

ACADEMIC AND EMPLOYABILITY SKILLS.

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Modul name: Academic and employability skills.

Modul code: BMSW4001_LON.

OXANA MOROZAN

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Introduction.

The purpose of this report is based on my reflective writing, about my studies and how this module helps me to understand and develop my employability skills. Based on my reflection it will be done by reflecting and analysing my term one and term two of studying by using module of reflection, theories of reflection, logical and critical thinking. In my report I will use Gibbs model of reflection.

Background. What happened.

“Reflection is part of learning and thinking. We reflect in order to learn something or we learn as a result of reflection and the term reflective learning emphasises the intention to learn from current or prior experiences” (Moon, 2004). According to Moon (2004), reflection is about thinking back of a situation. What happened before what was good what was bad, what I learnt and what I must improve for the future and to describe it step by step. I will use Gibb’s model of reflection. “It is not sufficient to have an experience in order to learn. Without reflecting on this experience, it may quickly be forgotten or, its learning potential lost” (Gibbs, 1988).

Before applying for University, I was very confused in what I want to do and what to learn. Previously I did not know how is to study in United Kingdom. Before I read and I get more information about studies in UK I understand that there is a big opportunity to have a higher degree in UK. I decide to apply for studying.

When I start to study in June 2019 everything for me was new, colleges, teachers, University, module of learning. At that time, I did not know nothing about how to learn. Because English is not my first language, I was scared and confused about my level of English, writing and speaking. In the first week of first term everything seemed to be very easy and I thought on that time I will be ok, and I will learn quick. Therefore, nothing was like I make my ideas in the beginning.

Feelings.

At first week of studying did not realise how hard it will be. Alternatively, it can be explained I thought it will be easy. In the second week I start to learn about Academic writing, grammar, vocabulary, how to structure a paragraph. Previously I did not think that comma can have a big importance in a sentence. When I start to learn more from forth week and teachers give homework to do at home I start to panic. Previously I did not realise what are my strengths, weakness, opportunities and threats. Only thing I knew, that I was very scared about exams, when we have an exam brief in class and teacher explained what we must do and what we must write, for me seems like "impossible". I did not know what an academic report or essay is. I never done it before. I felt very nervous and scared. For me, in the beginning of the study the learning process were very hard. I did not know about paraphrasing a paragraph, about summarising. Therefore, from in class exercise about summarising what I done in second term, I felt very dissatisfied by the feedback and grade that I receive. I expect higher marks. Lecture what I done all lessons missed on that they and was covered by other lecture. I felt very nervous and unsure, because we do not know each other, and he do not know my capacity. In-text citation and references were hard to understand it, like completely new dimensions in academic writing, for me. Therefore, in the past I do not done any referencing and in text citations. Everything for me was new. I do not know exactly what skills I have and what skill needed for studying. When teacher ask to speak in front of the class, I felt shy and embarrassed. I felt like I stuck between two barricades and did not know what to do and where to go, I felt very stressful and I was confuse about everything. I thought one time to leave the course, because, think and analyse the situation, it seems like nothing is impossible. I tell myself "I have to do it". According to, Barlow, noted that a disjuncture between display emotion and private feelings produce to identity confusion and stress" (Barlow 2007). Good feeling was that I enjoy attending all classes and to learn every lesson something new. I enjoy to listening to teacher and to do activities in the class.

Evaluation.

At that time, I did not feel that the situation can be changed and my feelings of confusing and miss understanding can be resolved. "Resolved" for me, means in that time to start to understand how things work. I start to read more and pay more attention on class lessons to understand the module what I learned. Quickly I start to understand how things work. By in class exercises and activities I start to understand about academic writing report. About paraphrasing, how to paraphrase a paragraph that I want to use in my report. In text citation, where to put coma and how to write correctly about author and year. Therefore, I learnt that a rapport cannot be written without referencing on the end. I have learnt different type of referencing how to do referencing from different type of sources such as journals, books, online sources, articles and newspapers. I have no idea when teacher explained me that I can be market with "zero "without paraphrasing, in text citation and referencing. For me the most useful experience was in class exercises and activities on academic writing. From where to start and on what to focus, what are the important points and, on the end, to come with a conclusion. I really enjoy learning about academic writing. "Writers only start writing on they have everything figure out" (Irvin, 2010).

