

ACADEMIC AND EMPLOYABILITY SKILLS

ACADEMIC REPORT

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INTRODUCTION

Employability Skills are very important abilities which can help us in order to succeed in carrier. According to Overtoom, C., this term can be defined as transferable skills needed by any person to make them good candidates for the job. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.

Academic and Employability skills are important for student in order to succeed in job, personal developmental and career. Students should learn these skills to help them be equipped in this new high demanding society. Graduates and school leavers have to achieve rounded skills for a successful career or in a job role where knowledge of workers are in high demands. Being carrier ready is the capacity to be able to apply this skills in a real life situation or in a day to day work task. Employers need natural embolden skilled job seekers to fill in a very demanding role in a work settings which are on demands not just for working, but to have an extra needed lavages to be able to analysis situation before decision makings. They need to develop skills are in higher demands, learners need to develop this skills in order to be considered in jobs and this capacities make learners to be ready to face the highly demanded society. Every learner requires academic knowledge to be able to thrive in this new economical and digital technological era, where demands for high skilled workers are required and also needed for them to apply it in places. Therefore, the needs to be adequately equipped to be able to analyse and apply such skill set

Employability skills allows learners to utilises their academic abilities within the work place and towards there career development it's not only about having the right qualifications but also having the right core skills while academic skills allows learners to develop without remediation. (York,2006)

REFLEXION ON LEARNING

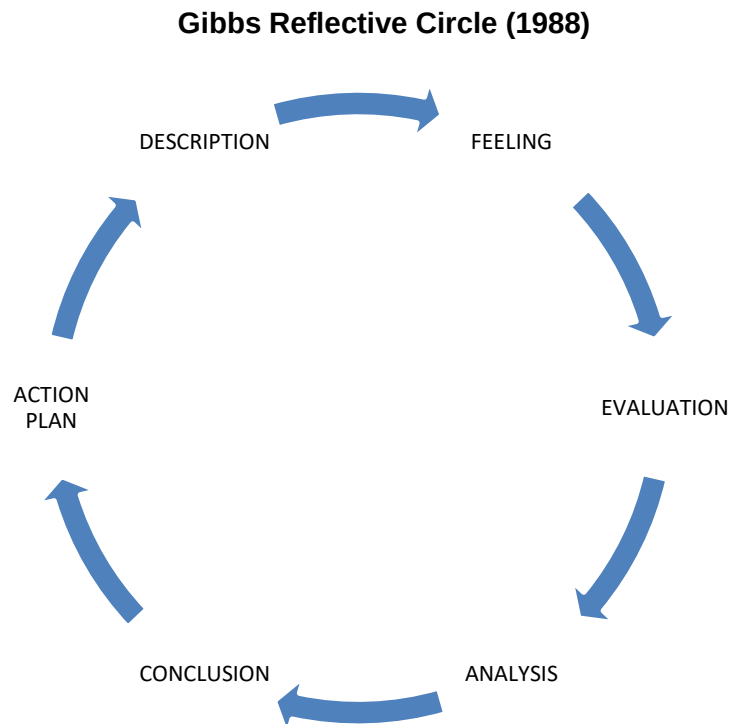
During our class the lecturer thought us about time management, what it means and how we could minimised our time and also how we can channel it more on things that we should achieve, instead of consuming time to things that are not important. He also went ahead to teach us about using our time well by using personal development plan, scales, Eisenhower matrix method which tells us about how we should spend time on more important things. Mfondoum, J.M. and Makouet, 2019, illustrates and analyse how important it is for us to manage our time and plans. Because of this reason, it also goes a long way to help us in planning our future career and goals. I studied how to minimize my time and how to do urgent task and putting less time to non-urgent task like before I do not channel more time doing less important activities. We were also thought about note taking which I myself was ok with and did took a couple of notes, each time we have lectures I did also gather relevant information's in report writing and the differences between report written and essay writings and how important it is to differentiate the both and also how to identify good scholar source from the website journal's articles, how to identify a websites with good articles. I am new to it and was stressful for me digest all this information at a go as am relatively new to this kind of learning styles and modules and also new to the way and pattern. We were been thought and the lecturer made sure we all are relatively involved in class task and questions,

answers which to me was new and sometimes i felt uncomfortable. I was happy with the time management teachings because I am really struggling with my time at the moment and having this knowledge it have thought me how to manage my time and how to apply it on important daily tasks. Through this teaching, I have developed my skills on time management and have structured out a plan for my daily activities which I am trying at the moment to adjust to this way but I feel am on the right tract, but still I need more work to really stick to the time plans that I have in other to achieve my life time goals.

