

REPORT

ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001)

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31/08/2020

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1. Introduction

I am about to write a reflective report on my experience of this module. A lot of issues have been discussed in the class and these will be reflected on the following. I have attended the online lessons, and in the class, I have understood about how I should paraphrase anything that I have researched. The academic work requires proper citations and references because it is used to hold the quality of the work. I have learnt about tools such as 'Cite this for me' or 'Google Scholar'. Our teacher has talked about how to write the personal statements. It helped me learn to reflect my personal abilities. In the module, lecturer showed how to write a CV correctly and also discussed about different types of CV.

2. Paraphrasing and summarizing

Reflection is an important tool for any individual to critically analyze the performance and experience sustained from a specific act. With the help of reflective account, any individual can be able to understand the gaps and flaws in the performance (Chalk and Hardbattle, 2017). So, individuals can try to make effective plans for solving the gaps in the performance. This is why, reflective account is very important for an individual to make decisions in different ways. I have used the Kolb's experimental learning cycle to reflect the topic that I have experienced throughout the module. In this module, in the class, ideas about paraphrasing and summarizing have been discussed.

I have attended the online class, and, in the class, I have understood about how I should paraphrase anything that I have researched. Copying the papers of others is an academic crime and I have learnt about how to avoid this dilemma (Hunter et al., 2017). So, in the class, I learned how to do it and I can paraphrase any material simultaneously. Teacher has taught us various techniques to paraphrase any material. I have also learnt about the techniques that can help me to summarize any material. By focusing on the explanation of my tutor, I have also been successful at improving the writing skills. I have been successful at writing any report in a critical manner.

Throughout the experience, I have also learnt the critical analysis system. In future, if I am given with the opportunities to do the same task again, I will try to avoid the active paraphrasing. I will

need to understand the whole thing and I will have to paraphrase the article on the basis of that. In this process, summarizing will also be getting easier (Chan, 2019). With the help of it, I have also improved my writing and analytical skills and capabilities. Summarizing skills have been supportive for me to improve the creative writing skills too. In this way, I have been facilitated with the assistance of the paraphrasing and summarizing.

3. References and citation in academic work

In the academic writing, plagiarism free writing through the references and citations are very much important to be clarified. In order to avoid the plagiarism, teacher has talked about the references and citations. The academic work requires proper citations and references because it is used to hold the quality of the work (Doig et al., 2016). Teacher has told us that citations and references will be helpful for viability of the work. As the result of it, the reliability of the academic work can be improved in different ways. So, in the class, I have learnt about tools such as ‘Cite this for me’ or ‘Google Scholar’. As the result of it, I was capable of using different method of references.

In this course, I have effectively learnt about the Harvard format. There is also some renowned format available that can make a paper reliable. Through the referencing method, I have been successful at improving my writing skills too. I have been able to improve my formal communication skill with the assistance of it. The formal communication skill is being supported through the exact information and facts (Chan, 2019). If the references and citations are being used, the information will be reliable. So, because of passing reliable information, formal communication process will be improved.

In terms of active experimentation, I can say that I can also learn some other new type of referencing and citations. As example, I can learn about how the APA style of referencing can be administered. With the help of this APA style, I will be capable of improving my research and learning skills. For example, to make any research, I will have to focus on various method of the research. So, these methods of research will be supporting to improve and increase the skills in various manner (Evans et al., 2018). As the result of it, the references and citations will be capable of improving skills in simultaneous manner in various ways.

4. Effective CV writing

4.1 Personal statement

So, in the module, I was also told about the issues like personal statement and so on. Lecturer has talked about how to write the personal statements. By the help of personal statements, I have been able to learn about how to write and reflect my personal abilities and gaps (King, 2016). There are various tools that are concerned about the personal statement. As example, the personal statement will have to be administered through the personal statement cycle. So, I have learnt about how to reflect my personal abilities. It will also be supporting me to find the gaps in my condition. I have learnt that I will have to find out the strengths and weaknesses of mine at first.

