

MODULE CODE: BMSW4001

Assignment title: ACE ASSESSMENT 2 Individual report

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**CertHE Skills for the Workplace
Academic And Employability Skills**

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Task 2: Report

Introduction

The purpose of the study is to make a demonstration on the development of the personal qualities through the module. This can be mentioned as the reflection writing based on the Gibbs Reflective Cycle. Through this model the skills of time management, paraphrasing and also the ability to summarize the contents have been the major areas. These types of the developments of the skills are important for personal learning. However, Task one in this module is reflecting on the different types of the development of the knowledge as well as the experiences. This reflection goes through the different stages and every stage of the development mentioned the positive and also negative experiences of me.

Application of the Reflection Model

Gibbs Reflective Cycle

The reflection through the assessment is made on the basis of the different types of the skills. This is the popular cyclic model that is included with the six stages of the experience description, feelings evaluation, analysis as well as action plan Markkanen *et al.*, 2020). Through the module I have developed the ***skills of time management, paraphrasing as well as summarizing ability***. However, through this assessment different types of study skills are developed and the skills are allowing the students to develop the deep experience of the learning (Cottrell, 2019).

Description of the experience

Before allocating the module to us, the tutor explained about the different areas of the assessment. The teacher mentioned how the proper actions can be taken to complete the assessment properly. In the time of providing the time of the assessment the tutor made sure that the assessment has to be completed within the proper deadline. So, this is reflecting on the time management ability. Time management refers to the process of exercising as well as planning of the different types of the activities for increasing the effectiveness, productivity and also the efficiency of the work. So, I decided to split the entire assignment and I have the plan to complete the assessment on a daily basis till the allocated timeline. But, for this purpose I faced various types of issues because regarding the management of the time and difficulties in finding the information regarding the topic

is making a more difficult situation. So, this has impacted on my module that was allocated by the tutor and I was afraid that I cannot submit the assignment effectively within the proper time.

Feelings about the experience

I was confident that I could complete the assessment properly before the timeline. Seeing the topic of the assessment I was sure that the topic was easy and this was easy for me at the time of the demonstration. The situation was very difficult when I faced the issues relating to time management. This has made the negative and I thought this has impacted on my academic career. I thought that the negativity is leading to the negative personality in me. The weakness was also seen in the areas of the summarization. Summarizing is referring to the skills of life-long that is affectable for the learning of the students. This is allowing the students to reframe the understanding through the identification of the major concepts and facts (Susan Fitzell, 2021). In this perspective I also realized that there is a need for more improvement in paraphrasing skills. This is the skill that is making me able to express something in my own words that was written by other persons (Na and Nhat Chi Mai, 2017).

Evaluation of the experiences

I have experienced different areas of learning and I rethink this will be important for the development of my personal career. However, I grabbed the positive support from my tutor and also my family members that helped me in completing the assessment after facing some types of difficulties. The learning experience is leading to the growth of the academic score and the development of the skills through the learning is making effective future work. However, there were different types of positive as well as negative experiences. The summarizing skill is making the development of academic writing and the paraphrasing skill is also making the development of the academic document. So, the consideration of these areas is important for the ultimate development. In this sense, time management is playing a major role and the growth of time management is making the work more efficient. From the analysis of these skills through the module I can develop my ability.

Analysis of the situation

In this module it was good for me that the tutor explained about the assessment and that was a good thing for me in the development of the knowledge regarding the topic of the assessment. So, I think that there is a great contribution of the tutor in the assessment. But I faced different types of problems through the assessment. I faced the difficulties regarding the management of the time because I thought this was an easy topic and I kept a lot of work before three days of the submission. This is leading to depression in me and I was afraid of the fact that I cannot complete the assessment before the deadline. But, at last I can manage it and my family members help in this work. In this sense, I can also mention that I have faced the difficulties in the time of summarizing and also rephrasing the documents because there were different types of the data relating to the topic and I was confused what type of the data will be appropriated properly that makes my work attractive. This is also leading to the critical thinking ability in me. However, I understood at last and was able to manage the work properly. But, it took a lot of time. So, it can be analyzed that through the task one different types of the experiences of the learning are developed that will be important for the personal development and also the personal career.

