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Y Drindod Dewi Sant
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Academic Employability Skills

Alfredo Mensah



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Abstract

In these modules I must discussed about the reflection, about what we learn in last term and this term. It is about our personal skills and what we learned academically. Putting all together to gain the National Valid Qualification to pursue our academic employability skills and having diploma trough higher education. To gained and pursued in my future career in Health and Social Care.

Introduction

This is the beginning of my academic career, so I remember how I was so enthusiasm to learn all the technique of academic Skills in University. It is the module about Employability and Academic skills.

Academic and Employability Skills-It is about skills that learn in academic environment, to have the ability and capability that can be use in future employment task. SWOT (Strength, Weakness, Opportunity, Threats) Analysis. This tool is method that can define you as worker and as personal plan. The tools that can help build your career like using the method of Referencing, Summarising, Paraphrasing, Academic Writing Report, Analytical thinking, Critical thinking how to do my Curriculum Vitae Writing, and lastly how I improved my Public Speaking talent.

Reflection

Determined how we scrutinized what we done and how do it and makes it a way how we improved that had happen. It is about looking back what happen, and to give the way the concrete experience or activity. It is important to self-reflective, to questioning in positive way and deciding what to do and why I need to do it. Thinking about what I need to plan to change certain circumstances. About my job, my career, my personal life and how to reach my future goals. Reflecting about my strengths my weaknesses, my personal skills, my problems, my achievements, what makes me happy and then I conclude the solutions in each, every way, my thoughts and planned to satisfy for what I want to do. Observed and reflect on Experienced. Theorising and development of concept/or ideas and planning is the David Kolb's Learning Cycle (1984). It is through

on every individual way of thinking about experienced. And with the Gibbs reflective cycle of reflection, show how I described my feelings, evaluate, analyse, conclude, and do actions it will be easier, to complete my assignment. Reflective writing is about to write my reflection on every scenario or in that moment, the feelings and I conclude what I learn with that experience. To put the reflection in format and be used in academic theory.

Academic Writing Report

In that day we have the argument about this lesson. Drafting an essay or report is not that easy because it comes from my own understanding. It is also my confusion how I will be structured it? Which is important for me to demonstrate my critical thinking?. I do not have even the proper idea, how to do this academic report, confused. Do not have much experienced about all the digital tools that is in our University HWB Hub. Like, examples how to use the Power Point, Excel, Microsoft, Outlook, Access, all about computer keys, seems really my greatest weakness. So, the teacher guides us how to do it by showing some slides. I will never forget that day because it is struggling moment for me. But my willingness to learn and I consider as my biggest treats, obstacles and turn to become strength to do my academic assessment. This is important for me because if I will continue my career in HEALTH and SOCIAL CARE, I must grab these opportunities that

the University can nurture me. As I, always say to myself if others can do, so do I can for sure. I cannot send in time my assessment if I will not have the digital skills. It is extremely useful how to do a report on Distant Virtual Learning. Because once I got the job in Social Worker career, I need always to do a report for the patients and simplify the information about the client's actual situation.

Referencing

References are the list of sources cited in the documents. This is our third week topic in class, I am curious why is referencing is so important to an academic writing? Neither your report will be rejected or to be re-write again, that is will be the bad result. Last term, I have done my academic report which is my reference are at the bottom of my slides, so my lecturer in digital skills told that should be separated because of going to have misconduct feedback and plagiarism results. However, this experienced gave a satisfactory result to my study and have a helpful feedback.

These are examples of referencing method

This is the Journal Articles Format: Surname, Initial. (year)Title of Article, Volume (issue number):pages
example

Murphy, F(2005), *Nursing Standard* Published in

2002

Books Format: Surname, Initial, (year)*Title Of book.*

Location(city)of publication: Publisher

Smith. (2017) *Medical Dictionary*, Italy. De Agostini

Chapter in books: Format: Surname, Initial

(year)Title of chapter, IN surname of book author,

(Ed) initial of book author and *Title of Book*, page

numbers. Location of publication: name of publisher

Examples: Gall, G.(2002) *ANNUAL HOURS*, PERSONAL

REVIEW, (Ed)General group process(pp800-815) Italy;

Mondadori

This are samples of referencing Harvard formatting.

Paraphrasing

I learned the techniques of paraphrasing last October when I was about to enrols in this course. The English teacher is really amazing the way she explains the important of paraphrasing. As a student it is still struggling to form an academic essay or report, so I need to read books and having idea to form a sentence by paraphrasing from of original sentences. It is incredibly challenging because how you give the right form in the same way the meaning will be delivered. Paraphrasing also attributed to the original source.

Summarising

It is important tools or skills in academic writing, can be able to extract the bullet points and rewrite in my own short word, to show my fully understanding too, to the examined and text that I had read. I read

first the topic sentence before I will be skimming the paragraph in the way that can give me summarise the same meaning to the content of the paragraph. It also means it is important skills for communications especially in doing my assignment. We also studied in our first term. We used before in our English languages' classes, there is one student while we are doing our test, asked me how it can be one whole paragraph become shorter. I advised him by taking the date, the name of the person and some synonyms become possible, but sometimes it is not easy for me too, doing this process in doing the paragraph shorter always help in summarising my assessment be clearly done.