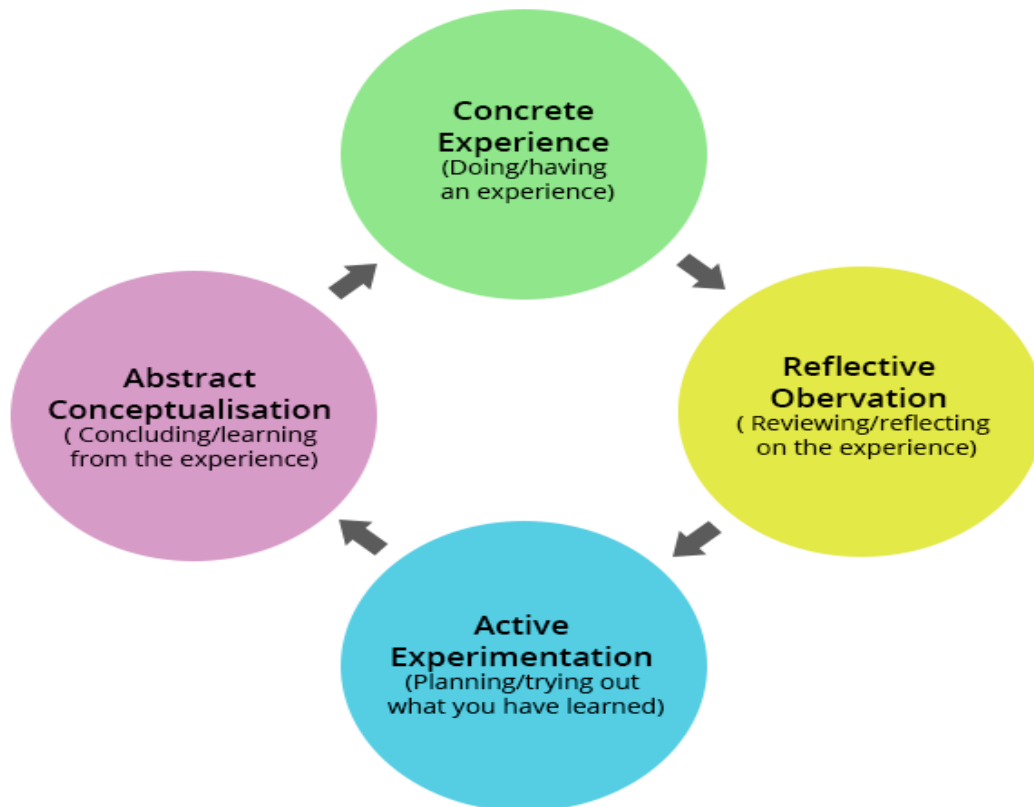


Figure: Kolb's cycle of reflection (Moon, 2016)

In this process, I have learnt a method of carrying the SWOT analysis. Based on the SWOT analysis, I have also learnt about how I should make plans for the career improvement. For example, in the professional career, I will need to improve different skills to harness the opportunities along with tackling the challenges (Rust and Ely, 2018). So, it has supported me to improve my skills regarding making SMART objectives for my professional career. By the help of personal statement, I have also been able to demonstrate my personal capacities in various effective manner. In this way, I was also be very much successful at producing a personal development plan.

Following this, by using the experience, I have been able to develop several kinds of plans. I will be able to improve and demonstrate the capabilities from various point of view. Active experimentation of the process will help me to work on the matter in a different way (Stefani et al., 2017). If I am given with the chance to work in a different way, I will try to develop the ideas about skill audit too. When I have been using skill audit alongside the SWOT analysis, I will be able to improve the operational skills in various ways. In this way, I have been successful at improving my skill gaps in several process. So, this is how, I can improve my professional and personal skills.

4.2 Types of CV

In the module, teacher has also discussed about the types of CV. There are various types of CV such as chronological, functional, combination, and targeted. The chronological CV is consisting of the working experience on the chronological manner. To get any solid job, the chronological CV can be used and applied. Following this, the functional CV is used to include the skills and abilities at first (Vince, 2018). I have learnt that chronological CV is completely focusing on the experience of the working where functional CV is used to administer function and operational skills and capabilities. In a combination CV, both working skills and experience are used in this format.

There is a new type CV that helps to customize the whole process according to the general skills and capabilities for a specific job. So, these are the main types of the CV that I have been able to

learn. From the experience, I have learnt that combination CV is the most important type of issue to be considered (Stefani et al., 2017). In class, teacher taught me about the combination CV, and I have used this method to make a CV of my own.

Refer to Appendix 1

On the other side, I have also been able to reflect the process in which an effective CV can be made. I have learnt about how I should put my skills and abilities to classify them in the proper manner.

I have learnt that using the experience before skills can draw some extra attention of the interviewer. So, I am about to deal with these skills and factors from various point of view. Here, I can learn about how I should try to make a new CV for a specific job. If I am asked to write my CV again, I will try to make a targeted CV. With the application of targeted CV, I will be capable of fulfilling a specific target (Moon, 2016). For example, I am about to apply for the job role of sales executives. So, I will only target my CV so that my classifications can be matched with the requirements of the job. As the result of it, I will be capable of making a CV that will help me to get a new job.

5. Cover letter

Cover letter is the paper that contains the additional information besides the CV. Any kind of CV will require to be very summary but cover letter is used to perfectly state the ideas regarding skills and competencies. In this place, class teacher has tried to teach about the cover letter too. In the cover letter, I have been able to explain all the professional and personal skill of mine. I will also be able to state about how I have achieved all the skills and experience (Rust and Ely, 2018). So, cover letter is a very important tool for getting the job. In the class, I have experienced the precise process of writing a cover letter. I have learnt that a cover letter will have to be very much formal.

I will need to write formal cover letter by using the skills and experience about something. For example, I am applying for the sales representative. So, my cover letter must explain the reason

behind making me fit for the job. So, the cover letter of mine must contain the ideas about formal and informal information.

