

# ***Learning in the Digital Era***

## ***Assignment1: E-Portfolio***

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Course:

CertHE Computing Skills for workplace

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## E-portfolio

This is a link to my e-portfolio : <https://466783810928279160.weebly.com/>

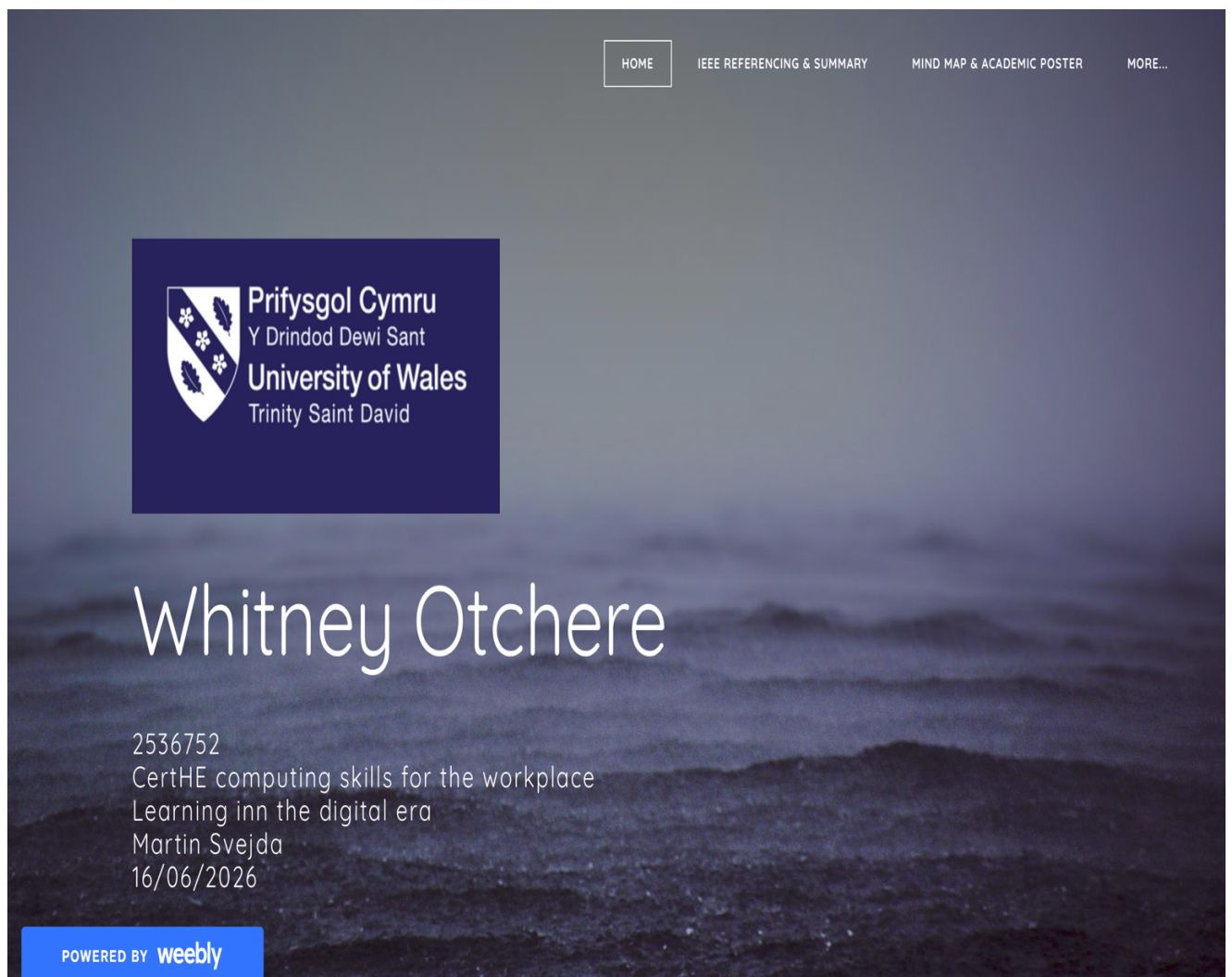


Figure 1- a screenshot of my e-portfolio home page

## Task 1: Written Summary

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| Category                                                                                                                                                                         | Skill                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Personal                                                                                                                                                                         | 1. Being Committed to Work - make a commitment to the organisation and understand its specific characteristics                             |
| 2. Being Professionally Ethical - take actions while bearing in mind the principles and ethics of the profession in daily activities                                             |                                                                                                                                            |
| 3. Being Tolerant to Stress - show endurance in complicated or stressful situations                                                                                              |                                                                                                                                            |
| 4. Creativity/Innovation Skills - contribute new ideas to develop improvements in the products or services of the organisation as well as in the activities performed in the job |                                                                                                                                            |
| 5. Learning Skills - provide a self-assessment of necessary knowledge (theoretical or practical) and take measures to acquire and implement this knowledge                       |                                                                                                                                            |
| 6. Life Balance Skills - manage successfully the frequent conflicts between life and work                                                                                        |                                                                                                                                            |
| 7. Self-Awareness Skills - grasp our real weaknesses and strengths                                                                                                               |                                                                                                                                            |
| Social                                                                                                                                                                           | 8. Communication Skills - transmit ideas, information and opinions clearly and convincingly, both verbally and in writing, while listening |
| 9. Conflict Management & Negotiation Skills - conciliate different opinions to reach an agreement that satisfies everyone                                                        |                                                                                                                                            |
| 10. Contact Network Skills - develop, maintain, and foster contacts                                                                                                              |                                                                                                                                            |
| 11. Culture Adaptability Skills - carry out managerial and entrepreneurial processes in multicultural environments                                                               |                                                                                                                                            |
| 12. Leadership Skills - motivate and guide others to get them to contribute effectively                                                                                          |                                                                                                                                            |
| 13. Team Work Skills - to build relationships based on participation and cooperation with other people                                                                           |                                                                                                                                            |
