

ACE PRACTICAL PORTFOLIO

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INTRODUCTION

- Academic and employability skills play a key role that ensure success of individuals in academic curriculum and career prospects (Husam, 2019).
- Strategic implementation of academic skill and employability skills are crucial for success in academic and professional careers.
- Skills such as time management, academic writing, summarizing skills, and public speaking and presentation skills are some of the core academic skills used for enhancing and developing personality and attributes.
- Self analysis tools such as SWOT analysis, and PDP are discussed in the presentation.



Figure 1: Academic and employability skills
(Source: Husam 2019)

SWOT analysis

<u>Strength</u>	<u>Weaknesses</u>
•Time management •Academic writing •Problem solving •Decision making	•Verbal communication •Low self esteem and confidence •Technological skills
<u>Opportunities</u>	<u>Threats</u>
•Learning new skills •Enhancing knowledge •Developing confidence •Networking in workplace	•Technological changes •Language barrier •Changes in process



Figure 2: SWOT analysis
(Source: Cachia 2019)

SWOT analysis

Strength

- ▶ While attending the class during the module academic and employability skill, I found skills, some of which were categorized into strength and weakness factors.
- ▶ Some of the attributes such as time management, academic writing, problem solving, and decision making are the skills that are important to achieve relevant academic skills and professional skills that can further enhance my strength to utilize opportunities.

Weakness

- ▶ Some of the attributes such as verbal communication, low confidence, low self esteem, self-esteem and technological skills are the attributes which affect my performance in a negative manner.
- ▶ As per the opinion of Griffiths et al. (2018), I am better at written communication, whereas I lack proper verbal communication skills which hinder my performance.

SWOT analysis

Opportunities

- ▶ From the perspective of Scott et al. (2019), employability skills provide students the opportunity to enhance their career prospects.
- ▶ Enhancing my existing skills and learning new skills can maximize my probability of working in a desired field.
- ▶ This will provide me with the opportunity to learn and develop my personality and skills.

Threats:

- ▶ There are skills the lack of which can prove to be detrimental for the student and pose a threat for development in academics and the workplace.
- ▶ As per Cachia, Lynam and Stock (2018), the lack of relevant skills in academics and workplace can be a risk factor when students are only focusing on skills that increase grades.

TIME MANAGEMENT TOOL FOR ACADEMIC AND EMPLOYABILITY SKILLS

- For better performance in academic, professional growth and career development time management skill must be practiced diligently
- There are different tools, such as Eisenhower technique, Pomodoro method which can provide assistance for time management.
- Other tools which are also used for effective time management are time tracking software, calendar, note taking, and time table which helps to effectively manage time.



Figure 3: Time management
(Source: Griffiths 2018)

PDP FOR ACADEMIC AND EMPLOYABILITY SKILLS

Priority/ Factors	Skills	Present ability	Target ability	Development opportunity	Success criteria	Time (in weeks)	Evidence
First	analytical skills	Low interest in analytical changes	maximizing interest for changes in analysis	Using applications Identifying necessity and relevance	Successfully using analytical abilities in academics	7	Feedback from team members and tutors
Second	verbal presentation	Lack of self esteem and confidence	Optimising public speaking and presentation skills	Practicing by oneself and in front of acquaintance to develop confidence while presentation	Successfully delivering presentation and public speaking	4	feedback from audience and team

CONCLUSION

- ▶ This report discusses the relevance of academic and employability skills through the use of reflection model.
- ▶ The presentation entails an introduction, SWOT analysis, time management and a personal development plan.

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