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- Task 3 Reflection
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In this reflective report I will be outlining key experiences and module topics for the first ten weeks at University of Wales Saint David Trinity. How my learning journey has been significant in my experiences at university and how it has shaped the way I learn. Meeting my lecturers, classmates, also events the student union have on during the calendar year. Which modules I struggled with and need to improve and those that I found uncomplicated. The impact studying on campus and homework has had on my personal life. What I hope to achieve whilst learning and how it will shape my future endeavours. My thoughts, feelings, and expectations for the ongoing year.

“Carpe diem” (Horace, 65bc-8bc)

Starting with the first module in week one until the last module in week ten. I found time management and understanding assessments to be the most relevant. Learning about Turnitin was an essential module to learn as I have not heard of it before. This module explained where to hand in assignments whether it be a draft or final submission. Turnitin also gives students the opportunity to submit draft assignments providing a report which tells you how much plagiarism and ai was used to complete the assignment. I found this to be extremely helpful.

My key classroom experience would be becoming a course representative. In my class there are three course representatives myself, Leroy Burris, and Asam Rashid. We are a good to pick as we are approachable, have a wide range of experiences and willing to take on the responsibility to the best of our abilities. I volunteered as there was not a female representative. It is important due to women only issues like health, personal, religious also my fellow classmate's regardless of sexual orientations may feel more comfortable speaking to a female representative, so I wanted that to be an option. This position has an impact on my classroom learning as I need to be available to check in on my classmates and pay attention to any issues that may arise in class or around campus. I need to make time in my personal life to attend meetings on teams, on campus, I also need to check my email and teams regularly for feedback from the students that are on in my classes. A course representative role will look good on my curriculum vitae and provide me with skills that can help me in the future with staff, dealing with colleagues and clients.

Enrolling on Business Skills for the Workplace at university, was a quick and easy decision to make. I have already been on a sewing course for two years- six months. I want to be able to start my own business with the skills I have and still obtaining. Even though I have been in a classroom environment for over two years, the first day on campus was daunting due to the unknown of what the first day and the rest of the year will entail. Learning what would be expected of us as students was an eye-opening experience as the sewing course I am attending is a leisure course with more practical work than written work and a relaxed learning environment. Studying at a university students need to research, meet deadlines for homework and assignments. Time management is the most important skill to have whilst studying and in your personal life. Having to navigate being on campus two days a week, one day a week on my sewing course, juggling homework for both courses has made me reevaluate how I schedule my time per week. In my personal life, sewing projects, time at my allotment, friends and family also have been impacted. During the summer holidays I have set time aside to complete my course notes, to do a learning schedule and make sure my calendar with social events is up to date. Making them colour coordinated and uncomplicated to update will make it straightforward for me to manage my time with little stress. I have learnt through trial and error that you only get one chance to submit a final draft to Turnitin. Therefore, students will need to make sure they label their final submission correctly. I unfortunately learnt about this in the Digital Skills course. I had an assignment to do an information poster the subject was on how to create a hyperlink

in PowerPoint using any of the Microsoft Applications. I chose to use Word. I created the poster with correct information and some sample images as it was my draft. Then I used Turnitin to submit my draft version of the poster the result came back zero percentage for plagiarism and use of artificial intelligence. I then edited the draft version of the information poster with the correct images that were required. Due to my human error, I labelled the final submission similarly to my draft that had not been formatted correctly and submitted said draft to Turnitin. When the error was brought to my attention it was too late to correct and there was no option to resubmit the final draft. The only option available is to contact the assessments team and they will remove the submission for you to resubmit the correct assignment. I feel there should be an option to resubmit at least once if the mistake occurs. I will be using my course representative role to bring this up to whom it relevant to as a few of the students on my course have expressed that this has been an issue for them. This mistake caused stress and worrying how to rectify the problem. I would not want to have that feeling again for the rest of my learning experience. The simple solution is to double, or triple check the final assignment I want to submit.

Being on campus, learning and navigating homework has come easier as the term has progressed. Learning about citations, Havard style referencing and academic paragraphs, really has stimulated my mind and piqued my interest in learning. Getting use to using a formal writing style will help improve my listening skills, spelling, use of the English language, and will be vital addition when I start my business. I feel confident any strengths and weaknesses will improve as the year progresses.

Looking forward to what the rest of Business Skills for the Workplace course will teach me over the next year and how I will use what I have learnt to help me start my business. Education is the most powerful weapon which can change the world (mandela,1994)

Quintus Horatius Flaccus (65 BC – 8 BC), Odes Book 1

Nelson Mandela, 1994