| Methodological                                                                                                                                                                   | 14. Adaptability to Change Skills - redirect the course of action to meet goals in a new situation                                         |
| 15. Analysis Skills - draw conclusions and forecasts for the future by acquiring relevant information from different sources                                                     |                                                                                                                                            |
| 16. Continuous Improvement Skills - perform the activities, duties and responsibilities inherent to the job under quality standards and strive for excellence                    |                                                                                                                                            |
| 17. Customer/User Orientation Skills - identify, understand and satisfy efficiently the needs of customers                                                                       |                                                                                                                                            |
| 18. Decision Making Skills - make the decisions necessary to achieve objectives quickly and proactively >810                                                                     |                                                                                                                                            |
| 19. Management Skills - set goals and priorities through the selection and distribution of tasks and resources                                                                   |                                                                                                                                            |
| 20. Results Orientation Skills - make organisational efforts profitable while having always in mind the goals pursued                                                            |                                                                                                                                            |

fig 1. Soft skills. [1]

### Web Designer

I have chosen Web Design as my career. This role demands a blend of creative imagination and technical precision, specifically in utilizing dynamic templates and crafting seamless navigation systems.

Beaird, Jason, explains further stating that:

Our highest priority should be to meet the needs of our client. These needs may be lofty and elaborate, or they may just be about making information available. If we fail to listen carefully, though, the entire project will come falling down [2]

Aiming to land on the same concept of what our client requires from their site. This could come under being a team player which is a key skill in most work environments. Similarly said by D. Raw; working within a high performing team is a memorable experience, one of which lingers long after the team has been disbanded[3] Adopting all these soft skill/ attributes (active listener, engaging, team player, critical thinking, broad imagination and attention to detail) early on in university would help them to be developed over the period of my learning, supporting me in web design and in a general work environment. Enabling me to productively collaborate as a team, listen and offer input to topics of discussion, time management with deadlines and to conduct myself in a professional manner.

Employers tend to place a higher value on soft skills than students or graduates themselves, indicating that web designers who actively develop these skills may better meet workplace expectations and improve their employability [4]

Google AI goes on to say: communication, empathy, problem-solving, and time management are the true drivers of a successful website launch [5]

### References

- [1] C. Succi and M. Cervi, "Soft skills to enhance graduate employability: comparing students and employers' perceptions," vol. 45, no. 9, pp.1834–1847, 2020, doi: 10.1080/03075079.2019.1585420.
- [2] J. Beaird, A. Walker and J. George, The Principles of Beautiful Web Design, La Vergne: SitePoint Pty, Limited, 2020. [Online]. Available: <http://ebookcentral.proquest.com/lib/trinity/detail.action?docID=6387757>
- [3] P. Thomas, D. Paul and J. Cade, The Human Touch - Personal Skills for Professional Success, Swindon: BCS, The Chartered Institute for IT, 2012. [Online]. Available: <https://research.ebsco.com/plink/923a43c5-4bbc-338a-8e22-0bb7aa027c73>
- [4] Manasa Ramakrishnan. "Are Soft Skills The New Hard Skills?" Linkedin. Accessed: 20 June 2026. [Online]. Available: <https://in.linkedin.com/in/manasa-ramakrishnan-4b664147>
- [5] Google AI. Updated 2026

