

MODULE: ACADEMIC AND EMPLOYABILITY SKILLS
BMSW4001
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Introduction

Conventional skills are required for successful professional and better quality of practise. Each profession requires a variety of standard skills, all dependent on who you work with (the elderly, babies or young people) and the work environment. Employable skills can transfer from multiple employment positions. In hiring these skills are high in demand and aid to the competitive work field. One competitor will not possess all the skills and varies between competitors. It is vital to gain employable skills. Employable skills can identify personal growth during a person's employment, reinforcing the development of one's skills. Some skills are job-specific however the others are referred to as 'soft skills'. Soft skills are fusion of peoples, social, communication skills; attitudes towards working; listening skills, flexibility, problem solving, leadership, responsibility, teamwork, negotiation and conflict resolution. Soft skills are the building block. These soft skills will be more important depending on the job's/ employer's expectations and very desirable traits in a candidate. An understanding of what abilities that are possessed and the skills that need improvement. In the end of this study, recommendations have been provided that can ensure my growth in the future.

Discussion

It is also beneficial to academic and professional fields to possess soft skills building good rapport with others helps lead to a more successful communication, problem solving and strengthens teamwork. In a changing world that is changing employable skills will pivot your chances on grasping high opportunities and position in a workplace. The communication between team members reflects attitudes towards team situations. A person needs positive

behaviour and a strong will to participate. Whilst working amongst a team understanding the boundaries in the conduction of your behaviour; emotional intelligence displays how well you work and comprehend the way you conduct yourself, verbally can affect other (positively or negatively), When aiming for a desired target; taking in account others opinions and not just your own personal beliefs and values. Emotional intelligence required for you to have control over your own emotions. With emotional intelligence come ethics, employers/companies are wanting someone who will follow the rule, be trustworthy, honest and know their boundaries but as well sometimes taking risks for a more innovative approach to work.

I have more of a grip when it comes to handling people situations, then my own. I can sympathise and understand boundaries that I can and cannot cross when it comes to others personal belief or matters. This helps keep my personal relationships separate from professional one, however sometimes I can be very friendly that can mislead the direction of relation I make.

Difference between academic skills and employability skills

Academic skills require career and college ready skills. Academics skills you foundation subjects (Maths, English language and science.) Employable skills revolve around work environments (21st century economy) these skills are not limited and easily adaptable. Employability skills make someone more employable than others In a study the results exhibited a gap between academic and employable skills. A percentage of academic skills are not transferable to employable skills. 22% of teachers in the U.K. also believe that the institution does not efficiently prepare their pupils with employable skills. A small percentage (6%) of institutions confidently say their pupils are equipped with skills for employment. In responses to this, looking at Generation Z employable skills, a repetition of overconfident behaviour was projected that could not equilibrate with work, and a consistent need of support. A study showed that confidence plays with how well someone's employable skills. More people with doubt and lower self confidence displayed better employable skill than others who misplaced confidences as the correspondent was unable to put into practise when they were asked to show their skills.

After years of working as a nail technician and as a sales consultant. When I stopped working, the skills I had mastered as a nail technician had advanced. Currently within the U.K. over 50% of people aged from 16 to 65 have not demonstrated adequate employable skills. I recognised my limitation in the moment, I was behind. To improve my current (then) skills as a nail technician before I sought a new position. By taking a course in 2010 I needed to equip myself for the new demands in my field. In the U.K. the change can make the future of jobs unpredictable, and the types of skills required change as well. Certain skills that people deliver that a robot cannot replicate. Several years later in 2017 taking another refresh course.

Forbes believes that there are 10 core employability skills that are needed to be successful within the workplace in 2020.

1. Complex problem solving.
2. Critical thinking.

3. Creativity.
4. People management.
5. Coordinating with others.
6. Emotional intelligence.
7. Judgement and decision making.
8. Service orientation.
9. Negotiation.
10. Cognitive flexibility.

However, Forbes' question as well as acquiring these skills get you far but is that all it takes to be successful?

It definitely takes more than just 10 employability skills to be successful. A balance between both academic and employability skills enable some to achieve more than possess one of the set of skills.

Why are employability skills so important?

