

TITLE OF THE ASSIGNMENT- ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

The modern outlook of the Higher Education system is gaining momentum while the dynamics of coursework devised by the universities embeds the learning skills for the students. Academic skills encompassing the coursework in graduate and post-graduate level are bestowed through competent workshops, seminars and conferences arranged by the departmental faculties. It supports in enriching the expertise of the students in their approaching professional world by getting recruited in prestigious organizations with integrity. Hence academic skills and employability skills become embedded principally with the management programs selected by the students.

The report aims to envisage the academic and employability skills required to be presented in the highly competitive job market. At the same time, the workshops, seminars and conferences conducted by the Universities provide opportunities to experience the real work-life culture. The simulation of the environment through the workplace demonstration and tasks provided helps in the interpretation of skills in report writing, presentation skills and writing a better CV for the job prospect. Academic qualifications are also essential to be developed for the job prospect since the employers are keen to utilize the subject level expertise of the candidate in the organization. The summary provides an insight into the development of the skills and how they can be timely utilized by a student in terms of getting employment in the profound cutthroat competition in the job market.

Article 1: Developing graduate employability skills and attributes: Curriculum enhancement through work-integrated learning

As defined by the Higher Education Academy, employability skills refer to the attributes of an individual that supports in the gain of employability status with an occupation that benefits the individual, the community and the workforce of the nation in increasing productivity. The employability skills embedded through higher education system not only leads to the increased rate of employment in the society but also contributes in the increased capacity of an individual that emphasize on lifelong learning (Kornelakis and Petrakaki, 2020). The article promotes the

notion of life-long learning by improving digital skills that have been in the trends adopted in the United Kingdom in providing job securities with full employment. The second aspect of the trends that affect the functioning of the universities is that they have been considered as institutions promoting the culture of marketing and corporatization with hefty investment by the students who need to prepare for getting better jobs through campus recruitment.

The universities have also been criticized for the inflation in grades while they overlook the obligation for high-award categorization among the meritorious students. It is also contradicting that even if the universities are supporting the students with all amenities, yet they are not prepared for the real-time experience of the workplace. This also creates dissatisfaction among employers who do not find the required skills among the students, which are evident to be utilized in the organization. However, it is evident that the set of skills required by the employers are a team working, communication among the members, self-management, and problem-solving skills, the relevance of information technology in application and customer awareness in business are some of the significant criteria.

Article 2: Integrating Transferable Skills into the Curriculum in the Framework of the Management of Study Programmes in Higher Education Institutions of Latvia.

Transferable skills refer to the skills which are portable and can be transited from the phase of academic learning to workplace engagement. The skills are strengthened with time and practice. Transferable skills are the ones possessed by an individual and reflected through his adaptability to the workplace situation, engaging with team collaboration and presenting strong communication skills in the workplace. The article highlights the significance of a wide range of expertise demonstrated by the graduates that are considered essential in the knowledge-rich economy (Roskosa and Stukalina, 2017). The literature review of the article discusses the transferable skills that were analysed through the questionnaire developed by the authors to decipher the skills required by the students in the 21st century.

The article highlights the goals developed by the European Council on the competence of the students referring to the lifelong learning and communicating in the mother tongue which is

found to be productive while orally or communicating with written documents. The communication in a foreign language is a preferred one that supports the promotion of intercultural exchanges, development of numerical ability, competence in using the computer and understands the utilization of Microsoft basics, sense of initiating entrepreneurial skills like planning, managing and organizing events, cultural and customer awareness and tolerance to work in any possible environment. The article discusses the importance of transferable skills in the turbulent modern market where the presence of right skills and work attitude comprise the significant competence of an individual.

The article is supported on the context of transferable skills that are recommended by the educators as well as the employers since they motivate the students in getting engaged with the level of the task, portray their responsibility and dedicated while being flexible in accepting the organizational changes (Williams and Hin, 2017). The transferable skills adequately attune the students with regular counselling on the methods to apply in the workplace and keep progressing with personal and professional development.