Figure 2- A screenshot of my written summary

## Task 2: Mind Map & Academic poster

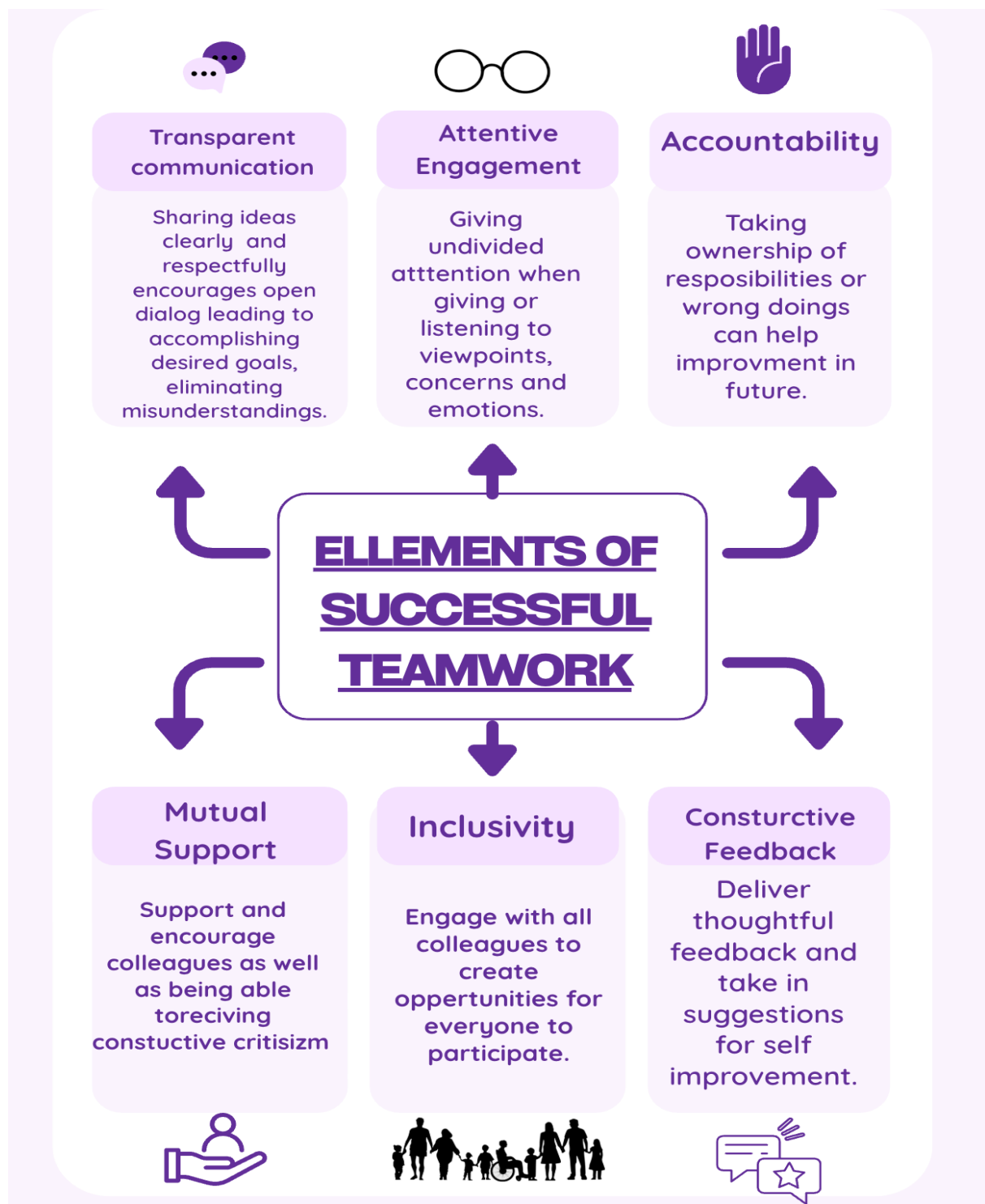


Figure 3- A mind map showing key considerations of effective teamwork

