

Academic And Employability Skills

Academic Report

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Introduction

Employability skills refer to the transferable skills required by an individual to get employed by recruiters. These employability skills are associated with the knowledge, academic qualification, skills and attitude of the job seeker. Transferable skills are like the "building blocks" of our career which makes us employable for the sector or industry. Obtaining industry-specific employability skills helps us in gaining a competitive advantage and achieving our career goals. Through this essential expertise, one can get a job in the desired occupation and thus can benefit themselves, the economy, and the community. By using Kolb's reflection model, I will thoroughly reflect on some crucial academic and employability skills in the following (Future learn, n.d.).

Discussion

Topic 1: Time Management

Time Management is the process of allocating and balancing time properly between the activities. An effective time management skill helps us to complete the task within the given timeframe. It not only helps to better our own reputation in the workplace but also saves time for ourselves. There are some skills strongly associated with time management. *Prioritization*; prioritizing the daily task is the key to success. While assigning the tasks according to priority, one must consider a few factors like how important the task is for the organization, how long it will take, and which one is urgent among them (Doyle, 2019). *Task management*; creating a to-do list is an effective way of doing all the important tasks without forgetting. Remembering all the tasks can make a person overwhelmed and exhausted. To-do lists are exceptionally helpful here. Some other factors equally associated with time-management skills include cleanliness, high adaptability, and low dependency, effective communication, and the use of productivity software (Indeed.com, 2020). Time management skill particularly grabs my attention the most. Through the classroom activities and my academic research, I realized how important it is to prioritize and manage our tasks properly. Moreover, good time-management skill is applicable for every situation, such that no matter which company I work for, this skill will serve me the best.

The concept itself helped me in managing my time properly. As I am practising this skill more, I have increased my productivity level massively. The biggest benefit of this skill is that it teaches us the true value of time. Through this, now I stopped wasting my precious time thinking about my tasks. It offers a great work-life balance, helps to overcome deadline stress, provides us with the opportunity of getting some free time for our hobby, and most importantly, it resists procrastination and distractions.

The classroom activities contributed equally to developing my time-management ability. Starting from managing my classroom schedule to taking part in the classroom activities, this skill is more like a saviour. In addition, I learned a lot from my teachers and other classmates. My teachers, despite having such work pressure and hectic schedules, are successfully managing their time through this skill. Now I know that I can include this skill in my CV without any hesitation, although I still think that I should develop my communication ability more for this.

Based on what I learned in the course and my own realization, I now prioritize each of my daily tasks. I even set my 1 year and 3 years personal and professional goals and allocated time through this skill. Recently I came to know about bullet journaling, which is a systematic way of managing our daily, monthly, and yearly tasks, which I am eager to incorporate soon.

Topic 2: Referencing

Referencing is the process of acknowledging others' work and allowing people to locate the actual creator of the piece of work. Plagiarism happens when an individual submits works that are not their own without referencing the actual sources. From October 2020, Open University has legally acknowledged the "Cite Them Right Harvard Referencing guidelines". CTR is an online referencing software. Plagiarism is a legal obligation and must be avoided through proper referencing while submitting an assignment or project. Referencing is an essential academic skill as anything written without referencing is considered as own work. Apart from Harvard, there exist multiple other referencing styles like APA, MLA, Chicago, Vancouver, and many more. Legal modules must use OSCOLA for referencing (The Open University, 2020). Good referencing not only improves our assignment marks but also validates our arguments and enables the readers to know when the actual work was published. Information that needs to be recorded in referencing includes the Author or Authors' name, Year of publication, the title of the piece, Publisher's information, page numbers, URLs, and date when accessed (Skills you need. n.d.).

No student can submit an assignment without having proper knowledge of referencing and plagiarism. These two aspects are not only essential for our assignments but also determines our morality. Since plagiarism is a serious academic offence, my classroom teacher successfully instructed me on avoiding such legal obligations.

The skill of referencing not only helped me in avoiding plagiarism but also improved my learning ability. I can now organize my essays, reports, and assignments properly. By understanding the proper ways of referencing, I can now freely use vital information, quotations, and validate my own thinking by supporting other's work. It helped me in constructing my paragraphs properly and is definitely a skill that will help me in my employability as well.

The classroom sessions helped me the most in this regard. It helped me to differentiate between the areas where I should use referencing like using words from books, documentaries, journals, websites, and personal interviews and where I do not have to reference like writing my own experiences, in reflective journals, or in the conclusion of an assignment. In the classroom, we were asked some situational questions which helped me a lot like how we can deliver in-text references in case of paraphrasing or how to list all the references at the end of the paragraph.