Learning about Paraphrasing for the first time wasn't a skill that I did thought will be important for my academic writing and employable skills. I do read articles but I am struggling to understand how to paraphrase it into my own writings, but thinking about the five steps theory, now I have the ability to take in consideration before paraphrasing. This steps are : reading carefully, thinking and understanding the main idea before even writing my ideas, going a way to think and coming back to write the idea of an article or journal to make out my own paraphrasing in my own world and sentence, content from it and not taking worlds from the main content. Wasn't easy, because it was totally a new experience in having to observe this steps and learned it in class as a module learning, took me time to really understood what paragraphing is or how best to paraphrase a writing. I felt it uneasy, especially paraphrasing articles or journals that have a lot of academic vocabulary words, putting dose words in my own context or way. I continued listening to the explanation during the lecture time, I begin to understand the idea of its importance to my learning, I find it interesting and relevant module to academic and employability skills. The lecturer reminded us that even when we paraphrase someone else's work we must acknowledge it and provide references, that we should remind to keep the structure by providing relevant references for my academic writing, reading, understanding and reflection skills. Before now i used to ask myself why should I paraphrase when I can just write a text in the same form it was written. Paraphrasing is academically good for my learning. I could not find a way to really get all details about paragraphing and also how to avoid plagiarism which was an academics offence. Making notes helped me to reflect on these steps to avoid plagiarism. It wasn't easy as a beginner to avoid mistakes even in paraphrasing but I achieved knowledge relevant for my academic writing. I really think reflecting more about it will helped me to understand more on how to paraphrase correctly, which am working on as I have notes writing down as the lecture said and I consult it when needed it. I need more practices for me to be able to know more about this in order to avoid plagiarism and also to be able to summarise well and think more deeply before writing my own worlds out of someone's else write ups or journal's. We were also thought about reflection.

According to Birmingham 2003 reflection is life's moral way of understanding. Reflection as an academic learning was a big problem for me. Learning about it, how important is, leads me to always reflect after each activity. It helps me to learn and store more knowledge achieved in class and also makes me not to forget easier what I have being thought. This was new to me, I did never thought that reflecting after learning was important, but this was the first time I am engaging myself in learning the importance of reflection after each learning which, to be honest I wasn't used until now. Learners should create written documents of a learning journal allowing for reflecting on learning concepts which allows them to practices, making them think about various concepts, but I think this also comes with critical thinking of what I have learnt in the module. Applying critical thinking makes me to really reflect on what I did learn and gets my mind thinking about what I have learned in class. Personally I use to

think that in class learning is easier for me to really understand what I have been thought so before now I did prefer class learning, but I didn't know the reason why I did forget what I have been thought was because I never took time to reflect on each learning I might have been thought about



DESCRIPTION

To describe the situation in details I need simply to think about what it happen to the course, Academic and Employability skills it's the first course that show us how to prepare for writing reports, assignments, in order to complete our paperwork correctly and in time. For this, certain information and directions was given by our lecturer in class. Students was listening carefully and taking notes. The course was structured very well, after teaching through the slides we could ask questions when existing things that was not clear, group work was created for a better understanding. We could observe progressing every course, the conversations was more engaging and interest got higher.

FEELINGS

About Academic and Employability course I can say I fell it's the base of knowledge for all the work we will need to prepare now and in the future. The course its complex, with a lot of new information, it direct us to the right way of researching, analysing and understanding what steps to take. In the beginning I was overwhelmed of the quantity of the information given, I felt it's too hard for me to understand and apply all key factors the lecturer was given us. I felt I will disappoint, but I actually started making plans, taking notes for me to improve. I don't like me being in this kind of situations, I like understanding and succeeding in all areas I am interested and this is the way I am on now. I realised soon that all we are studying its very important and I started following the direction given step by step in order to

have a better understanding and knowledge. I'm still insecure in certain areas, but I suppose with time and experience I will improve. Time management is very important for me, but for paraphrasing I need to keep the five steps in mind to do it properly and also to acknowledge the writer's work which will make me to research more. Reflection it is very important for the students, I discover that note taking is important for my recapping.

ANAYSIS

At the end of Academic and Employability skills I have developed a better understanding of time management and what time management is and how it's important to my future goals and plans I have also developed academic writing and structuring I have also learnt that for me to paraphrase properly I have to use the five step and also not forget to acknowledge the writer and providing reference and not forget to keep the meaning of the world's even as I paraphrase it which is good for my academic writing.

EVALUATION

I achieved a lot of knowledge from this first semester about Academic and Employability skills course, especially Time management on how to maximise my time and to do the right tasks. I have also learnt how to paraphrase writings. I believe if I think more critically, my paraphrasing skills will be better. Higher education depends solely on researching and finding relevant information's and not just accepting it, critically analysing it before putting it to use which teaches me how to paraphrase texts better. Hoping I will improve, I'm really working on academic and employability skills, being reflective and paraphrasing. If previously, my reflective ideas was poor do to the fact that I don't take really reflect on teachings, after learning this, I note down things and I'm going back to my note and recap on the days learning.

CONCLUSION

In conclusion learning Academic and Employability skills has giving me the in-depth skills needed for my career goal's It is a very important course for me and my colleagues which will create a critical thinking, a better way to analyse a situation, a text, ways to manage time better, too plan ahead in order to achieve best results.

ACTION PLAN

In order to achieve the best results I will make a plan to follow which consist in more steps. Reading articles, journals, sites it's very important in understanding and taking value information. I will read as much as I can to find good researches. Using paraphrasing will help me avoid plagiarism which is academic misconduct act. Reflection on my reading and courses will help me make the difference between qualitative information and will make my research based on good relevant studies. Time management will help me submit my work on time and will lead me on a good and easy plan to follow in my writings.

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