This is a link to view my mind map online: <https://canva.link/3rvk9ox34frvkn1>

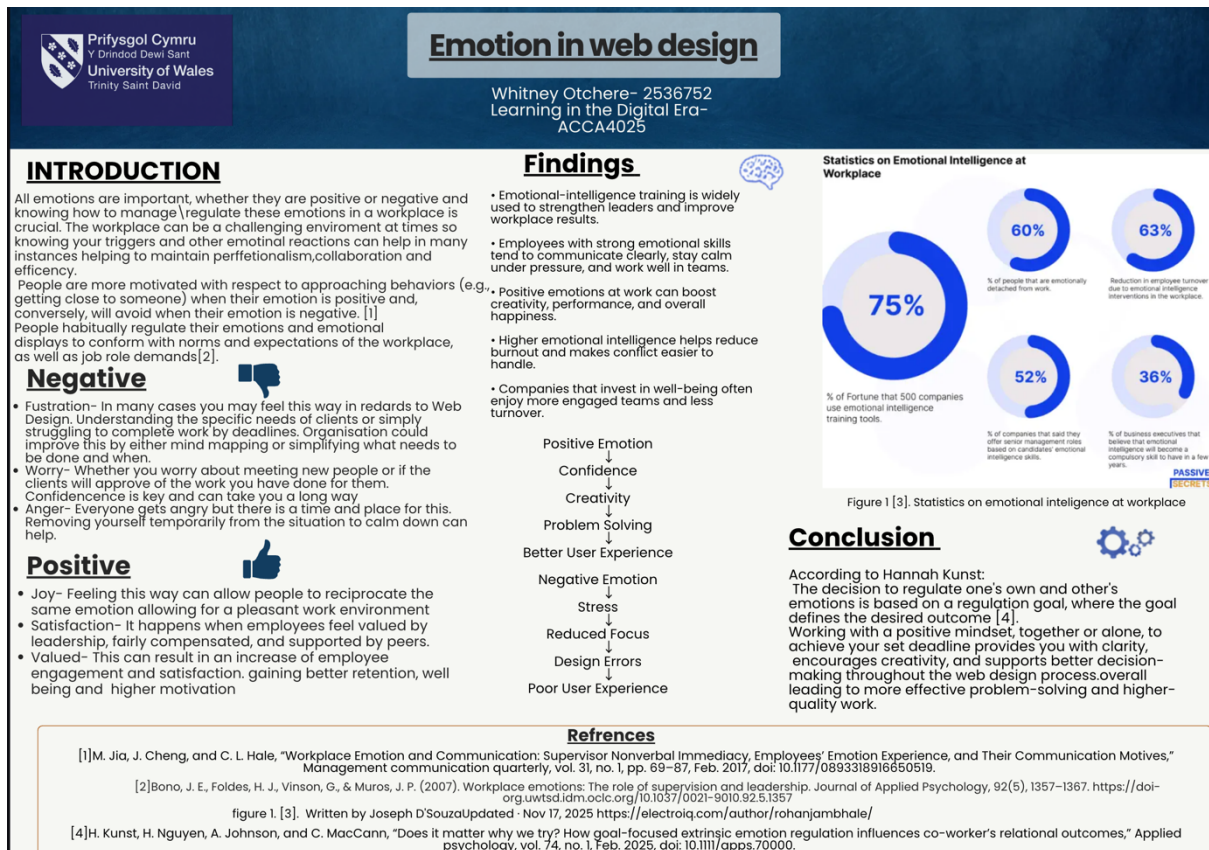


Figure 4- above is a screenshot of my academic poster

This is a link to view my academic poster online: <https://canva.link/alyj4lnh6mm4p3y>