Article 3: Improved academic performance and enhanced employability? The potential double benefit of pro-activity for business graduates

The transferable skills are transited to the pro-activity theory, where the students need to prepare themselves to sanction the job market with the threat from fellow students posing as competitors. The composition of the workforce has changed in the recent years where the active population of the workforce is on the verge of retirement, women population entering the market, the families more than two are engaged in work and higher education is providing more qualification to the students in comparison to the requirement of labour market across the globe (Bargstedt, 2017). The article argues on the pro-activity shown by the students in accessing better training for the employment that has multiple dimensions benefiting the organization and the individual. It is stated in the article that pro-activity is considered to be dynamic suiting the needs of the present economic conditions where the individuals are aware of self- evaluation, showing streaks of

creative aspiration and being innovative in the approach that helps in career management and sustainability.

The neo-liberalism, however, has a limitation in accepting the idea of being pro-active. The creativity and innovativeness, therefore, seems limited with the restriction on time and focus on specific tasks. The upsurge of several ideas together may not be brainstormed by the individual due to lack of time and focus on the subject (Tymon and Batistic, 2016) Even the lack of apathy shown by the management of an organization may lead to off-task behaviour which may restrict the proactive response of the students. However, the students must concentrate on the benefits derived from pro-activity in gaining the employability skills that can be emphasized through updated CV writing, enhanced presentation skills, developing personal network of sources to extract authentic information, and execute SMART objectives.

The implication of findings of the article hints at the enhancement of pedagogical design with the constructive approach in both the academic and employability skills providing scope for proactive anticipation, planning and assessing the upcoming events in the workplace. Participative learning will enhance the skills and improve the individual in dealing with the practical situation of both academic knowledge and implementing the same in the workplace environment.

Article 4: Thriving after COVID-19: What skills do employees need?

The employability skill has undergone several changes as during the phase of lockdown people have gone through the crisis of being furloughed and fired from their services. The skills that have been highlighted by the employers depict the mindset to be evolved while accepting the urgency and scale of change witnessed by the world in the phase of the complete lockdown of the economy halting all the critical business. The main focus on the skills that were required by the employers is tech-savvies, data literacy, thinking critically and innovating alternative approach to continue the business without losing the employees or profit, emotional intelligence to convince the changes and committing a lifetime education (Field et al. 2020).

The phase of COVID-19 has been shocking for the entire world that has changed the resilience and meaning of sustenance in the world of unpredictability. The universities were also resilient in terms of accepting the assignments from the students at elongated deadlines. The employers were inclined to conduct business through digital platforms which provided the scope for the coders and digital-savvy employees to participate in the web development, coding, and majorly in the digital marketing (Marr, 2020). Even the customers relied on the digital platform for shopping essentials as social distancing has been the new medical norm. The leadership skills and communication skills presented during this crisis is considered to be essential as the leaders accepted the changes in the operation of the organization and devised an alternative approach for the manufacturing of essential items. This would suffice for both the function of gaining margin from the business as well as serving the society during the crisis.

Analysis of personal essential academic and employability skills

The personal skills that I have developed in recent times while practising them to adjust according to the situation are elaborated in the following points:

Adaptability and flexibility

Adaptability to the situation gives the scope of understanding them and acting accordingly. It provides the range of being flexible to several possibilities and attaining opportunities that comes in the way (McGill et al. 2020). The recent pandemic helped me in becoming adaptable to the situation and learns the computer skills, which enhanced the scope of working online from home and maintaining a balance between the academics and future prospect for the career.

Emotional Intelligence

Emotional intelligence is as required as being intellectual. Emotion helps in connecting with people and support in convincing them the right decision. The emotional decision also considers the intellect while the illustration remains with emotion that helps in establishing a strong bond with the team. It helps in understanding the situation that others might face when they stand in

the same position as the manager. Hence, it is essential to convey the right message without getting rude or behaving irrationally.

Critical thinking and problem-solving

The workplace demands critical thinking as the problems encountered are of a complex nature. The systematic way of analysing the problem, devising strategies and planned solutions and executing them requires a calm mind analytical approach (Han, 2020) The soft skills course or programs provide ample scope of learning the method of analysing the issues, discussing them and providing right methods and models to solve the problem.