Conclusion

The entire reflection is mentioned about the different areas of the development. It can be mentioned that the skills have to be improved for better performance and to get the better outcomes for the personal career. The growth of time management is making the development of work productivity. On the proper paraphrasing and also summarizing skills is leading to the development of the proper documents and summarization of the proper data is leading to the skills of critical thinking. The proper paraphrasing of the documents also makes the developments of the academic documents.

Action Plan

The action plan is referring to the detailed plan that is outlining the actions for the development that is needed. The action plan is included with the lists of the tasks for reaching the objectives. In this reflection, the action plan is relating to the situations of the future and this will also be helpful for thinking about myself.

Development of the skills through the uses of the tool

4Ds of time management - The four D's are included with do, defer, delegate and also delete. Placing the task in these types of the categories makes it useful in managing the limited time and these are also helpful in focusing on the work.

Category	Action
Do	First, I will try to complete the tasks that take less time. I will also try to complete the important task. This will be helpful in getting the proper momentum of the work.
Defer	It can be a unique approach to stop the task for sometimes and will give myself a break. I will make a schedule again for doing the work when I will be available.
Delegate	I can reassign the mobile to someone.
Delete	I will avoid the tasks that are not relevant for this purpose. I will go for more improvement that can make the development of my entire work.

Table 1: 4Ds of Time management

Source: (self-developed)

However, in the development of the academic document, I will follow the **CRAAP tool** for the development. This is the tool that will be helpful for me in researching the resources. This is referring to the test that is allowing for the evaluation of the resources (Kilcrease, 2021). This is included with the currency, relevance, authority, accuracy and purpose. This can provide me with questions for helping me in evaluating the information. This will be confident in the selection of the sources for meeting the expectation of the assessment. Through this it can be said that the currency will help me in understanding the time of the

resources, relevance will suggest the importance of the sources relating to the assessment. On the other hand, the accuracy is suggesting the truthfulness of the source and how this can make the effectiveness of the work. So, this is the framework that will be important for the development.

Personal Development Plan

Targets for the personal development	Long and short-term target	Process for the target achievement	Review date	Progressing on towards the target	Requirements for the further action	Date of achieving the target
Summarizing skill	Long term	- I will practice more in this area and follow the guidance of my tutor carefully. After writing the document I will check them again and again and that will help in finding the	The performance on this will be reviewed on 2 June, 2022.	Will take the feedback from the tutor and will also compare the performance with my previous written documents.	Different types of scholars and also the research articles will be viewed by me and their writing style will improve in this area.	This will be achieved with the standard level of the performance in 20 Sep - 2022

		mistakes.				
Paraphrasing skill	Short-term	I will practice more and more. Will take the feedback from the tutor and I will compare the previous score and the present score.	The development in this area will be reviewed on 5 Feb, 2022.	I will follow the instructions of the tutor and will develop my own creative thinking skills and will also follow the proper grammar in writing.	I will follow the different types of the documents like the newspapers and the advertisement and also follow the different types of the websites.	This will be achieved by 29 March, 2022.
Time management skill	Short-term	Will do the task always after dividing into small pieces. Will set the proper schedule for	The development on the time management will be reviewed by 2 Feb, 2022	I will avoid the procrastination that will be the major areas for the development of the time	I will use the to-do list and will also follow 4Ds of the time management.	This will be achieved on 31 Mar - 2022

		completing the every task.		management in the learning.		
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Table 2: Personal development plan

Source: (self-developed)

Conclusion

The entire report demonstrates the reflection on personal learning. The report is made on the basis of the skills of time management, summarizing ability and also the skills of the proper paraphrasing. The skills are important for the development of the personal learning as well as the personal career. For the development of the academic career these skills are important. The report is included with the development of the action plan that is making the different types of the approaches for the development and these types of the development are important for meeting the objectives of the personal career. There are various types of the tools that are included with the development that have to be considered by me and I set a proper time table for the development of these abilities. These types of development are making the future days and this is very impactful for personal career development.

Reference List

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