Through the first term I learn how to do a presentation in power point. In the beginning was hard, because my IT skills are not on high level, the bad thing was I did not know how to do it. I work on computer before but never donned a presentation, I do not know how to work with the slides and how to do bullet points on a presentation. But with the help what I get for the tutor and from in class activities, that help me to understand and learn.

Before I started to study, I have no idea how to write a good CV. Because, I often wanted to apply for a job and there asking about CV, all the time I were confused how to write a good CV. By the first term I start to learn how to write a CV, the bad thing was that I do not understand the lesson properly how to write a good CV. Therefore, in the second term we have another lesson about writing a CV. Where the good thing was that with the teacher support that I have I understand about writing a CV.

The most of companies asking for a cover letter when you apply for a job. The bad thing was that, I never, write a cover letter before in UK. I have written a cover letter in my back home when I study. But in UK is deferent from my back home, and this was new for me. Through second term I learnt how to write a cover letter, what, I have to write in cover letter, about the skills that I have to mention, about the experience that I have before and abilities, all those things that needed to be written in cover letter.

Analysis

From my point of view all those situations about confusing, miss understand and unsure on myself, that I meet through my studies, on the end of second term were clearer. In terms of learning and understanding trough both terms, it helps me to learn and to develop my writing skills by writing my exam report. Where I was graduated with 57% marks. I cannot say is a high mark that I want to achieve, but, for the first time when I done a report, I am ok, and I am happy with my results. "Professional educational programs share the requirement of practicums and internships to prepare students to connect theoretical knowledge with practice" (McGuire, et all 2009, p-95).

Before I start to study, I was a shy person and a felt embarrass to speak in front of the class. At that time when I done an exam presentation in power point for first term, I felt stressful and shy to speak in front of the class. By the presentation what I done, I built my confidence of speaking in front of the class. With teacher help and encouragement I develop my confidence skill and speaking skill.

A cover letter that I learn how to write in second term will help me in the future, to get a job. Most of employers ask about a cover letter when you apply for a job. "The cover letter can have a very significant impact on the outcome of the employment application process. If well written, it can create excitement and interest in your employment candidacy, compelling the employer to invite you for an interview" (Beatty, 1989). A cover letter is an easy way to understand about job and let employer to know more about you, and you to know about job. I know now what I must write in a cover letter. First to understand the purpose of the letter, job description and person specification. Therefore, I must write about my skills that I have and studies that I done. About experiences that I have before I must explain clearly and give some references about previous employer. By in class exercise, to write a cover letter, I receive a good feedback from teacher, but I done some gramma spellings mistakes.

Conclusion.

Using Gibbs reflection style, allowed me to analyse my style of learning and explore my feelings. Looking back on term one and term two of studies I can understand and see, now I have further knowledge, based on my report about reflective writing, about my studies at University, Trinity Saint David, and model of reflection what I use. I have a good outcome experience of learning at the University. I have an enjoyable time on all two terms. I learn lots of things that I did not know before I start my studies. All the situation that I meet through both terms lead to a good experience and more knowledge. One of the positive experiences is that I meet many students with different background and teachers with big experiences of knowledge. I learn about skills that an employer need and how to develop it. The negative experience was that I felt shy and without knowledge when I start to study. If I start to study again, I will feel more confident and relax. I will start from the beginning with more reading about subject what I want to study. I must develop my communication skill, my writing skill, to learn more about grammar and spelling.

Action plan.

In the future I must learn and learn, to achieve a higher mark and good knowledge about my studies. I must develop my skills. To learn more about employability skills. I must learn about communication skills, writing skills that I must develop it. I must pay more attention on my writing skill, where I done grammar and spelling mistakes. I must learn more about paraphrasing and references, about report. How to write a good report. In the next term I must concentrate on my studies and to be a good student. Being a good student who want to learn more and more is a good way to achieve better knowledge and higher marks on exams.

