

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

Employability refers to the set of attributes of personnel, which make them able to achieve as well as maintain employment in different sectors. Employment rate decides the growth line and financial stability of a nation. In recent days, vacancies are limited and fresher's have limited scope to get placed in their preferable industry. In order to be employed in modern ventures, individuals are required to have appropriate skill set that would be beneficial to ventures in terms of accomplishing their organizational targets and accelerating profitability simultaneously. In the study portion, different aspects of employability and academic skills will be evaluated that would lead individuals towards greater development of their both personal and professional field. Range of effective models, concepts, articles, and journals will be taken into consideration for greater evaluation of the entire study.

Research informed literature

Employability skills can be evaluated as transferable skills required by individuals for making them employable. Employers likely to recruit eligible candidates those can assist the company to accelerate their excellence and business performance together. In modern scenario, competition for recruitment in secured companies is extremely high and most of the established companies are demanding some special skills from employee unit that would help the employer to reach their set business milestones. According to Froehlich *et al.* (2015), employees are the main assets of an organization that provides numerous efforts towards accomplishing organizational targets. Due to increasing market competitiveness, established companies are demanding extra skills such as communication and interpersonal skills, problem solving skills, self-motivating skills, working under high pressure, team working, and negotiation skills. All these skills are vital for an organization and employer in terms of accelerating business excellence, accomplishing sustainable competitive advantage, and continuing business in long run.

As per the consideration of Sumanasiri *et al.* (2015), there are ranges of personal attributes such as loyalty, reliability, motivation, ability to deal with pressure, common sense, ability to perform beyond their capabilities, adaptability, sense of humour, commitment, enthusiasm, and others that contribute to overall employability of an individual. According to Jackson (2015), young people must have skills and attributes, which will prepare them for greater employment and further learning opportunities. Furthermore, employability skills framework is used by different organizational sectors to improve the skill set of their workforce unit. In traditional days, employees did not need to acquire skills to sustain in corporate culture, where modern corporate culture is completely different and employees must have employability and academic skills to be employed in the firm. Many researchers have defined employability as a set of achievements, understanding, attributes, and skills, which make graduate individuals eligible to be employed in their selected occupations that would benefit themselves, the company, national and global economy. In context of employability skills, using different frameworks such as **PDP**, **SWOT analysis** and others are impactful. In order to sustain in this competitive corporate world, employees must have some of the key employability skills such as

effective communication skill, teamwork skill, personal skill, interpersonal skill, numeracy skill, general awareness, and others.

All these non-technical skills are vital for individuals in terms of reaching out their set professional career destination. Employee knowledge and understanding must be taken into consideration for greater development of employability skills and excellence. In recent days, employment has become a crucial thing, especially for fresh graduates. In developing nations, due to less availability of employment opportunities, fresh graduates and other individuals face massive issue in searching for a job. Developed countries provide better employment opportunities to their citizens, which influences their economy and GDP rate as well. Additionally, developed countries also focus on improving and extending the skill set of employee unit.

Knowledge and Understanding of employability skills

Employability relies upon the knowledge, skill set and personal attributes of employees. In order to sustain in modern competitive corporate world, it has become necessary for the employees to enhance and strengthen their existing skills and acquire some new ones as well. Employability skill includes different skill sets such as communication skill, interpersonal skills, numeracy skills, general awareness, personal skills and others that help employees and employer to meet targets in both professional and personal filed. For instance, **communication skill** is important in order to maintain excellence and healthy relation among the employees. Effective communication skill is required to be improved to exchange all the ideas and views with each other (Mishra *et al.*, 2016). An organization that maintains appropriate commucnaiton within its organizational premises must be able to continue its business excellence in long run. Additionally, **teamwork** skill is required among the employees to complete all the tasks within the deadline. Excellent teamwork performance of employee unit can foster the business excellence of organizations and employees can improve their career as well as through this effective skill.

Personal skill includes the ability to control and manage stress level and working under high pressure. Employees those are able to work effectively and equally during critical situations are regarded as actual organizational assets and retained by organizations in long run. Employees must have the numeracy skills and basic

understanding of its application to real contexts. Employees must be self confident and motivated all the time. **Problem solving** skill is important for employees and employers equally in terms of continuing the business excellence, productivity and profitability altogether. In this context, using professional and personal development plan and framework can be extremely effective in terms of extending their efficiency and performance excellence to their maximum standard and make their career brighter. **PDP** or **personal development plan** allows individuals to take charge of their own learning. It enables individuals to recognise key areas of learning and development operation, which will enable them to either develop existing skills or acquire new skills for greater excellence. **PDP** improves current performance and skill set and addresses career aspirations towards a future role. **PDP framework** is separated into multiple steps; starting from deciding goals, evaluating current position and then creating adequate plan for improving and stretching existing skills and for acquiring new required skills as well (Sumanasiri *et al.*, 2015).

