

Module Leader: Lloyd Beharry. Module Title :

Academic and Employability skills {BMSW4001_LON}

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INTRODUCTION:

First and Foremost let me define Academic and Employability skills ,This is a set of achievement skills , understandings and personal attributes that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits ,themselves, the work force and in general the whole world.

I am going to reflect about my learning this module and I am going to refer to Gibb's reflective cycle 1988, the initial experience, Description, feelings /Reaction plan ,Conclusions specific and Conclusions general.

In this module academic and Employability skills I have so far acquired the knowledge of understanding, the reason why I should achieve higher Education, So that I can be able to know more about our daily lives in the society we are living in today.

Secondly this module academic and Employability skills has been useful to me academically because I have been able to learn the seven topics so far in this module and let me mention them, I will start with Paraphrasing, Summarising, Continuing Professional Development {cpd}, Followership, CV writing, Covering letter and Critical thinking. I am going to explain how useful each of these topics has been so helpful to me .

And I will start with paraphrasing and I will also mention the eight steps of paraphrasing, these are Read, Think, Understand, Go away, Return,, Write, Check, Cite.

And in my understanding the meaning of Paraphrasing this is the changing of words from direct Quote his or her own way of phrasing.

In this topic Paraphrasing , I am learning to practice exercise word order and changing word order, I have been able to learn how to think ,because in this topic we have to apply thinking in it to be able to summarise ,These two topics paraphrasing and summarising, you have to be able to write and then summarise so that you can be able to show your understanding of the original source.

These two topics are useful to me because I am learning to be clear in such a way to make people understand me as I have to follow the same order, logic as the original.

Let me also define Summarising, In my understanding the meaning of summarising I would say that this is a short clear description that gives the main facts or ideas of Texts, Passage, Lecture etc.

Once a report is written then the next step will be summarising and once summarising is done then the report will be ready to be published either in Papers or on Television and on Radio. So people will be able to listen and read and understand, as it is stated that we summarise to report the ideas or work of another writer in our own work, so this makes it easy to read the report and understand the main facts or ideas and also you get to know the whole meaning of the report and also to be able to identify the key ideas in any written report and this is one of the most important part of summarising.

This topic summarising I have been able to know the summarising techniques: These techniques are as follow, identify the key ideas, Take notes, Organise them in a logical order, Link the ideas concisely. I will also talk about these techniques one by one and I will start with, Identify the key ideas, In this technique this helps the reader what is written is all about, because the summary, once the is summarised then anyone reading that context will be able to identify the key ideas. Take a notes, this is also another technique, it helps someone to understand the written document and makes anyone to succeed in attaining the all information and it can help someone as well to be more faster when taking notes and assess them.

Organise them in a logical order: this technique helps someone to make a good preparation for the event incase he or she is chosen to do a presentation for an organisation he or she will be representing.

Lastly in summarising techniques is the, Link the ideas concisely, in this techniques, I will say you have to use a few words in order to convey the idea briefly and straight forwardly, in this technique, can help anyone to describe paragraphs and speeches to be able to use a few words that he or she have chosen. Paraphrasing and summarising, these two topics has been so useful to me in my learning the Certificate in higher Education skills for the workplace, I have managed to understand the differences between paraphrasing and summarising and now I am able to use both topics in the right form, where each belongs.

As it is stated that learning is a process, I will keep on learning more about paraphrasing and summarising and by the end of my course I will be able to know more about paraphrasing and summarising.

CONTINUING PROFESSIONAL DEVELOPMENT.

In this module in the first semester we were taught about Continuing Professional Development {CPD} in my understanding I am going to define it as the on going process of developing. I will mention a few examples of Continuing professional development, Learning, Supervision, Training etc.

Continuing Professional Development, We learn many different things and that's how we develop in our learning day by day. Infact it depends on someone's skills as well, Skilled people have a chance of learning new things and also they can be able to create new things which determines their skills, In this case I will refer to footballers, Some footballers are not

born with skills ,but if they keep training and put in more effort they end up performing well and they become real professional or big stars.

Continuing Professional Development {CDP} once you are able to Learn and Train then you will be able to achieve your goal, determination is one of the main point in everything ,once you are determined then you will be able to learn new things in our lives.

I have been able to explain Continuing Professional Development, My conclusion on this topic I will say that Continuing Professional Development is about making a pledge to the life time learning, As it allows the individuals to keep their Professional Development Continuous despite of age factor and also it helps people in developing their skills, So that they can move forward in the process of learning or improving day by day.

FOLLOWERSHIP.

In this module I have been taught Followership and according to my understanding the meaning of: Followership, this is the relationship which engages Leaders and his followers and also Followership I would say that it is the first step in development of become a Leader.

The difference between the two parties ,I will say that Followers form a group, which is seeking to have a Leader to led them through their daily lives and also Leaders need followers , Leaders needs followers to become leaders and followers need leaders to become followers and I will also say that Leaders have to be transparent in order to take decisions and be able to stand firm at all time.

A Leader have to engage with his Followers in order to meet the party's ambitions, Leaders set up projects ,but followers must be supportive as well so that they can fullfill what they are aiming to achieve.

This topic a Leader have the main key points which they want there followers have to know. I will start with the first key point ;,where the boss stands and what does the boss want and also the Expectations and lastly the goals that need to be.

In this topic Followership I have been able to know what followership means and the differences between Leadership and Followership, I would say that it's a big achievement in my learning, I would give my Conclusions on Followership as the best step for anyone willing to purse a degree in Leadership management because in this topic it teaches us about people ,People you willing to lead as there Leader. So to me this topic has been so useful to me in studying this course and I will use the knowledge I have acquired in this topic so that I can become a good Leader or a good follower.

CV LETTER WRITING

In this module I was taught how to write a CV letter and I will define a CV letter Writing as a document aimed at convincing an employer that whom I am and my Qualifications ,Work Experience and my skills makes it worth while for them to offer me either work experience or a chance to move forward in a formal selection process.

Before studying this course ,I didn't know how to write a cv letter writing, until when I started this course, and this topic has been so useful to me in such away that I also know that cv letter writing is also a topic on it's own. I am now able to write a cv incase I am

applying for a job, because I have a clear idea about what a cv letter writing is all about, being able to do so , it will help me in my daily live and also in the future as I am in a process of learning, if it wasn't this module Academic and Employability skills for the workplace, I wouldn't be able to know how to write a cv, but now I have been able to acquire the knowledge, skills attributes and others things.

My Conclusion on this topic cv letter writing, it's so useful to me and I am glad that I will be able to write a convincing letter to the Employer in the future..

COVER LETTER WRITING.

Cover Letter Writing : Is a professional business letter which provides an employer with an introduction to an accompanying CV. {Morgan,2017:339.}

Cover Letter Writing ; In my understanding as well is also a written document when someone is writing it to introduce himself or herself to an employer when seeking for a job.

In every company someone is trying to apply for a job, the management of the company will request him or her to write a cover letter and the company will also need to know working experiences, skills you have got and you have to be able to show you meet the requirements for the job you are applying for.

Secondly Cover letter writing ,this topic has helped me to know what I can do for the company, because when you write a covering letter they need to know how you will be able to improve the company ,so when writing a cover letter you must include it as well, I will give an example in case you are chosen to be a financial controller of a company, in this position as a financial controller you need to know the role of financial controller and in my understanding the role of financial controller is a company or organisation lead accountant, He also oversees the accounting activities , like money coming in and out of the company.

Through this topic cover letter writing I have been able to master the main things ,I have to write in a cover letter when addressing it to a company or organisation. I will be able to sell myself to the employer as I am the right person with the knowledge and skills and a perfect candidate for the role as financial controller when I apply for a company looking to recruit a financial controller.

In this topic cover letter writing I have mastered the main points and I have been able to explain, I would say that in this topic I have been able to know the meaning of a cover letter writing, now I am able to write it .

ANALYTICAL AND CRITICAL THINKING

Analytical thinking skills : Is the mental process of breaking down complex information or comprehensive data into smaller parts. And here are the analytical thinking skills ,problem solving skills is one of the main key point in this topic, because this skills helps you such in away, to be able to talk to anyone , In terms of communicating with different parties, when things are not going well in a party or in a team and this is when you need to be more efficiently because you need to bring back the parties together.

This topic is so useful to me ,because I have been able to learn about the Analytical thinking skills ,Problem solving as one of the main key point in this topic and also Learning

to negotiate, I would say they are so helpful as well when it comes to analytical thinking skills.

Problem solving skills you are able to solve issues happening in a party and learning to negotiate this helps to be a go between, between the parties and you are able handle every situation, here you need be transparent to make both parties satisfied with the outcome of the negotiation.

CRITICAL THINKING.

In this module I have studies about critical thinking skills and the lesson aims of this topic is to understand what critical thinking is and to know the examples of critical thinking skills, and also to know how to improve your critical thinking as process of actively and skillfully applying, analysing and the reflection, reasoning and communication as a guide to belief and action.

This topic is so important in our daily lives, because it teaches us how to think and reason at the right time, before discussing something we have to think first, because if we just say whatever we think, then this could put anyone in trouble, we may end up offending other people of what we are saying to them, that's why we have to think critically so that we can come up with good ideas.

However I will say that this topic has really helped me towards my thinking and I feel like I am now able to talk in a properly way.

Let me say that I wouldn't annoy any one, also let me put it this way as I will try my best to think first before I speak, I am also learning more about critical thinking as one of the key skills that applies to everyone as an aspect of our studies, because in studying we learn and we have to think as well. What makes it us Learn, it is because we Learn new things everyday, I will give an Example of reading, when we read new books or articles, we come across new writings from other people and this makes us to think if the information written is interesting or collect.

My Conclusion on this subject and in general the all course, the Certificate in Higher Education skills for the workplace as I wrote this assignment, I have along way from achieving my goal, as I stated my ambitions in my writing, I am going to keep learning each day goes by.

So far my experience at the University of Wales Trinity Saint David is so amazing and I am looking forward continuing my further studies at the University and this subject Academic and Employability skills in workplace is a wide subject where by when studying it you come across a lot of new things to Learn and prepares you for the higher Education and like I said before that when I finish my Certificate in higher Education in workplace. I will be able to do a BA Hons in Leadership Management, which I am aiming to achieve in the next three years from now.

Lastly this Module has been helpful in my daily lives, I have been able to make a strong relationship with my classmates as well and the Lectures have been so helpful to me and I would like to thank them for their time they spent teaching me and I am looking forward to Learn more from them.

References

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Appendix