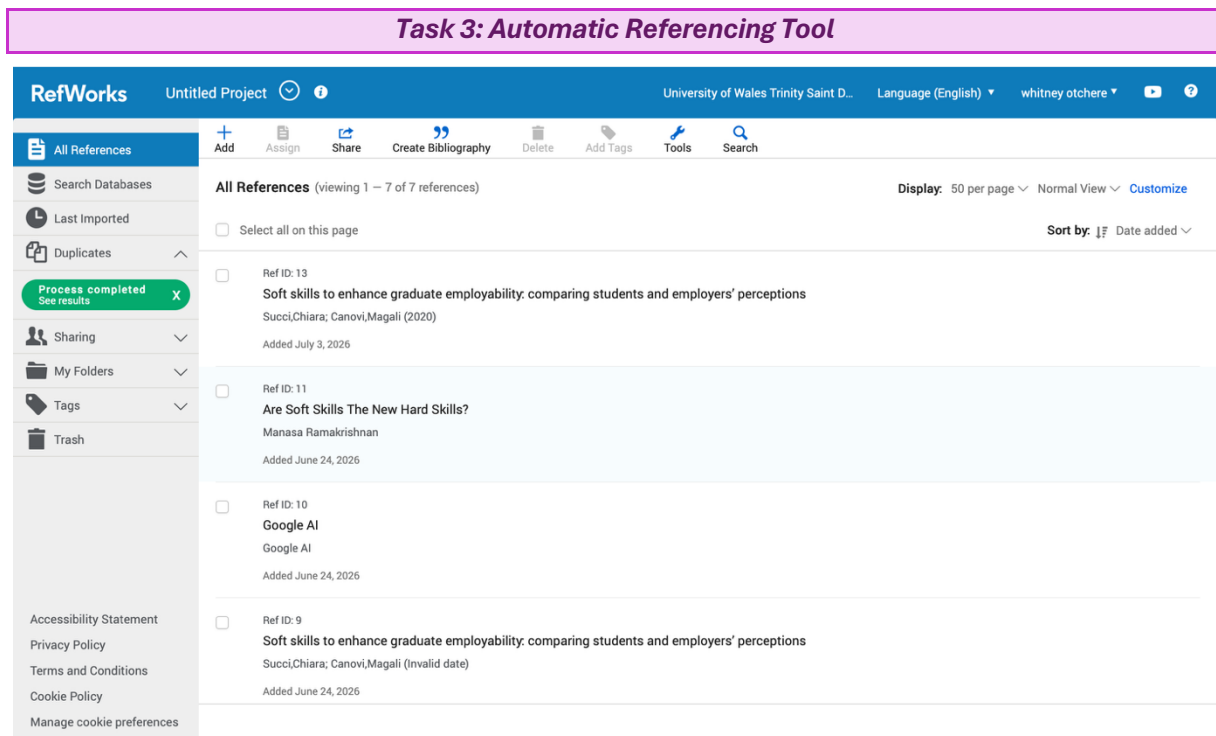
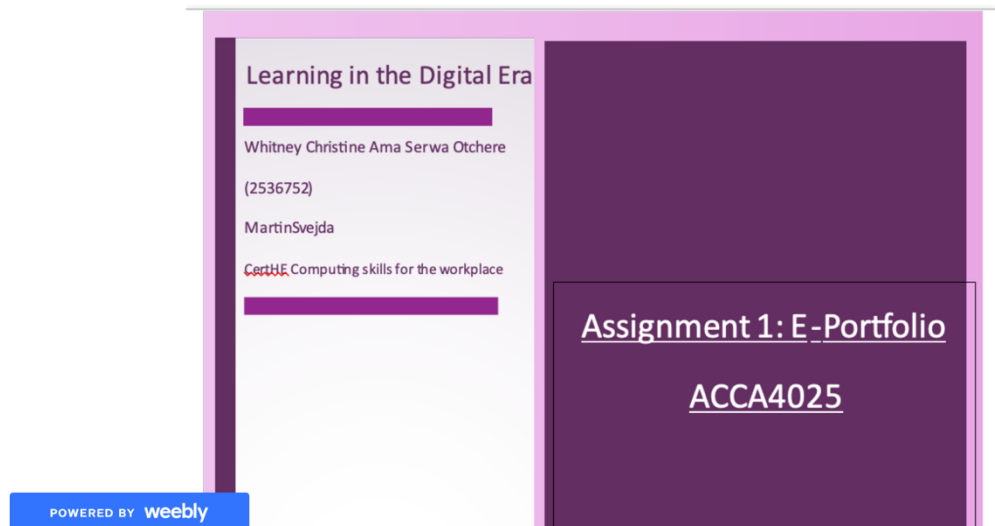
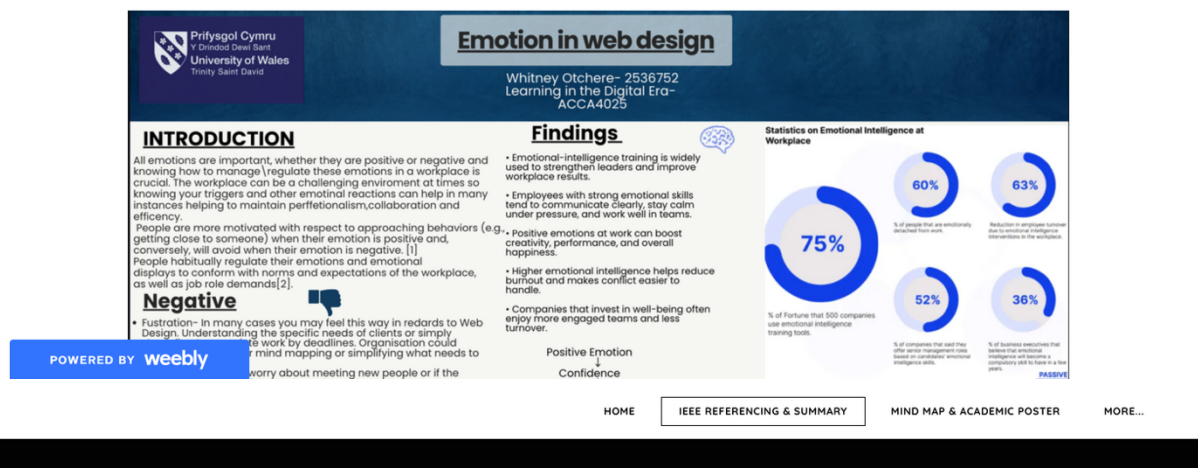
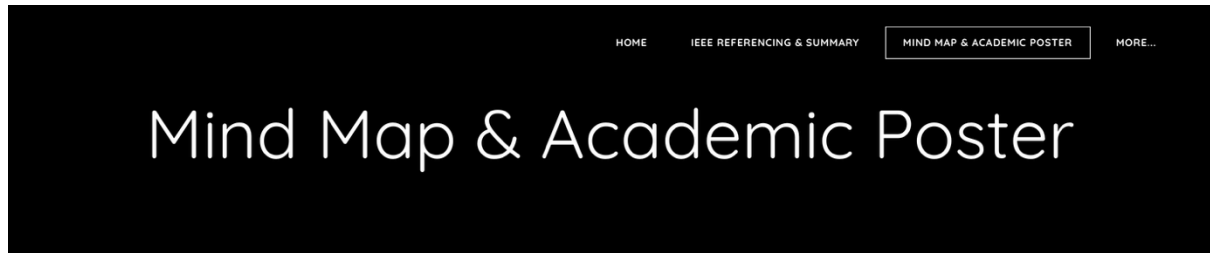