Another important and effective model is **Career EDGE model** that can be used for improving employability skills and improving the career of employees at the same time. This model can improve employability skills of individuals those are associated with accounting & finance, business, human resource, management, marketing or any other occupation.

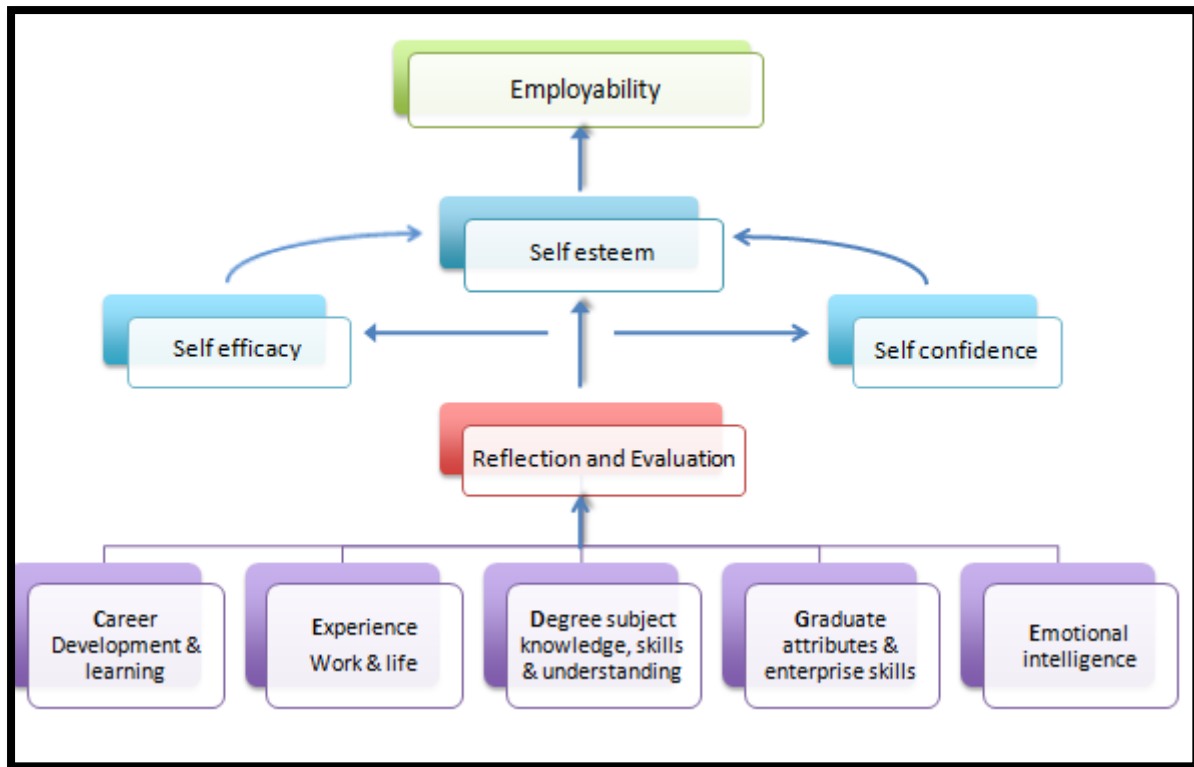


Figure 1: Career EDGE model

(Source: Pool, 2017)

In 2007, this effective employability skill improving model was first time introduced in market relied upon range of employability theories and models. It provides a useful summary of five different vital elements, which aid employability of graduates. It is considered as the practical model of graduate employability (Dacre Pool *et al.*, 2014). It focuses on **Career development learning**, which is combination of knowledge, experience, and skills to assist students to manage as well as improve their professional careers.