Time management

Time management is an essential criterion that an academic scholar has to learn. I critically focused on the quadrants that help to divide the time among the urgent, necessary and not so urgent tasks scheduled as per time (Hashim et al. 2020). This helped me in managing the top most prioritized tasks while eliminating the tasks that were not so important in the schedule. This also helped in maintaining the deadlines of the assignment, regular revision of the course work and preparing for the assessment.

Referencing and plagiarism

The authentic sources of information need to be appropriately referred while understanding how to incorporate them without plagiarizing their work. It is essential for a scholar to undertake their own assignments and conduct them properly without getting a plagiarized content just by copying the work same from the original content. Additionally, referencing as per the requirement and adequately maintaining the method is also essential for a student to achieve higher grades.

Conclusion

In conclusion, it can be highlighted that the academic and employability skills are preferred in the world of employment that focuses on the strength and weakness of an individual and measure

the potential of developing better skills. Work ethics and time management are essential for both personal and professional commitment which can bring success in life. The competitive world is involved where the high level of performance is appreciated by the employers; hence, the potential candidates must focus on their learning styles and work hard to achieve the best. The learning theories are of great help that can enhance the academic and employability skills of an individual to tackle the pressure and face the competitive world of employment.

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Appendices

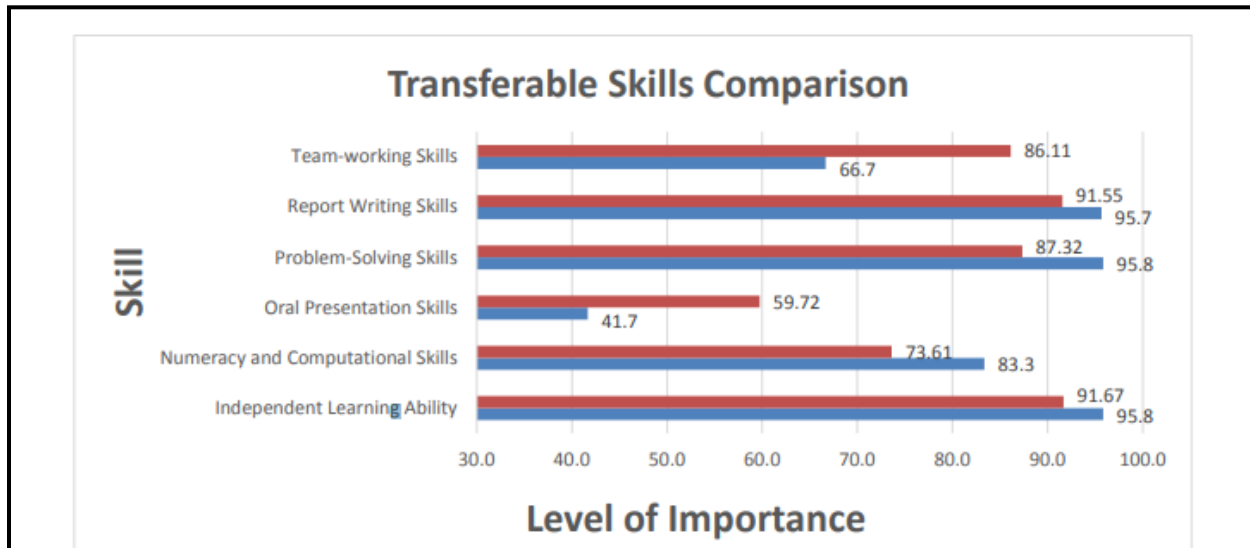


Figure 1: The importance of transferable skills in the workplace situation.

