

Academic and Employability Skills

Argentina Anica Sonoc 1906235

Academic and Employability Skills (BMSW4001_LON)

Resit Term 2

Lecturer: Sylvia Hoffmann

December 2020

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Introduction

In this report, I will reflect on my own learning skill by using the reflective model of Gibbs which I also learned in the last two terms. On the basis of the experience of the last two terms, I have chosen four topics to do this resit in an efficient manner. In this study, I will explain in which way the misconduct affected me as well as hamper me in this context. Apart from the misconducts aspect, I will examine employment skill, skill to source information and the time management skill to use the Gibbs framework to learn from the experience.

A brief introduction of Gibbs model of reflection

As per the requirements of the report, I have chosen **Gibbs reflective model** among various recognized one due to its lucid structure that helped me to reflect the report or indirectly guide me to a right direction (Sekarwinahyu *et al.*, 2019). Gibbs reflective model was developed by renowned author Graham Gibbs in the year 1988 through six stages to develop structure from the learning to experience such as *description, feelings, evaluation, analysis, conclusion and action plan*. By following the model, at the first instance, I will describe the experience and feelings and thoughts regarding the skills which learned in the last two terms experience has both good as well as bad sides that will be evaluated through proper analysis to make sense of the situation. In the end I will conclude about what I have learned or could be done in a different manner and in the future in which way to deal with similar situations would also be explained.

Reflection on Experience of misconduct and resit

In the last two terms, I experienced the first time the misconduct as a University Suspected that I took actions to gain unfair academic advantage. Initially, I was shocked as I thought how it could be possible in spite of doing projects on my own. Basically, as per the university rule, academic misconduct includes fabrication, contact cheating, collusion, plagiarism, fabrication of data as well as possession (Ison, 2017). When we got mail from the University misconduct authority, I was devastated that helped me to acquire strength to work in every aspect. As an initial process, University gave me the chance to show evidence from which site information was taken to prove that this work produced itself. It was the **positive** side of the experience while the lengthy process was the **negative** side. However, on the basis of the overall **analysis**, I realized that lack of proper evidence is the good reason behind the misconduct but lack of experience did not go well for me that affected the overall process. Basically, for the first assignment, I was so focused to finish quickly, I failed to focus on the misconduct aspects.

Therefore, when we got a second chance through resistance, I was not only happy but also motivated to prove the ethical perspective of mine as a student. In terms of the views of Velliaris (2016), resit is the exam that a student got when she failed to do it in first attempt. On the basis of the overall analysis, it can be **concluded** that resit is a good option to prove as a second chance but non compliance with rules allegation could terminate and suspend my student candidature under disciplinary action which may result in year loss. In the future, I will never repeat the same situation rather follow the professional code conduct which is full disclosure, trust as well as honesty.

Reflection on Employment skill

It is one of the crucial employment skills which I learned from the first term of mine by emphasizing on the behavioural as well as communication skill. As a learner, my **feelings** to know more is quite complicated, therefore, I realized to put a lot of hard work to improve effective communication as well as behavioural skill. From the **in class activities**, I have learned the theoretical importance of the employment skill in the work domain while from the **outside class activities** I Have learned about the practical knowledge to implement effective communication skills as well as behavioural skills in the real domain. I have **analysed** that the **positive** side of the in class knowledge regarding employment skill has helped me to understand why effective communication works but ineffective communication does not work and also helped me to develop a deep understanding of the concept. The **negative** side of the in class knowledge was to the lack of practical exposure to implement the skill in a proper manner. On the other hand, the **positive** side of the outside or practical knowledge which I experienced from personal experience, through various YouTube videos, is assisted to enhance skill and help to deal with real situations. However, in terms of the views of Collins et al., (2017), without theoretical knowledge, practical knowledge is less effective. On the basis of the overall experience, I can **conclude** that my all practical project went well because employment skills helped me to effectively reflect the skill. In the end, from both inward as well as outside activities, I have learned about various types of communication skills such as listening, non verbal communication, clarity and concision, confidence, empathy, friendliness. I have also learned behavioural skill is the task related, self regulatory as well as interpersonal behaviours that connected to the successful performance in the workplace setting. It is designed to help individuals succeed through persistent effort, stress management as well as effective instruction that assists me to stay productive as well as competitive in the long run. From the future perspective, I personally realized that my **action plan** will include more hard work required to put on open mindedness as a good communicator should be flexible as well as required to be

open to listen as well as understand the point of view of another person. Apart from communication skills, I will work on conflict resolution, decision making and empathy skills to stay competitive in the work domain as all the mentioned skills are intended skills by the employer within employees as per study found.