Analysis

From the above details and description over significance of improving exciting employability skills and acquiring new one simultaneously, it is evident to state that Current job market needs skilled people those are actually not only good in technical skills, but also have other qualities and required skills to manage different business circumstances. For insistence, working under pressure is one of the vital employability skills for an employee and most of the employees fail to achieve this skill. Due to lack of this skill, experienced employees also fail to make perfect

decisions, which results in decreased productivity. It has also come to notice that there is a wide range of graduates of higher education those have multiple weaknesses in terms of employability skills (Deeley, 2014). This is showing an interesting fact that modern youths are far behind than the requirement of the companies in terms of non-technical employability skills that are required to manage different business situations and difficulties. Developed countries are equally focusing on hiring candidates with both technical and non-technical employability skills so that they can speed up their organizational excellence and growth. As a result, employees of developed nations are more familiar with nontechnical skills and they have been acquiring and strengthening their employability skills. Benefit of employability skills would reflect on employees' future career as well.

For both academic and professional career, career guidance has important role. Career guidance provides the way to students and employees to reach out their destinations in smooth manner. All these non-technical skills including communication skill, problem-solving skill, teamwork, organizational skills, learning capability, numeracy skill, negotiation skill, time management skill, and others are important for employees. Through mastering all these skills, individuals can make their career brighter and developed. From different journals and articles, it has also been noticed that due to less efficiency in these particular non-technical employability skills, large number of graduate fresher are not able to enter in corporate industry. They are still under the unemployed list. Therefore, in order to be employed in organizations, having employability skills has become mandatory.

Practical Application and Deployment

In practical context, role of employability skills in terms of developing personal and professional career is undeniable. In most of the practical cases, employees are likely to improve their employability skills through conducting PDP or Personal development plan that would help the employee unit to take change of their own learning (Anderson, 2015). However, employees are also suggested to conduct self-SWOT to understand their actual strengths, weaknesses, opportunities, and threats. It enhances performance of employees and encourages them to perform in more effective manner towards accomplishment of organizational targets. The key of conducting **personal SWOT analysis** is to assess and improve yourself and

extending current performance and excellence standard. According to Rangkuti (2015), personal SWOT analysis is regarded as a great tool for assessing yourself to plan your professional career. Most of the graduates and fresher face issue to find a job that matches with their skill set and pays well. Fresher with required employability skills must be able to sustain more days in corporate world compared to employees those only have technical knowledge and skill. In corporate world, every option is aimed at generating higher revenue in business so that they need employees with both technical and non-technical skills to support any kind of business situations.

