

BMSW 4001

Academic and Employability Skills

Assignment 1

Name: Ada Bamisedun

I.D: 2014210

Tutor: Lloyd Beharry

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Table of Contents

• Introduction/Background.....	3
• What are skills.....	4
• Academic Skill.....	5
• Employability Skills.....	6
• SWOT Analysis.....	7
• Skills Learnt from course.....	8
• My Career Choice.....	9
• Employability Skills Needed.....	9
• My PDP.....	10
• Conclusion.....	11
• Referencing.....	12

Introduction / Background

- Nowadays the job market is increasingly competitive in an altogether different way. To become relevant in one's chosen career, and be employable, there is need for one to continually upskill.
- The decision to embark on this course stems from my pursuit for learning and development, to gain those academic skills that are associated to employability skills in today's world of work.
- I will be discussing both the core academic skill and employability skills that I have learnt during the course of this study and how that will be applied to my chosen career path.
- An analysis of my SWOT will be evaluated as well as indentifying a Personal Development Plan (PDP) for my chosen career.

What are Skills

- Skills are things we learn that gives us the abilities to do something well.
- **Hard Skills** are referred to as technical skills which are easily quantified. Employers refer to them as teachable skills, for example; typing, computer skills, language skills or an academic qualification.
- **Soft skills** are those skills that are not easily quantified, such as “people skills” or “interpersonal skills” which underpins the way we interact and relate with people, critical reasoning and problem solving . An example of such skills are:
 - Communication
 - Motivation
 - Attitude
 - Teamwork
 - Listening

Academic Skills

Examples of Academic Skills

- Academic writing,
- Presentation,
- Referencing,
- Time management,
- Working with others
- Critical thinking
- Research

Employability Skills

Employability skills are the skills you have developed inside and outside of school that you can transfer to the workplace (class handout, 2020).

- Good communication
- Problem Solving Skills
- Use of Technology
- Negotiation Skills
- Time Management
- Organisational

SWOT Analysis

Strength

- Communication Skills
- Can Do Spirit
- Work well under pressure
- Positive outlook
- Numeracy skills

Areas for Further Development

- Use of technology
- Organisational Skills
- Time Management Skills

Opportunities

- Exposure to technology
- This presentation
- Apply for Job

Threats

- Competition
- Completing the Course
- Impact of Covid-19

Skills Learnt form Course

- Knowledge
- Evaluate Job opportunities
- Communication
- CV techniques
- Confidence

My Career Path/Choice

Support Worker

- A support worker can be described as someone who supports a person in their daily life, often because they are elderly or have a disability.

Employability Skills Needed

Support workers need certain skills to perform their duties which includes.

- Patience and respect
- Use of Computer
- Reliable and Team spirit
- Problem-solving
- Communication
- Safeguarding

My PDP

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success	Complete by/ Review date
- Gain professional Qualification - Complete Industry specific Training	Discuss need with Line Manager	- Flexibility - Furlough - Support from team members and management	- Assessment / Evaluation Report - Line manage appraisal and performance review	12 months
Gain confidence in leadership skills and management	- Learn by Observation/ Volunteering - Gain their friendship and trust.	- Task-Oriented support - Attend Management meetings	- Mentoring and performance appraisal during development programs . - Feedback from team and line manager	2-3 years
Manager / Head of Department	Take Managerial Course/training/ meetings	Mentor/coaching/ guidance Support & supervision	Evidence of meeting targets (PDP) Promotion within the company	5 years

Conclusion

- Skills for workplace course has equipped me with the knowledge of both the academic and employability skills required to my learning and development.
- I believe that doing this course has boost my self-confidence and put me at a competitive advantage in my future career pursuit.
- The SWOT analysis, enabled me to conduct a personal evaluation of my skills and to identify a PDP that correlates with my goals and aspirations
- I also know how to align my skills set to match a future job opportunity.

Thank You.

Questions and Answer?



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