I've set for myself.	☐	☐	☒	☐	☐
9 I'm able to communicate my needs, and I make sure that my message is heard and understood.	☐	☐	☐	☐	☒

15 Statements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
10 When I encounter a problem, I immediately begin looking for potential solutions.	☐	☐	☐	☐	☒
11 When there's conflict, I use my communication skills to find solutions and work things through.	☐	☐	☐	☐	☒
12 I'm aware of the differences between leadership and management.	☐	☒	☐	☐	☐
13 When discussing an issue with someone, I try to stay one step ahead in the conversation, and I actively think about what I'm going to say next.	☐	☐	☒	☐	☐
14 When I encounter a setback, I have difficulty focusing on the situation positively and objectively.	☐	☐	☒	☐	☐
15 I'm motivated to complete all of my work in a timely manner.	☐	☐	☒	☐	☐

Calculate My Total

Total = 50

Source: © Mind Tools Ltd, 1995-2008.

https://www.mindtools.com/pages/article/newLDR_57.htm

Table 3.b. PDP-Personal Development Plan

	Short Term	Mind Term	Long Term
My Goals	-How to use Cisco tools and environment. -Know the university requirement in IT sector. -Searching for IT job requirement. - Search for IT Organization. -Gain experience in elementary computer use environment.	- Gain job experience in IT environment. - Search web page regarding people experience in getting into tech industry. -Have a look of type of IT like Azure. Amazon, aws... -Apply for IT organisation membership. -Get house or have a personal mortgage to bough house	-fully qualify as degree in software developer - Cisco certification - Become high level software developer. -complete IT certification like: Azure, Python, AWS -Have an IT badge membership from a network organization. -Open my own public IT consulting focus on helping people with low income
Skills and knowledge to be Learned	-familiarises with packet tracer software. -Start Gaining experience in elementary computer use environment. -Searching skill. -improve communication skill, - Time Management skills - leadership skill, - management skill, - Time management	-Start training on special IT certificate like: Cisco, AWS, Azure. -Focus on all University assignment. - Improve my CV writing. - Improve presentation skills.	-Network configuration skill. -Online solution ability. - Writing report skill - Improve a new language speaking.
Next Steps	-Online search regarding IT industry. -Have a look on IT job specifications. -Open few account in cisco, YouTube premium, AWS. - Adjusting my work schedule. - Adjusting my family schedule.	-Attend career management courses or workshops. -Start being familiar with assessment centre. -Looking for job application and try to know about interview process. -Read career development books. -Increase sport time club card from leisure sport center. -More healthy food and life.	-Searching for trainee IT. -Searching organization with partnership. - know IT job selections process. -Being familiar with psychometric test
Resources	- Online information google, youtube... -Get funds purchase: Wi-Fi, Computer with high level hardware and additional online course. -Get Information from Lectures, school mate. -IT organization -Start using Diary -Notebook.	-Read career development books. -attend career management courses or workshops. -Open professional social media: LinkedIn, twitter. -Adjusting my work schedule.	-Seek for great people who think like you, the same skills, competencies. -Read books about teamworking. -Find a Guru: a person or place to inspire a Mentor.
Time schedule	Six months starting today	Two year start in six months	Four year
Star period	From next Christmas	Six months after Christmas	One year after Christmas

Table 3.a. VAK-Questionnaire Learning Style.

1. When I operate new equipment I generally: a) read the instructions first b) listen to an explanation from someone who has used it before c) go ahead and have a go, I can figure it out as I use it 2. When I need directions for travelling I usually: a) look at a map b) ask for spoken directions c) follow my nose and maybe use a compass 3. When I cook a new dish, I like to: a) follow a written recipe b) call a friend for an explanation c) follow my instincts, testing as I cook 4. If I am teaching someone something new, I tend to: a) write instructions down for them b) give them a verbal explanation c) demonstrate first and then let them have a go 5. I tend to say: a) watch how I do it b) listen to me explain c) you have a go 6. During my free time I most enjoy: a) going to museums and galleries b) listening to music and talking to my friends c) playing sport or doing DIY 7. When I go shopping for clothes, I tend to: a) imagine what they would look like on b) discuss them with the shop staff c) try them on and test them out 8. When I am choosing a holiday I usually: a) read lots of brochures b) listen to recommendations from friends c) imagine what it would be like to be there	18. When I have to revise for an exam, I generally: a) write lots of revision notes and diagrams b) talk over my notes, alone or with other people c) imagine making the movement or creating the formula 19. If I am explaining to someone I tend to: a) show them what I mean b) explain to them in different ways until they understand c) encourage them to try and talk them through my idea as they do it 20. I really love: a) watching films, photography, looking at art or people watching b) listening to music, the radio or talking to friends c) taking part in sporting activities, eating fine foods and wines or dancing 21. Most of my free time is spent: a) watching television b) talking to friends c) doing physical activity or making things 22. When I first contact a new person, I usually: a) arrange a face to face meeting b) talk to them on the telephone c) try to get together whilst doing something else, such as an activity or a meal 23. I first notice how people: a) look and dress b) sound and speak c) stand and move 24. If I am angry, I tend to: a) keep replaying in my mind what it is that has upset me b) raise my voice and tell people how I feel c) stamp about, slam doors and physically demonstrate my anger 25. I find it easiest to remember: a) faces b) names c) things I have done 26. I think that you can tell if someone is lying if: a) they avoid looking at you b) their voices changes c) they give me funny vibes
9. If I was buying a new car, I would: a) read reviews in newspapers and magazines b) discuss what I need with my friends c) test-drive lots of different types 10. When I am learning a new skill, I am most comfortable: a) watching what the teacher is doing b) talking through with the teacher exactly what I'm supposed to do c) giving it a try myself and work it out as I go 11. If I am choosing food off a menu, I tend to: a) imagine what the food will look like b) talk through the options in my head or with my partner c) imagine what the food will taste like 12. When I listen to a band, I can't help: a) watching the band members and other people in the audience b) listening to the lyrics and the beats c) moving in time with the music 13. When I concentrate, I most often: a) focus on the words or the pictures in front of me b) discuss the problem and the possible solutions in my head c) move around a lot, fiddle with pens and pencils and touch things 14. I choose household furnishings because I like: a) their colours and how they look b) the descriptions the salespeople give me c) their textures and what it feels like to touch them 15. My first memory is of: a) looking at something b) being spoken to c) doing something 16. When I am anxious, I: a) visualise the worst-case scenarios b) talk over in my head what worries me most c) can't sit still, fiddle and move around constantly	27. When I meet an old friend: a) I say "it's great to see you!" b) I say "it's great to hear from you!" c) I give them a hug or a handshake 28. I remember things best by: a) writing notes or keeping printed details b) saying them aloud or repeating words and key points in my head c) doing and practising the activity or imagining it being done 29. If I have to complain about faulty goods, I am most comfortable: a) writing a letter b) complaining over the phone c) taking the item back to the store or posting it to head office 30. I tend to say: a) I see what you mean b) I hear what you are saying c) I know how you feel A's = 11 B's = 8 C's = 9

