



BMSW 4001 ACADEMIC AND EMPLOYABILITY
SKILLS

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ABSTRACT

The employment market has strong competition, and the employers are looking for individuals who are flexible, take the initiative, and have the ability to carry out different tasks in different surroundings. Therefore, this work will discuss about the academic and employability skills which includes hard skills as well as soft skills such as communication, work with a team and time management, and why these skills are important in workplace. Also, it will discuss the important of analysis for both individual and organization by focusing on strengths, weaknesses, opportunities and threats for demonstrating internal as well as external factors that influence individual or organization performance and creating adjustment strategies. One of those strategies is Personal Development Plan (PDP), which help individual to design and finds information about the ambitions, goals, values, motivations, and uncertainties and increase desire to work effectively and efficiently.

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SKILLS

Skills are an ability of an individual to perform things in competence way and on certain amount of time. This involve, skills that ones can get from school and the interpersonal skills. These Skills are based on academic and employability skills, that involve hard as well as soft skills. In daily life, through different skills assist individual or company to know the way how to solve the problems, make decision, and build confidence. Whereby, every employer and employee are emphasising on both skills in order to achieve organization's goal. (Bhatnagar, 2012, p. 1)

ACADEMIC SKILLS

These skills are made up of fundamental skills, these skills inspire students to become more efficient learners, by giving the student confidence to take part fully on courses and are vital for success in any career. These include academic writing, critical thinking, digital skills, communication skills, and presentation skills. To attain academic skills, help the individual to be capable of doing jobs effectively and efficiently, this is because most of these skills will be valuable to the future career. (Smale, 2009)

EMPLOYABILITY SKILLS

These skills are conveyable skills required by individual for job obtaining, sustaining, and accomplishment. These skills include soft as well as hard skills, such as academic skills, critical thinking, and personal qualities. Every employer focus on numerous competencies, that's why every job has its own descriptions and every workplace has its own view on skills. Therefore, these skills are based on both fundamental skills that individual got from school, working experience as well as interpersonal skills. (Morgan, 2017)

HARD SKILLS

Hard Skills are technical ability to perform a specialized task, these skills are acquired through formal education and experience in career. Hard skills are important because they increase employee productivity and efficiency. These Skills include writing, reading, degree and certificate, maths, machine operation, and ability to use computer programs. Therefore, these skills are easy to measure, because they are coming from class, books, university, college, or from working experience. (Bhatnagar, 2012, p. 2)

SOFT SKILLS

Soft Skills are combination of social skills, personal attitudes and employment qualities, these skills seem to be difficult to teach and even harder to assess in the classroom, because these are not qualification but general about character and personality of an individual, thus, help to bond with other people around the business, and abide well with company culture. Therefore, these skills are very important to both employer and employee because every career need interaction between the team members and customers or clients. These skills include communication, work with a team, and time management. (Bhatnagar, 2012, p. 1)

COMMUNICATION

Communication is process of delivering information, ideas, opinions and facts from sender to receiver for the purpose of creating an understanding. These can be verbal, non-verbal, writing and virtual Communication. Therefore, in organization communication skills is very important because it help individuals as well as team to involve in paying attention to each other, that described by the behaviour of personal square, open posture, lean such as head nods, eye contact, and staying relaxing, and also help the individual to express their feeling without disrespecting others, never the less help the individuals not being judgemental among themselves. (Maund, 2017, p. 47)

WORKING WITH A TEAM

The process of working together with a group of people, despite any personal different, in order to attain certain goal. Teamwork can increase performance, boost creativity, provide support, and encourage job satisfaction. (Maund, 2017) Example of Teamwork is PowerPoints Presentation for Digital Skills and Research Methods (BMSW 4003) class. My group has four members, we present one topic, but every group member should have present one part of the topic. Therefore, each member has responsibility to complete his/her part in order to have one presentation.

TIME MANAGEMENT

this is the process of organizing as well as planning how to master your time to pursuit certain tasks. Accountable management of time enables individual to perform task under pressure in short amount of time. Absence of time management will minimize in achieving certain goal and causes stress. In order for an individual to perform well and attain certain goals, should manage the time by planning and schedules every single activity and implementing that

schedules or plans, failing to do so they may cause failure. Time management help to control work or social activities, thus, help attain deadline of certain activities. (Morgan, 2017, p. 50).

Plan from Monday to Sunday-Amina Nassor

Days	Morning	Afternoon	Evening	Night
Monday- Wednesday	Praying Breakfast Exercise	Praying Prepare diner Revision	Praying Dinner Cleaning Family time	Praying Watch TV Sleeping
Thursday- Friday	Praying Breakfast Online class 900-1300	Praying Prepare diner Cleaning	Praying Dinner Family time	Praying Watch TV Sleeping
Saturday-Sunday	Praying Breakfast Washing & ironing	Praying Prepare dinner Cleaning	Praying Dinner Family time	Praying Watch TV Sleeping

CASE STUDY

Unfortunately, I do not have any working experience at the moment, that can help to describe academic skills and employability skills, include hard as well as soft skills like communication skills in my work place, but I asked one of my friends who works as Mechanical Engineering how these skills works on his workplace. He clarifies to me that; due to his nature of his job both academic and employability skills, include hard as well as soft skills, are very important in order for him to bring projects home within a timeframe. Because he is spending most of the time on designing, stimulating and testing, he has applied mathematical and computer skills that obtained them from school.