Mini-presentation Feedback Form

Student presenting: OXANA MOROZAN

Date: 10.12.19

SCORE: 5= Excellent, 4=Very Good, 3=Good/Average, 2=Poor, 1= Very Poor

Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☐	☐	☒	☐	☐	Substantively
The presenter was knowledgeable about the topic and any related issues	☐	☐	☒	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☐	☒	☐	☐	
The presenter was enthusiastic about the topic	☐	☐	☒	☐	☐	
The presenter was well organised and prepared	☐	☐	☒	☐	☐	
Eye contact was maintained	☐	☒	☐	☐	☐	
Body language was appropriate	☐	☒	☐	☐	☐	
Time for presentation used effectively	☐	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☐	☒	☐	☐	☐	
The volume was appropriate	☐	☒	☐	☐	☐	
The presenter spoke clearly	☒	☐	☐	☐	☐	
The pace of speech was natural	☒	☐	☐	☐	☐	
There was a clear introduction	☐	☒	☐	☐	☐	
There was a clear conclusion	☐	☐	☐	☒	☐	
CONTENT						
The topic was interesting	☐	☐	☐	☐	☐	Concise & well-handled presentation. Could have displayed information in slides.
The presentation was concise and informative	☐	☐	☐	☐	☐	
The presentation contained good examples	☐	☐	☐	☐	☐	
Content was relevant to the topic	☐	☐	☐	☐	☐	
Relevance to the module	☐	☐	☐	☐	☐	
OVERALL PREPARATION						
POINTS AVAILABLE <u>100</u>	☐	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION.
POINTS EARNED <u>63</u>						
GRADE <u>B3</u>						

Please note the above grade is for general/feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Oxana Morozan 1817133

In-class Exercise

Afdis limited, 247 Chancery Lane, Holborn, London, EC1T 4PY. Contract part-time

At **Afdis** we believe our clients change the world for individuals, communities and society. For over 60 years Prospectus has been working across the UK and internationally to connect talented people with beyond profit organisations. We are recruiting for a support worker role.

Family support worker – Responsibilities

Families are usually referred to you by a social worker, and you may work together to assess and support the service users. Your role will vary depending on the needs of the family you're helping, but you may also have a specialist area, depending on your employer's focus.

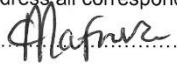
The challenges faced by your service users could relate to:

- anti-social behaviour and criminal activity, such as a parent in prison
- behaviour and social interaction
- bereavement and caring responsibilities
- bullying
- domestic violence and abuse
- drug and alcohol addiction
- education and learning
- finance and debt
- housing and homelessness
- language barriers
- marital discord, separation and divorce, including care orders
- parenting skills
- physical and mental health issues, disabilities and learning difficulties.

As a family support worker, you'll typically need to:

- complete an initial assessment of families' needs so that you can identify and plan the support needed to address issues and prevent any problems from escalating
- undertake regular caseload review meetings with individuals and families during home and community visits to ensure they're fully supported to progress and achieve desired outcomes
- work with colleagues, health and social care professionals and multi-agency networks to evaluate caseload needs and the progress that has been made
- adhere to professional practice standards and legislation, including confidentiality, safeguarding, equality, diversity and inclusion policies
- ensure you're up-to-date on your knowledge of local service provision for appropriate signposting and referrals
- manage your own workload, administration and diary commitments
- assess parenting skills and help people to build physical and emotional caring abilities through a range of practical activities
- help children with learning and development
- enhance parents' understanding of different education and play strategies
- provide practical home management and budgeting advice to parents
- coach, mentor and motivate families to understand the benefits of relevant activities
- maintain accurate and up-to-date administration and caseload records, including reports of all interactions
- stay with a family during a crisis situation, such as a parent being in hospital
- attend court sessions when relevant, for example in cases of child protection.

Please address all correspondence to Mr Bruce Vagus

Signed.....  Date..... 05/04/2019

Oxana Morozan 1817133

Oxana Morozan
2 Swinton Lane
Romford
RM3 9RF

Aldi's Limited
247 Chanchery Lane
Holborn, London
EC1T4PY

Dear Mr Bruce Vagus

I want to apply for the job of
Family Support Worker, as advertised
on the website careers page.
I have 5 years of experience of
working with families who need
support. You can see from my
attached CV.

I believe that the experience that
I have is perfect for your company.
I am a very motivated and fully
skilled worker. I have a good commu-
nication skills, problem solving skills,
decision making skills. I worked before
with families and helped them to
develop a good relationship with
confidentiality. I also study now level
6 degree of Professional Career Development.
For my previous experience I believe my
contribution will have a good role play.

Thank you for your time. I look
forward to hear from you soon. Please
do not hesitate to contact me by
phone on 07427515984.

Yours sincerely Oxana Morozan

Signed *Oxana Morozan* Date 05.11.2019

Comments:- A good piece of work which could
be improved by checking your spellings
Mafura. 12/11/2019

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