Reflection on Time management skill

Time management skill is another skill which is learned from the previous term and also mentions its importance in various occasions. Basically, after knowing about the skill, I learned its importance (**usefulness**) that allowed me to accomplish more work in a short span of time that lead to develop more free time and reduce stress that leads to achieving more career success (Ma et al., 2019). Learning this skill was a rewarding **experience** to me as it gave me a huge confidence boost that I always want as a learner or as a student. From, **in class activities**, I have learned about some pivotal aspects of time management skill such as goal setting, planning, communication while from the **outside class activities, such as from Youtube views and online free journals** I have learned about some pivotal time management skills that helped me to increase level of productivity which another aspect to stay productive in the competitive work domain. From my perspective, I have **analysed** that this skill helps me to deliver work on time, more productivity and efficiency with less stress that **positive** side while excessive enthusiasm to complete the work within time, I produce more error containing work which one of the **negative** impacts of the skill on mine. In terms of the views of the Tamanaee Far and Ghasemi, (2017), which I completely agree with, every skill is good and has positive as well as negative sides from the perspective of the situation. Through the learning of the skill, I searched through some literature on time management skills and found most of the successful people in the world use this time management skill such as **Richard Branson**, billionaire entrepreneur who starts his day at five o'clock to boost productivity to the maximum extent. In the end of this analysis, I can **conclude** that time management skill from my future scenario perspective, is one of the pivotal skills but improper implementation could develop stress by generating error in work. When I work with any project in the next time, I will set goals and will prioritize wisely to manage time effectively. It would be the **action plan** to do the same work in the future scenario.

Reflection on Skill to gather relevant information

From my previous term, I have learned about the skill to gather required information from various sources. In order to gather relevant information, primary as well as secondary are the sources that are used to search relevant research articles and information regarding the skill (Hahnel *et al.*, 2018). **Experience** was rewarding as I quickly noticed improvements that boost my confidence to search more sources to gather relevant and required information. From the **in class activities**, I have learned about the basic knowledge regarding the sources such as primary sources are the text based articles as well as literature considers and secondary resources are the biographical articles, magazine articles. From the **outside class activities**, I used the internet to search all types of resources in an instantaneous manner without wasting time through e library or free scholars. As per my experience, in the present time period, the internet is one of the important ways to gather information that **positive** side while **negative** side is the lack of maintaining ethicality that could in the long run affect the respondents in terms of leak personal information. My **analysis**, regarding the overall situation, is that in order to examine the literatures' critical thinking skill is required that used to some extent but more work is required to improve it. Furthermore, I have found strength to source information in this way (Changwong *et al.*, 2018). In the end, I can **conclude** that next time this skill would help to analyze the literatures, findings in a better way than others. Next time, as an **action plan**, I will use improved critical thinking skills to effectively examine literature to improve my writing skill to a maximum extent.

Learning from the last 2 terms and which one was more interesting for me

From the last 2 terms, I have learned not only about various skills but also have learned about in which way it is required to apply in real scenarios. For instance, from employability skills have learned the use of effective communication skills to stay productive in the competitive work domain. Importance and application of time management skills and various types have motivated me to effectively use this skill in the coming time period. However, the importance of critical learning skills to effectively analyze literature has also been learned from the last two terms. Therefore, on the basis of the overall analysis, it can be concluded that skill to gather relevant information from both the primary as well as secondary was the more **interesting** skills as well as experience for me. The use of the internet to grab information on the intended subject has helped me to discover new things in an effective manner. Another reason behind the **interest** might be the personal strength and interest to find information. On the basis of interest, I was expanding knowledge on analytical thinking skill, good communication skill,

open mindedness and ability to resolve problems to improve the critical thinking skill. In my understanding, task **1 was more interesting** than task 2 as I focused on my own academic as well as employability skill by inclusion of the in class exercises while task 2 was the extended part of task. Therefore, the success of the assignment is based on task 1 and for that reason it was interested me more than task 2.

Conclusion

Based on the above scenario, it can be concluded that Gibbs reflective model quire easy to reflect information in an effective manner. By effectively implementing the model, I reflected in which way time management skill, skills to gather information, misconduct experience allow me to learn about the skill from various aspects. As teamwork is important and effective employment skills help to resolve the issue in an instantaneous manner that **positive** aspect of the overall possess. By analysing all the skills and experience, I realized that the most interesting skill or experience was the sourcing information from both the primary as well as secondary sources and critically analyzed the literature in the effective manner that cleared from the overall aspect.

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