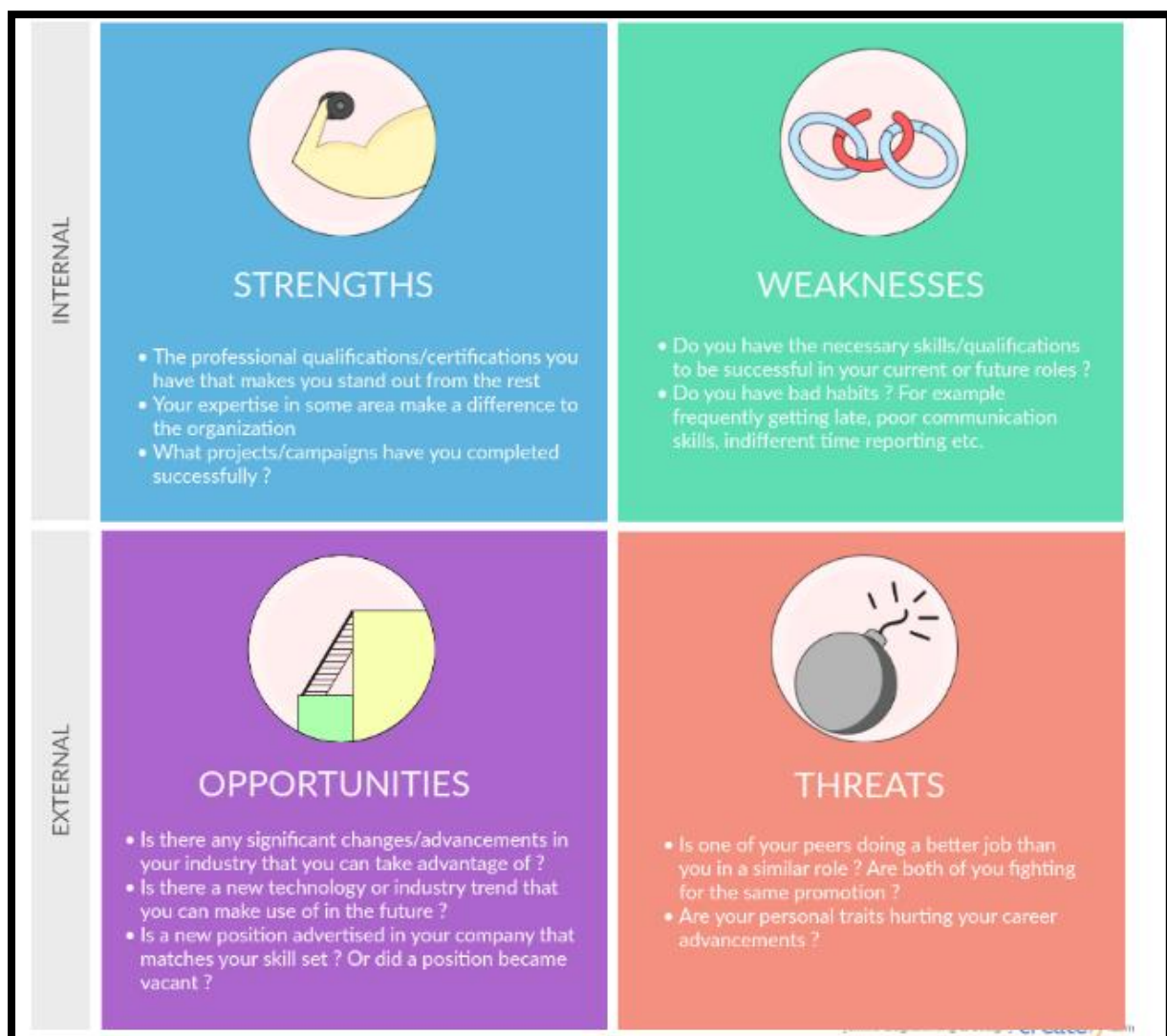


Figure 2: Personal SWOT analysis

(Source: Phadermrod *et al.*, 2019)

Personal SWOT analysis has four quadrants including strengths, weaknesses, opportunities, and threats related to personal quality, skills and ability. Strengths

refer to professional qualification, expertise and milestones that already have achieved by employees, where weakness includes all the drawbacks and limitations that employees consider regarding them and their abilities. Opportunities refer to extra knowledge or expertise of employees on any new technology or any other particular trend that can be beneficial in long run. Threats are the competitors; in corporate, day-by-day number of competitors has been increasing spontaneously due to limitations in vacancies and inadequate employability skills of modern employees.

Skills for Professional Practice

In order to perform accurately within organizational boundaries, employees are required to strengthen their current skills and acquire new ones simultaneously. Employees must follow some of professional practices and skills in terms of maintaining productivity and overall performance. Personal professional skill includes accurate awareness of competence so that employees can better perform to compete and sustain in market. Working in partnership is another important professional practice that is required within organizations to complete all the tasks before deadline. Through strengthening this working in partnership skill, employees would be able to accelerate the overall productivity and business revenue of the organization. Employees must be able to learn in quick manner and they must have enthusiasm in learning new things so that through training those employees can accelerate their performance excellence and competence in industry. Employees must have the skill of working collaboratively with the supervisor and capacity for self-appraisal and reflection. These skills would allow employees to keep improving their productivity as well as professional and personal career altogether.

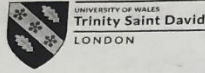
Conclusion

From the above description, it can be concluded that modern business organizations are demanding some extra skills from employee unit apart from the traditional technical skill and expertise. These extra, non-technical skills are known as employability skills that have become crucial to current employee force in terms of continuing their employment in their respective organizations. Some of the non-technical employability skills are communication skill, problem solving skill, team working skill and others those directly or indirectly assists graduates and fresher to be employed in their chosen occupations. In this context, multiple effective frameworks and tools such as PDP, personal SWOT analysis, CareerEDGE model and others have been incorporated in this paper for better consideration of the entire study.

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Appendix: in class exercises



Academic and Employability Skills (ACE) – term 1 BMSW4001

In-class exercise 1: Paraphrasing

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Student Name: Aionisie Saccive Student ID: 1816175

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mike Erwin hi never think to be an entrepreneur or activist. His first contact experience was in big structure organization. Hi was accepted in a special regiments program. His assignment to Army was apreciate and win awards and medals. The instauration and growth of team RWB had none of characteristic of his previous goal. Erwin enthusiasm and therefore the organization mission caught on speedily and team attracting media attention different to its size. Erwin became an entrepreneur without knowing.

Lecturer's signature: _____

Date: _____

21/7/19

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.
Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable

Reason: not ref.

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 - acceptable / unacceptable

Reason: not ref.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 - acceptable / unacceptable

Reason: ref.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 - acceptable / unacceptable

Reason: ref.