(Source: Williams and Hin, 2017)

Personal and Professional Development Plan

<i>Skills</i>	<i>Current level</i>	<i>Evidence of actions</i>	<i>To be improved</i>
Leadership skills	Excellent	I have been chosen as the leader for elocution competition and won the trophy	I need to improve on my data collection and referencing style required for a better leader

Communication skills	Great	I am an excellent communicator and have the ability to resolve issues among the team members	I need to work on planning the vents which will help me communicate better with the team members
Technological skills	Average	I have been an average learner on technical aspects like computer or machine learning	I need to improve the technical learning and my typing speed
Time management skills	Excellent	I have been efficient in managing the time as per the schedule which helped me deliver the tasks on time	I need to improve on finding my priorities and sorting them to avoid any failure due to time management
Critical thinking and problem-solving skills	Excellent	I have the ability of critically estimating an event and measure the pros and cons. This helps me in solving problems	I need to work on analytical aspects of the subject that will support to enhance my knowledge and provide depth in thinking

SWOT Analysis

<i>Strength</i> ▪ I can vouch on my communication skills which I use during the team based tasks to be performed ▪ I have the ease of behaving with people in a pleasant manner that attracts the attention towards my style of speaking ▪ I am creative in nature where I devote my time in different hobbies	<i>Weaknesses</i> ▪ I am afraid of my short temper sometimes which I am practicing to control ▪ I have the urge of comparing the best of others that gives me complex at times with my materialistic possessions
<i>Opportunities</i> ▪ I consider it to be an opportunity to lead my team in elocution competition in the university ▪ I had been opportune to be a part of knowledge sharing program in Brazil	<i>Threats</i> ▪ The highly competitive professional world is a constant threat for me

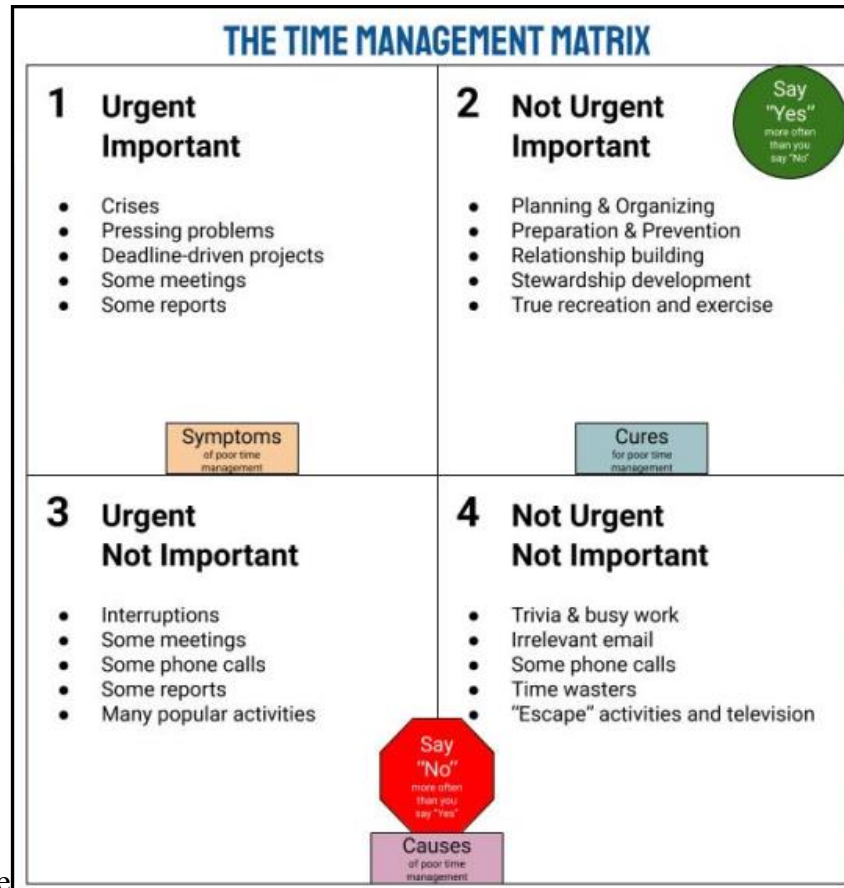


Figure 2: Time management matrix

(Source: Hashim et al. 2020)