As mechanical engineering who is making the products for sale, he also is spending much time in discussion with customer through face-to-face, virtual way or writing an email, thus, he has to build strong relationship with them by paying attention and paraphrasing on what they are saying, and not being judgmental.

Also, he has a good communication skill, that involves in explaining some product that customers are not familiar with. Because some products have the technical jargons that not easy for other customer to understand them, so he is conveying his knowledge with clear and simple language and be polite as well as confidence

And also, most of the time he is letting his customers to express their opinion about the product and services in general, and if there are any problem he has to resolve and making a good decision. Therefore, he has strong analytical thinking skills as well as communication skills.

Additionally, he also communicates with his customer through emails as well as letters, but before sends them, he makes sure they are well written by using standard language, avoiding jargons and encouraging responses. And Sometimes, he even using PowerPoint presentation and video conference for the customers who are outside the town, if he thinks it will be good way to convince them to buy that products.

SWOT ANALYSIS

SWOT analysis is a structure used to evaluate a company's or individual's competitive state and establish strategic planning to conquer the market competition. SWOT stand for Strengths (these are the skills and ability that every individual/organization already has that are better than their competitors), Weaknesses (these are the negative side of the company or individual that need improvement to remain competitors in market), Opportunities (these are outside influences that help the company to obtain competitive advantages) and Threats (these are the factors which are cause harm to the organization or individual to attain their goals). Therefore, both individual as well as organization, before oblige to any accomplishment, should focused on these four elements, this is because the analysis can show the area where organization is not performing well and create adjustment strategy. (Cottrell, 2015)

SWOT Analysis-Amina Nassor

STRENGTHS • I can remain patience on dealing with some tasks or waiting for something until I finish it or get it. • I can work with other by describing my thought and listening others. • Easy to adapt ideas, studies from different people and sources • I'm loyal and committed to a task or purpose. • Honest and truth worth because I'm not concerned about status challenge • I can volunteer on activities such as taking care elder people and the activity that benefit other people.	WEAKNESSES • I'm not comfortable and don't have enough confidence to speak in front of many people. • I don't have much knowledge about social and health care that's why sometimes I'm lost in Professional Career Development class • I don't have enough academic skills such as academic writing skills, that are very important in workplace. • Communication is very important in workplace but I'm afraid I don't have much knowledge on these skills
OPORTUNITIES • Learning about works and achieve High Education Certificate, that will help to compete in job market. • Online English Course that I can learn at any time and anywhere without distract my other schedule • Meeting new people that can help me to improve my confidence and make new friends. • I will be able to use technology such as Microsoft Word and PowerPoint, that will help me in my future career.	THREATS • Increasing job market competition. This is because every day produce more graduate and experience people. • Increasing pressure from family and studies, that are both important to me, I should learn how to balance these two things. • Due to this pandemic disease of COVID-19, I do not know when we are going back to University because for studies, class environment is better than home environment.

	I have a short time (1 year only) to learn many things about work.
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PERSONAL DEVELOPMENT PLANS (PDP)

personal development plan is a strategy that assist individual to plan and identifies knowledge and development desires that help to do job in better way. PDP covers finding about individuals themselves, what their like, dislike, ambitions, goals, values, motivations, and uncertainties. Therefore, PDP is designed to allow individuals to reflect about, and strategy for, their own personal, academic and career development. (Cottrell, 2015)

Personal Development Plan-Amina Nassor

What I would like to improve	Why would I like to improve	How I am going to improve	What resources need to improve skills	By when I am going to achieve those
Public speaking and lack of confidence	If I improving public speaking, I would be able to rise, contributes and comments on issues and I can improve my confidence too.	I would try to speak in front of group of people, contribute and make comments on class	Class room, community	End of October 2020
Academic Skills	If I improve my academic skills, I would be able to know standard writing, using a correct source, and paraphrasing and manage time	I would attend all Academic and Employability skills and Effective Teamwork and Communication classes and ask questions about	Library, class room, online materials, You Tube Video	01 November 2020

		different ideas as well as ready many book as possible		
Communication skills	If I improve communicating skills, I would be able to recognise various verbal, non-verbal and paraverbal that can encourage communication with team workers and customer/client	I would assess and change my communication skills focus on communicating in difficult situation, giving feedback and having active listening	Class room, class mates, Library, Television, Online Video	30 October 2020
Lack of knowledge about health and social care	If I improve my knowledge, I would be able to work effectively and efficiently at my work place	I would attend all Professional Career Development class and reads more documents about this subject	Class room, Books and You Tube Video	End of January 2021

CONCLUSION

Both employee and employer are looking for same skills and knowledge that found from schools or university and interpersonal characters, therefore, it is very important for individuals to acquire the academic and employability skills that will allow them to be career-ready. Nevertheless, it is very important for both individual and organization to identifying their strengths, weakness, opportunities and threats that help to evaluate their internal and external environment. Additionally, the individuals have to provide framework that will help them to recognise their strengths and weaknesses and guide to exploit current skills and capabilities through their personal development plan.

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