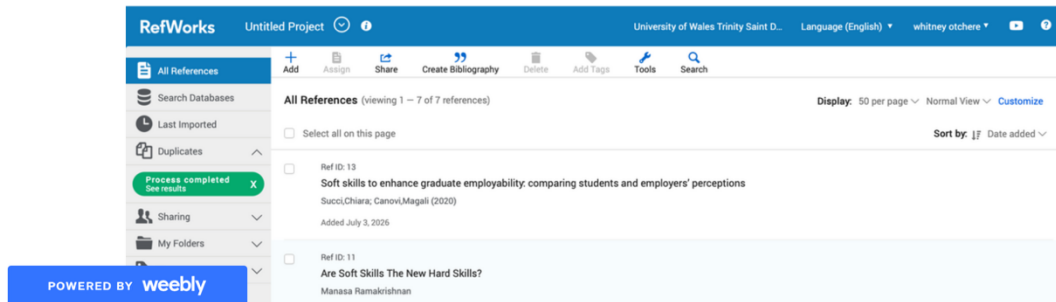
Figure 5- showing that I have used Ref works to cite my work

## Task 4 : E-Portfolio creation and review



# Automatic Refrencing Tool

Ref works was used to cite this work:



## Review

I chose Weebly to create my portfolio because I had no prior experience designing or developing websites. Weebly provides a simple and user-friendly platform that allows beginners to build professional-looking websites without requiring previous knowledge. Its drag-and-drop interface made it easy to organise content, add images, and customise pages according to my needs.

Another advantage of Weebly is the availability of pre-designed templates, which helped me create a visually appealing and well-structured portfolio quickly. The platform also offers built-in features such as contact forms, image galleries, and responsive designs, ensuring that the portfolio is accessible on different devices.

As a first-timer, Weebly reduced the complexity of the design process and allowed me to focus on presenting my work effectively rather than learning technical web development skills. Overall, Weebly was an appropriate choice because it enabled me to produce a professional portfolio in an efficient and manageable way while developing my digital literacy skills.

**AUTOMATIC REFERENCING TOOL**

**REVIEW**