17. I feel especially connected to other people because of:
a) how they look b) what they say to me c) how they make me feel

5.a Software Developer job posted.

The screenshot shows a web browser displaying the Bank of America careers page for a Software Developer - FX Options position in London, United Kingdom. The page is titled "Software Developer – FX Options" and includes an "Apply" button. The job description states that the role is for a Software Engineer to support the Global FX Options Trading Desks' primary electronic platform. The responsibilities listed include focusing on Front Office Technology (FX) and software development, deployment and support of Pricing, eTrading, Market Making and Trade Booking applications using agile methodologies. The core skills section is partially visible at the bottom of the image.

BANK OF AMERICA Company Culture Joining us Benefits Search jobs Employee login Resources

Software Developer – FX Options

London, United Kingdom Posted 04/24/20

[Apply](#)

Job Description:

Job Title: Software Developer – FX Options

LOB: GT&O

Corporate Title: Assistant Vice President

Location: London

One of the world's leading financial institutions, we have 57 million customers ranging from individuals to businesses to governments and we are committed to growing responsibly. We've been building meaningful connections in Europe, the Middle East and Africa for 90 years, and you'll find our 200,000-strong workforce in more than 35 countries worldwide.

Here in our London office we are looking to recruit for a Software Engineer to work to support the Global FX Options Trading Desks' primary electronic platform as well as the pricing and booking

system. The role will be focusing on Front Office Technology (FX) and software development, deployment and support of Pricing, eTrading, Market Making and Trade Booking applications using agile methodologies.

Responsibilities

- Front Office Technology (FX) and software development, deployment and support of Pricing, eTrading, Market Making and Trade Booking applications using agile methodologies.
- Work with brokers and external clients to expand the reach of our electronic offerings.
- Work closely with our business partners to improve the performance and quality of our prices from a technology standpoint.
- Integration with upstream systems executing trades into FX Bank of America infrastructure, as well as compulsory enhancements to meet ongoing Regulatory programme demands (MiFID II, UMR, IMM, etc.)
- Liaising with Trading, Sales, Finance, Market Risk and COO teams to understand requirements
- Create development plans and implement changes across the FX technology stack.
- Support and develop static data and market making tools within FX in line with simplification efforts and desk requirements.
- Function as part of a high performance team, working on high priority deliverables.
- Communicate effectively with various business partners across Technology and Trading, Compliance, Supervision, Risk, Operations and other support partners.

Core skills

Bank of America Corporation [US] | <https://careers.bankofamerica.com/en-us/job-detail/20021248/software-developer-fx-options-london-un>

BANK OF AMERICA Company Culture Joining us Benefits Search jobs Employee login Resources

Core skills

- Degree at Bachelors level in Mathematics, Statistics, Engineering, Physics or Computer Science; or equivalent experience
- Previous work experience in developing software applications in a financial institution preferable, but not critical
- Well-founded experience in coding languages (examples include, but are not limited to, Python, Java, C# and .Net)
- High level of Pricing and/or electronic trading background.
- Ability to collaborate with any and all Business Managers.
- Excellent interpersonal skills with ability to multi-task, prioritize, and operate in a high-pressure Front Office Trading environment.
- Excellent written and verbal communication skills especially when working with business users and technology colleagues
- Ability to design programmes of work, to lead tasks, to mentor junior members of the team and to deliver great results
- Demonstrated problem solving and critical thinking by developing software to meet functional, non-functional and compliance requirements
- Proactive attitude in gathering, sharing and integrating feedback from key business partners within software systems
- Global Markets Financial experience useful, but not critical

Source Bank of America https://careers.bankofamerica.com/en-us/job-detail/20021248/software-developer-fx-options-london-united-kingdom?utm_source=indeed.com&utm_medium=referral&utm_content=organic_jobs&utm_campaign=2020_ghr&cm_mmc=ghr_-_indeed_-_organic_jobs_-_2020_ghr