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: [Signature]

Date: 24/1/19

Class G3.

Name: Nionisie Soucie
1816175.

Paraphrasing Exercises
adapted from <http://web.jjay.cuny.edu/~esl/paraphrasing1.htm>

Which sentences are closest in meaning to the five sentences below?

- 25% of adolescents who have one baby have a second baby within two years of the first baby's birth.
 - 25% of babies are born to mothers who are adolescents.
 - One out of four adolescent mothers has another baby before the first baby reaches his second birthday.
 - A quarter of adolescent mothers gives birth when their first born is two.
 - ☒ 25% of adolescent mothers become pregnant again when their first babies are two years old.
- It has been reported that the richest one percent of Americans own 40% of the country's wealth.
 - The richest 1% are 40 times as wealthy as the rest of Americans.
 - If the gap between rich and poor continues to grow at the current rate, the richest one percent will soon own 40% of the country's wealth.
 - ☒ 40% of the country's wealth is in the hands of only 1% of Americans.
 - 99% of Americans own 40% as much as the richest 1%.
- The judge was relieved when the jury was finally ready to announce its verdict.
 - ☒ When the jury announced its verdict, the judge was relieved.
 - The judge asked the jury to arrive at a verdict.
 - The judge welcomed the prospect of an imminent verdict.
 - The jury welcomed the judge's relief.
- Research data suggest that girls who witnessed maternal abuse may tolerate abuse as adults more than girls who did not.
 - Women who witnessed the abuse of their mother as teens are more likely to become abusive adults.
 - ☒ Women who observed the abuse of their mothers when they were young are more likely to endure abuse themselves.
 - Women who were abused as children are more likely to abuse their own children.
 - Girls who testify about maternal abuse tolerate abuse as adults more readily.
- Martha thinks that the issue of adolescent problems is important to write about.
 - Martha thinks that adolescents like to write about their problems.
 - ☒ Martha feels that writing about adolescent problems is worthwhile.
 - Martha believes that the dream of most adolescents is to write something important.
 - Martha thinks that adolescents can write about their problems.

Write your own paraphrase for the following sentences:

- A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.
75% poor peoples not agreed with to be helped.
- Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
his aunt don't believe Ronny about bear attack.
- Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
Never drive to Mojave Desert without large amount of water.
- Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
in 1887, white people take 90 mil. acres from N.A. 138 mil. acres.
- A woman who was nominated by the president to head the department was quickly approved by the board of trustees.
chosen woman to be president of department approved by board of trustees.

Time Management: The Eisenhower Method

Name(s): _____

URGENT	NOT URGENT
<i>These activities usually get done.</i> <i>Solve crane crisis</i>	<i>These activities are high impact. Make them a priority.</i> <i>Personnel evaluation meeting</i>
<i>These activities are deceptive – don't confuse urgent & important. Minimize these.</i> <i>End of project reception.</i>	<i>These activities are usually a waste of time. Avoid them.</i> <i>Call client for update</i>

Dionisie Sauciu
 18/6/15
 ETL
 Effective Team Work
 Personal Development Plan

Section 1 - My Goals		Section 2 - Skills and Knowledge to be Learned		Section 3 - Next Steps	
What do I want to accomplish in the next three to six months?	Business to run.	What specifically do I need to learn? What project do I need to work on?	time management team leader	How am I going to acquire the skills and knowledge? How am I going to do this project?	Time
What do I want to accomplish in the next six months to two years?	to make it work.	Example: become a Student Affairs Officer; learn computer graphics		Example: take Dreamweaver class; do an informational interview; set up a project outline	
What do I want to accomplish in the next two to three years?	opening offices	What are my overall goals that I want to accomplish in this time period?			
Long-Term Time Frame					

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

Student Name: NICHOLAS SAUCIER

Student ID: 1816175

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: _____

Date: _____

Ex.2

This task is designed to see if you can summarise ideas from course materials in your own words. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

ALDI with it's revolutionary business model xros the mind several efficient ideas to increase productivity, profits, and consumer satisfaction.

The brand has a policy to no advertising and relies mainly on word of mouth. This reduces the expenses of the company and results in more discount for customers.

The company focused on less but more efficient employees.

To ensure efficiency the company used strategies like, thifty's

They used local product where it's possible to avoid to pay for transporting

Lecturer's comments: This is quite short. You have understood the main idea of the article. But there is quite a lot of detail you have not included. There are some challenges to expressing yourself on paper in English.

Lecturer's signature:

Date: 20.08.14

Keep practicing!