Refer to Appendix 2

In the class, I have also written a cover letter and my teacher has given me some feedback about that. I was told that I should write the cover letter clearly and by focusing on the job roles. So, if I am provided with the chance to write the cover letter again, I will be focusing on various process.

At first, I will have to research the total job roles and responsibilities. Besides, I will also have to create an argument about the eligibility of mine regarding the job (Vince, 2018). The discussion must be supported by the reference of the incident at which I have improved the skills. As the result of it, I will be able to work on the CV writing process in a better and effective manner.

6. Conclusion

With the help of reflective writing, any individual can be able to understand the gaps and flaws in the performance. By focusing on the statement of the unit teacher, I have also been successful at improving the writing skills. Through the referencing method, I have been successful at improving my writing skills too. To make any research, I will have to focus on various method of the research. In the professional career, I will need to improve different skills to harness the opportunities along with tackling the challenges. I have learnt that combination CV is the most important type of issue to be considered.

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Appendices

Appendix 1 CV

Nataliya Virych

8 Marryatt Court, Grey Vale

London W6 3HW

Email: nvirych@gmail.com

Professional profile

I am a final year of Higher Education in Skills for the Workplace (Health and Social Care). I am currently working as an assistant office administrator in an Accountant company. I have customer service and sales experience in retail industry. Skilled in prioritizing and completing tasks independently and able to work alone or as part of a group. I have some knowledge of the Bookkeeping activity. I am Multilingual experienced in greeting people at a welcome desk, serving over a counter or discussing in detail a client's needs over the telephone.

Skills

- Highly organised and with excellent personal time management
- Ability to work under pressure whilst maintaining quality of service
- Possess competent computer skills with strong knowledge of word, Excel, Power point and outlook
- Possess excellent administrative and interpersonal skills
- Ability to multitask in a fast-paced environment, able to prioritize tasks and consistently meets deadlines.
- Russian, Italian, Ukrainian and English

Work Experience

Assistant Office Administrator (2017-Present)

AMC Services Uk Ltd

London NW107LQ

www.amcservices.org.uk

Responsibilities:

- Meeting and greeting clients
- Dealing with correspondence
- Ordering office supplies

- General bookkeeping duties as instructed by manager
- Documents filing

Administrator to Director (2009- 2015)

FGS Snc Carpentry and Furniture Company

Siderno (RC) Italy

www.fgscale.com

Responsibilities:

- Creating designs for wooden furniture
- In charge of the overall running of the business and finances
- Communicated with clients and factory workers

Education

- University of Wales Trinity Saint David, London (2020- 2021)
Certificate of Higher Education in Skills for the Workplace (HSC)
Modules included Academical and Employability Skills,
Effective Team Working and Communication,
Digital Skills and Research Methods,
Psychology for Health and Social Care,
Problem Solving and Decision Making,
Professional Career Development.
- Certificate of Functional skills English and Maths Level 2,5E Ltd (2017- 2018)
- Diploma of Dressmaking (Ukraine), Level 4 (1992- 1993)
- High School N 24 (Ukraine) (1981- 1991)
Equivalent to A level: Ukrainian language, Maths, Chemistry
7 GCESes including English

References

References are available on request.

Feedback from Joanna Walsh

Overall you appear to be applying the content in an appropriate manner. However, please review as follows:

1. Personal profile.
2. Review the relevant job descriptions within your work experience and provide specific examples.
3. If following chronological order please remember it goes backwards. You must also explain any gaps.
4. You do not need to provide a transcript of each module within a course unless the prospective employer requires such information.
5. Please review language, structure, font, spelling and ensure consistency throughout.

Thank you

Appendix 2 Cover Letter

Cover Letter

Nataliya Virych
Flat 8,
Gilbert Hall,
Hanger Lane
London
NW2 5AU
natalia.v@gmail.com

15/07/2020

S A Smith
HR Manager
Emersons Green NHS Treatment Centre
Emersons Green
London
BS16 7FH

Dear Mr. Smith,

Application for the role of NHS Booking clerk, job number HC12621

I would like to apply for the role of NHS booking clerk position advertised in Care UK on the 12th of July 2020. This job is very interesting to me, because it involves working with people and I

have the opportunity to grow and move up the career ladder. Review structure and position of this statement

I have work experience as an assistant office administrator for more than 3 years. I have very strong administration and customer service skills; I have proficiency in PC usage including MS Office. I believe that I have good communication skills and in my last job I have spent a lot of time talking to customers over the telephone and face to face. Consider other ways for articulating the personal pronoun

I understand that this role will involve ensuring that all patients are treated in a professional and courteous manner.

I also enjoy working as a team with people from different cultures and backgrounds. I am sure that I can become a good specialist and can be a part of the team Care UK. I am enthusiastic to take the opportunity to contribute in your growing organisation. Too many 'I'

Please find my CV attached. Reposition

Thank you for taking the time for read my letter and CV and I look forward to hearing from you. Yours sincerely,

Nataliya Virych

Feedback from my lecturer Joanna Walsh:

I hope all well.

Thank you for the email and contents enclosed.

I have reviewed the cover letter which is on the right track just make some amendments