Critical Thinking

This is about our way of analysing our way of analytical thinking. How you fast to solve the problem, and how you good in critical thinking by the decision -making we must do in facing a lots of case study in the future, of our career. This time the lecturer gave us link to answer and how we can answer in limited time. How we cope ourselves in stress. So, we had also discussed about Happiness, by giving 3 examples of greatest achievements of our lives. Reflecting my achievements there is also the emotions of my failures or hindrances before achieving my happiness. Facing all consequences and responsibilities before thriving my goals. Obtaining, developing the employability and academic knowledge widening my interpersonal skills, my

ability in critical and analytical thinking. My challenging stages of my life over this past few month. With the studying in University that I am dreaming for so long and between my existing jobs makes my life busy psychologically active. Steven Covey (1989) famous text distinguished that a person's tendency to act effectively possesses that beginning with the end in mind. It will be my acknowledging starts of learning.

Curriculum Vitae Writing and Cover Letter

CV Writing and Cover Letter, in the moment that I came here in London, my RESUME letter is still in Italian language. I got only one, it is with me to be able to have something ready, just in case it will be valid for applying to the Italian community. I do not have a cover letter because in Italy, the people there are much interested in giving references by knowing you having conversation through telephone calls to your recent employer. Still also valid submitting or sending through post mail. But you are more potential to get the job if your recent employer gives you nice feedback, equivalent to the cover letter here in London. Just the difference I learned to write my own cover letter. So, when we have this topic, in our class, I did my first cover letter and send to my lecturer for feedback. However, it is also particularly useful for developing my knowledge to myself and for helping myself in future interviews. For me, it is extremely useful having CV in every job that I am interested in applying any job. Also learned

that the necessary information only to be write like your skills, previous experienced and about what I have achieved related to the positions that I am applying for. Having more than one and have always ready and updated always.

Public Speaking

Public Speaking is also my big weaknesses, when I speak I still blushed if somebody stared at me, shy type person, imagining speaking in public I must be in red face then it is not a good sign and not having confident. I do not have much the experienced of speaking in public especially with micro phone.

Talking with my emotions which I stronger than my intuition is always a weakness of me. Last August 26, we have our class presentation. It is the presentation in our module ETW, presenting with our PowerPoint slides, while listening to the first group that presenting, my group we are chatting in our what's app group we are analysing the way they talked. The way the person delivered the words, how they are not organized technically. In that, moment I realized that if you are speaking in public should be with enthusiasm. A speaker speaks with low tired voices, all the listeners will be annoyed and not interested anymore to pursue to listened in what you have to say. So, when our turn with my group, we tried to speak in energetic way. I had to pronounce the words clearly and loud, in every slide I presented. It is indeed a good satisfying moment to all members of our group. And course, with that kind of

performance our lecturer gave us a nice feedback and every members of our group are happy and contented. Now, I gained my confidence to speaks more in public, because of starting to learn the English language correctly.

CONCLUSION

Having all this discussion about my Employability and Academic Skills, and gaining the proper knowledge using all the academic tools that provided my UNIVERSITY OF WALES TRINITY of ST. DAVID, I learned the technique and applying the SWOT Analysis, the reflective thinking to that can be useful in problem solving and decision making. Gibbs reflective model that I used for my reflection which are connected and be useful in my future career in HEALTH AND Social Care. The SWOT analysis, Time management and personal development plan that I learned also from term one. All topics in our weekly classes with the guidance and feedback of our lecturer I got the development and better understanding to this assessment in which in my first attempt got all confused in my assessment and because of my undesirable situation to my present job as a front liner. The heartbreakingly scenario in which I witnessed becomes my prefundamental goal to have this having my academic and employability to gain my qualification of being in HealthCare sector

References

Morgan, P. (2017) *The Business Student's Guide to Study and Employability* SAGE Publication London Ltd

The 17 Skills Leaders Need to Stand Out.

Harvard Business Review Manager's Handbook.

Harvard Business Review Press Boston Massachusetts USA

Maund, A. Schriek, M. & Tinkler, P. (2017) *Certificate in Higher Education: Skills for the Workplace Student Yearbook.* SAGE Publication London Ltd

Kydd, L. Crawford M. & Riches C. (2019) *Professional Development for Education Management.* Open University Press

Publish in Philadelphia

<https://study.sagepub.com/morgan>

www.dissertationhomework.com

Appendices

These are example of some guide to apply or searching for a job. Samples of class scan picture



In order to be shortlisted for this position, you must have the following:

- You MUST hold a FULL NVQ / QCF Level 3 in Health or Health and Social Care (or above), proof of certificates (including the unit submission) must be provided at the assessment centre, otherwise your application will not be advanced
- Right to Work in the UK. We are unable to sponsor candidates for this position and are unable to assess candidates whose visas are attached to expired passports (you must have your biometric card, if applicable)

We offer opportunities to be involved in expanding knowledge in a specialist clinical setting with a good work-life balance, free on-site parking, accommodation, lovely grounds, staff cafeteria, coffee shop, close to good transport links, friendly working environment, good team work and a staff pension scheme.

For further information

Please contact Recruitment recruitment@rhn.org.uk or 020 8780 4500

Closing Date:

N/A

Please note that we also reserve the right to close this before the proposed closing date of the advert should we receive high number of applications. Due to the anticipated high volume of applications, please note that we are not able to communicate individual feedback to all applicants. If you do not hear from us, 3 weeks after the closing date please consider your application as being unsuccessful.



