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LDE Assignment 1

E-Portfolio

Module Name: Learning In the Digital Era

Module Code: ACCA 4025

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Introduction

Main Body

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): Report on Essential Academic and Employment Skills

Essential Academic and Employment Skills is a practical guide aimed at helping students, particularly those studying business and management, to develop the key skills required for success at university and in future employment. The books integrate academic, personal, and professional development by showing how learning strategies and employability competencies are interconnected. The authors encourage students to become reflective, self-directed learners who can transfer their knowledge and abilities effectively into real-world contexts.

The text covers a wide range of topics such as independent learning, communication, research techniques, teamwork, creativity, and wellbeing. It highlights the importance of understanding how one learns, managing time efficiently, and maintaining balance between academic work and personal life. Also places strong emphasis on developing emotional intelligence and critical awareness as foundations for lifelong learning. From these sources, three important skills stand out and they are explained below.

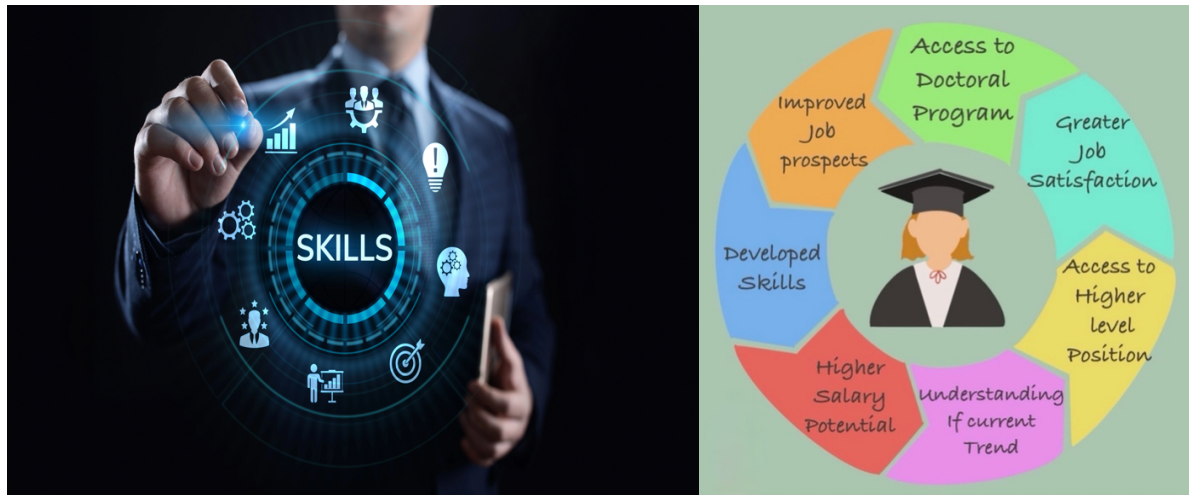
Effective Communication: The ability to convey ideas clearly and professionally, both orally and in writing, and to adapt one's style to different audiences. This skill frequently appears as a priority for employers and in academic development.

Time Management and Self organisation: Setting realistic goals, prioritising tasks, and balancing workloads to achieve consistent academic and professional performance.

Critical Thinking and Problem Solving: Questioning assumptions, evaluating evidence objectively, and generating innovative solutions, which are essential capabilities in modern workplaces.

Overall, the book serves as both a study companion and a career preparation tool, guiding students towards becoming competent, adaptable, and employable graduates.

Moreover, these skills enable individuals to share previously acquired knowledge clearly and professionally in front of others, which is essential in meetings, group work, and academic discussions. Developing these abilities not only enhances communication and collaboration but also strengthens one's professional presence, increasing opportunities for success in both academic and workplace environments.



- [1] K. Gallagher, "Essential Study and Employment Skills for Business and Management Students.," p. 370, 2022.
- [2] A. Taylor, J. Nelson, S. O'Donnell, E. Davies and J. Hillary, "The Skills Imperative 2035: What Does the Literature Tell Us About Essential Skills Most Needed for Work," p. 59, 2022.
- [3] A. Taylor, J. Nelson, S. O'Donnell, E. Davies and J. Hillary, "The Skills Imperative 2035: What Does the Literature Tell Us About Essential Skills Most Needed for Work," p. 59, 2022.
- [4] M. C. Schools, "Information, Grade 9 Employability Skills," Not specific .
- [5] N. B. a. C. C. Elisabeth Dunne, "Skill development in higher education and employment," *Differing Visions of a Learning Society, Volume 1: Research Findings*, pp. 105-138, 2000.
- [6] L.-E. Datta, "Chapter VII: Employment-Related Basic Skills," *Adult Education Quarterly* (Vol. 83, Issue 6), 1982.

Task 2: Collaborative Mind Map and Individual Poster

This section contains the link to the Mind Map I created in Mind Meister as part of the assessment task.