In order to develop my referencing skills, I have been practising in-text citation in every assignment. Since I have access to the internet, I am using it to the fullest by reviewing others' work and how they are referenced. However, I would do more in-depth research about the new guideline of referencing.

Topic 3: Paraphrasing

Paraphrasing is an essential academic skill that refers to writing down other's work in our own language. It is an extremely useful skill to support our own line of opinion by using other's work. However, in paraphrasing, one must not change the meaning of the original work and must acknowledge it by doing in-text citation and providing a reference list at the end of the assignment. Some proven ways to paraphrase are by using synonyms or changing the order and class of the words without changing the meaning of the sentence. For example, "argues" can be replaced with "claim", "atmosphere" can be replaced with "ambience".

Example: "The electrical refuelling infrastructures are refunded up to 50% by the French state."
(Nicolas, 2018)

Paraphrase: Nearly 50% of the refuelling infrastructure of electric vehicles are refunded by the French state.

Paraphrasing is an important skill as by developing it, one can easily represent one's own perspective without getting wrong or vague. Moreover, each topic we discuss holds multiple dimensions and knowing all aspects of a particular subject matter is impossible. In order to establish our point of view with vast theoretical support, paraphrasing is the only available option. I am also developing my paraphrasing skill so that I can easily establish my arguments. Although proper credit must be given to the authors whose ideas we will refer to in our work (Using English for Academic purposes, n.d.).

Paraphrasing is beneficial in multiple ways. One can paraphrase with utmost accuracy only when he or she understands the concept properly. Thus, effective paraphrasing shows how well the author has acknowledged the concept. Similarly, we often ignore important quotes in our assignments to avoid plagiarism. Paraphrasing is a great alternative to direct quotes.

Like the other skills, I also developed my paraphrasing skills through the concerned course. In the classroom, I came to understand some essential techniques of paraphrasing. For instance, by making a list of important ideas, using synonyms, and changing the structure of the work, I can paraphrase effectively. However, I have to ensure that my writing is grammatically correct and does not involve any spelling mistakes. Online tools like Google search engine or online dictionary can help in paraphrasing.

I am practising paraphrasing a lot these days. The present assignment itself has epitomized my paraphrasing skills. In order to establish my point of view regarding academic and employability skills, I have paraphrased some ideas. However, I gave proper credit to the sources in each section.

Topic 4: CV Writing

A CV or Curriculum Vitae is a document detailing our educational, personal, and work details. It is more like a marketing tool which we use to advertise our qualifications and skills in front of the employers. One key aspect of a CV is that it should be tailor-made such that must address the job applied for. Some common headings that each CV must-have, includes Personal information such as name, email, phone number and address, Career objective, Educational qualification, Work or Voluntary experience if any, Interests such as a hobby, Achievements if any, skills, and Referees. CV is an extremely important document to convince the employers about the qualifications and

abilities of the applicant and give them justifications on why they should select that applicant in the first place. However, people might get confused between a CV and a Resume. Although both of them are used to represent the applicant in front of the recruiter, a Resume is more like a short version of a CV where the information is provided on a surface level. Having a visually captivating and precisely articulated CV is always appreciated by the recruiters. In the USA and UK, CVs are particularly demanded when applying for medical, education, scientific, and research positions (DayJob.com, 2020).

A CV is more like a replica of ourselves in a written format. It not only provides a list of our life such that our educational background, personal interest, and goals of life, but it also introduces us to someone we never met face-to-face before. For most of the job positions, we are often asked to submit our CV first, and we receive further calls from the employers only if our CV manages to convince them. A CV must be designed thoughtfully as it is more like a way of communication with the recruiter. I have already applied for a few job posts where I submitted my CV. For each post, I made a thorough investigation of the company and job designation and then customized my CV according to that.

The CV supports me in a good way. It helps me to showcase a positive outlook and allows me to demonstrate my true potential to employers. I can easily highlight my strengths and experiences in the CV.

Since my course is "Certificate of higher Education skills for the workplace", CV writing was an integral part of my classroom. My teachers thoroughly helped me in developing my CVs. Through the classroom, I came to know about the ethical aspects of CV writing. Such that I should give only two referees and one of them should be from my academic context. It also taught me that I must take a person's consent before adding them as referees.

I am thoroughly working on my CV writing skills as I am now taking the help of online tools as well to design my CV. My family members who are already working in the corporate sector are also helping me with their knowledge. Currently, I am working on a CV for a job in my desired industry.

Conclusion

In this academic report, I thoroughly described my own employability skills and how I am working on developing them more. I structured the report into two sections as I believe that a deserving job seeker must penetrate in both academic and employability levels. While I reflected on my academic skills through referencing and paraphrasing, I also successfully derived my employability skills through CV writing and time management.

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