Employers demand for skills from students coming out of education because even though good grades show how well you are academically it does not reflect your action in practice. Employability skills display achievement outside of the books. This could be shown through extracurricular activities. Having students that possess employability skills show a spectrum in the participation with both their education and profession.

Why are academic skills so important?

Academic skills encourage students to be more efficient and have better learning ethics whether it is in or outside of the classroom. These skills can be applied to a work environment as it creates more dedicated workers and inquisitive employees that can revolutionise the way of thinking.

I have gained multiple skills within my years of doing nails. I had also had a good relationship with my clients throughout my time in doing nails by using communication skills. I have been able to acquire and evolve these skills so that they are tailor to my clients preferences.

When working as a sales consultant I was able to transfer the communication skills that I had adapted when I was a nail technician and apply it with the client at my sales consultant job. It became an advantage for me in this particular area as a sales consultant especially, as I would continually interact with clients. I understand that this area of employable skills is my strongest. However I did have my weaknesses. As a nail technician I was isolated from other employees and had minimal interaction with them. Becoming a sales consultant forced me out of years on solo work into a diverse team it took time for me to adapt to the change to lead me to grasping a position as a leader for my section within the store.

STRENGTHS

- I showed leadership skills as I was positioned as a leader for my team. I understood what helped my team prevail and succeed, I was also aware of the shortcomings that held us back from doing better.

- I am also aware of my strengths and weaknesses; and understand what I am able to develop my weakness and strengths
- I communicate with others appropriately and professionally.
- I am very efficient, and manage my time appropriately.
- My independence. I never wait for someone to help me do a task. I am always determined to achieve the goal I set without the help of others.

WEAKNESSES

- I have a very kind heart, no matter how much I never want to do something I will always do out of the kindness of my heart. Sometimes it can help with making connections, however sometimes people can use it to get ahead of me.
- Risk taking and impulsive as I do not always think through an idea that I have in detail and they can become unrealistic
- Gullible. I believe I'm gullible and always play with the kindness of my heart as well as the way I make relationships with people.
- Conformity (Zimbardo Stanford 1971)

OPPORTUNITIES

- The skill that I possess have brought me many opportunities to move higher and in both my employment.
- I will continually progress and develop my skills where I am able to independently support myself; creating my own business.
- I decide to break out of my comfort zone and reach for employment that is not within my career bracket of experience. To further my academic knowledge but to prove to myself that I do different things

THREAT

- Financial issues
- My health's complications
- My lack of motivation to move forward (sometimes)

Reflection

Reflecting on my weakness I have realised that my skills within IT/computing are not the most efficient. In this modern world where most function within a work environment is now carried out by some form of technology. I have committed to a future plan of joining a course for computing so that I'll be able to independently work alongside technology.

I hope to become a social worker in the near future. This means I will have to apply my communication skills. Although my communication skills is one of my strengths I will have to re-establish my approach when communicating as the circumstances are different from the ones in retail. Along with improving my problem solving skill as the foundation to most cases when working as a social worker. I will have to be able to think fast but also detail and successfully resolve the problems.

I'm a friendly person that can be a problem as I can mix business with personal matters. I can become attached to a relationship and this challenges my professional abilities to make decisions.

Conclusion

In conclusion the research that I have seen has shown the academic skills can only take you so far. From personal experience I agree that academic skills can take you so far. I independently experienced that employable skills and determination will carry you higher however I also believe you need to alternate between developing both employable and academic skills will help you achieve the highest position you want to become. For me to become a social worker I will have to make an equilibrium out of both academic and employable skills.

Personal Development Stages

What do I want to accomplish ?

In the long run I hope to become a teaching assistant or social worker.

What do I want to accomplish in the next 6 months to a year?

I am determined to finish this course by completing all my assignments and take another step closer to my goal of becoming a teaching assistant (TA) or a social worker. I will be taking up functional maths and English to further reach my aim. This maths and English will allow me to attend University and start my degree .

For me to be able to accomplish this I will need to stay strong and work on my motivation and develop more of a resilience to procrastinating or becoming bored of the task I have been set.

My next step is to finish my classes here at the University of Wales. I will also take a computing class to help assist with me completing my assignment in this course without the aid of others. Also self studying functional maths and English at home and then taking the test to have my GCSE equivalent. This will allow me to join the university degree course. To then start a degree course that will help me closer to my goal at a university of my choosing.

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