The mind map outlines key ideas and connections related to the topic.

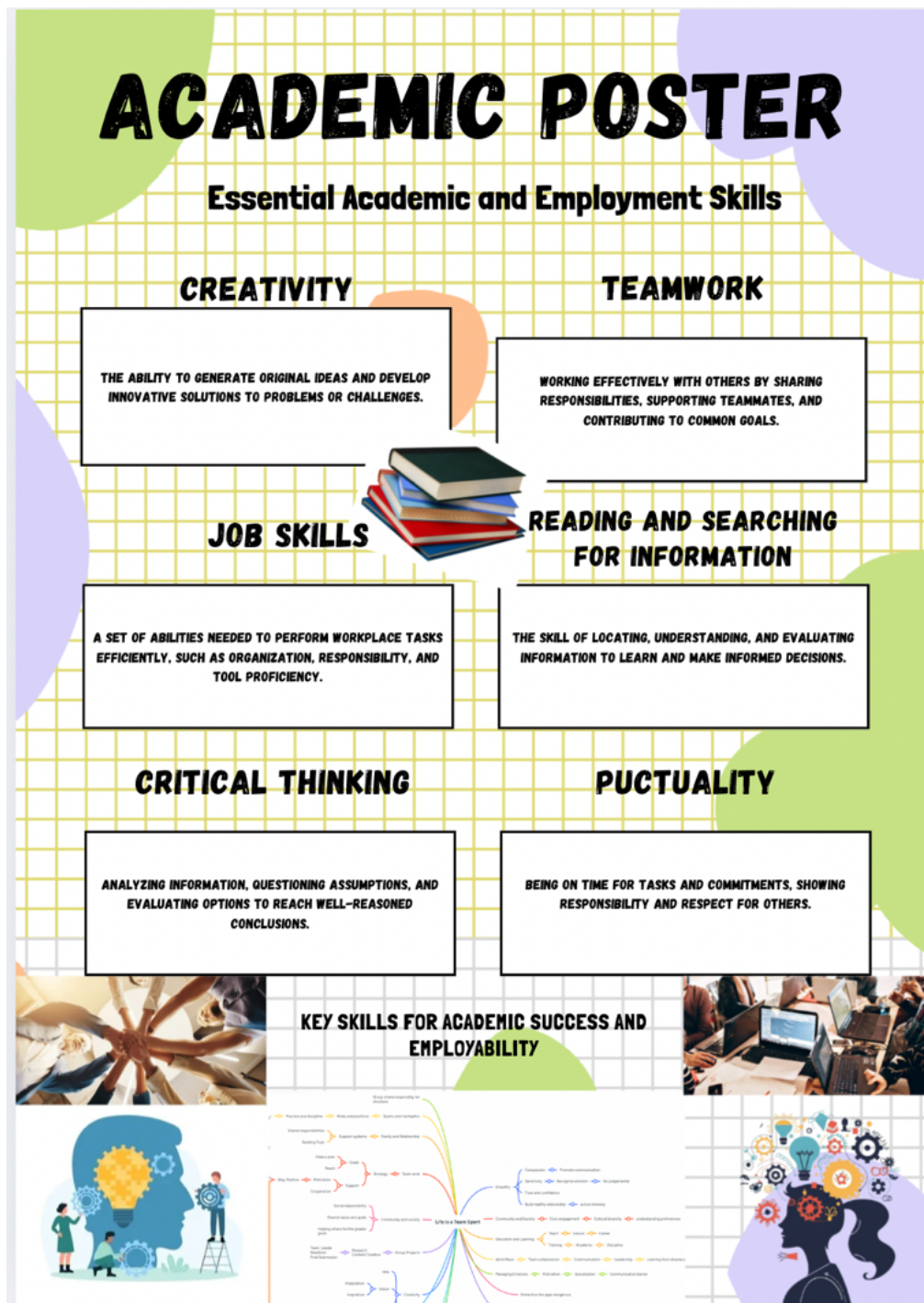
Please use the link below to access the final version:



<https://mm.tt/map/3845109854?t=SaMYlrstz7>

This document includes the link to my Academic Poster created in Canva for the assessment task.

Please use the following link to view the final design:



https://www.canva.com/design/DAG2_penoKY/vUd3QfjtBBW6WiCFWImBA/edit?utm_content=DAG2_penoKY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

Task 3: Virtual Collaboration and RefWorks

Report on Virtual Collaboration

Put your Chosen topic here

Step-by-step process of using RefWorks with visuals

Task 4: E-Portfolio Creation and Evaluation

Task 4 (a): E-Portfolio Creation

Task 4 (b): Illustrative Review of E-Portfolio tool Selection

Conclusion

References

Task 1 References:

Task 3 References:

