

*Academic &  
Employability Skills*

*Bianca Antoci*

*University of Wales*

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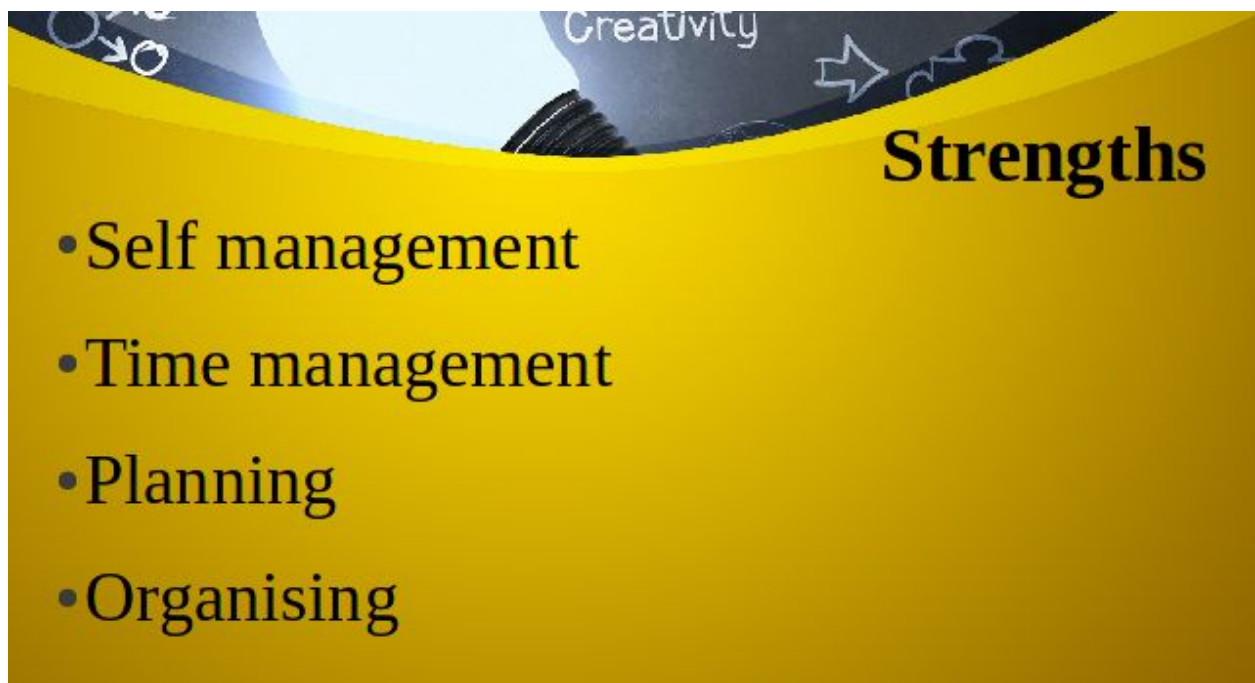
## **INTRODUCTION**

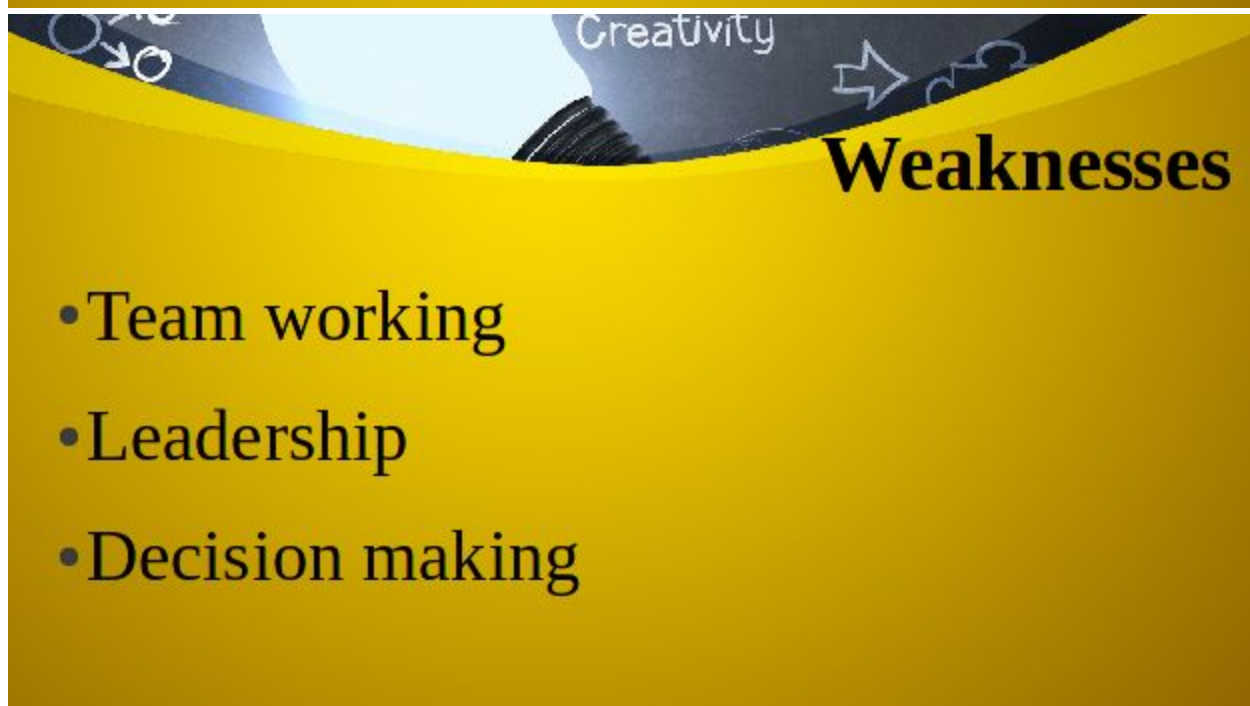
Academic and employability skills could be defined as the qualities which are required for individuals to attain all their career goals. These characteristics are communication, teamwork, problem solving, decision making, critical thinking, collaborative nature etc. With the help of all of them all the responsibilities of the job role in future could be fulfilled by individuals (Andrews and Russell, 2012). This report is based upon analysis of them and the main objective of it is to develop an understanding regarding the importance of academic and employability skills for an individual. This assignment covers various topics such as personal overview, evaluation of different qualities, action plan, application of it etc. Along with this, conclusion is also provided at the end of the report with the evaluation of the PDP.

### **SECTION 1:**

#### Brief personal overview

I am Bianca a student studying Cloud Computing in the University. I selected this course to develop and enhance my skills regarding computing and academics and employability. There are various qualities that I am already having and some other characteristics are also there which are required to be developed by me in future with the help of this course. I am good in self and time management, planning and organising but my team working, leadership and decision making skills are weak. In order to improve all of them I have planned to study effectively in the University and enhance all of them. With the help of Cloud Computing course my abilities of handling difficult tasks at work place will be enhanced (Bilsland, Nagy and Smith, 2014).





List of key points learnt when trying to produce and deliver a successful powerpoint presentation

In the University all the students were guided by the tutor to deliver a powerpoint presentation to introduce ourselves to others in the class so that we all can interact with each other. While preparing and delivering the PPT I have learned various things which will be beneficial for me to attain all my career goals (Boahin and Hofman, 2013). All the learning of mine are as follows:

- I have learned that while preparing a PPT we are required to take such type of template which will be easily visible to the viewers.
- A presentation should not have detailed information it should be prepared with key points.
- While delivering the PPT I analysed that the speaker should be good in communication so that the information which is going to be delivered to the viewers could be understood by them easily.
- My learning regarding posture and gesture is also being enhanced because for an individual who is responsible to deliver a presentation should stand properly and move hands appropriately so that others can relate with him or her.
- As in the class I have delivered a PPT presentation which has helped me to reduce my fear of public speaking and going on stage in front of different people (Collet, Hine and Du Plessis, 2015).

All the above described learning were acquired by me while preparing and delivering PPT in the classroom. With the help of all the above learnings I will be able to work effectively in the organisation in which I will be working in future (Deeley, 2014).

## **SECTION 2: SKILLS EVALUATION**

### Identification of the skills which are required for successful HE learning and employability

**HE learning:** Higher education learning can be defined as an activity in which individuals try to gain knowledge and skills by studying, experiencing something and other processes. With the help of it various skills are acquired by individuals which will be beneficial for them for the attainment of career goals. Following are the skills which are required for HR learning:

**Note taking:** For higher education like business management it is very important for an individual like me to take notes while studying. This quality can help to revise the content which was taught by a tutor in the class. It is also a solution for different doubts which could be cleared by analysing the notes that are taken in the class.

**Critical reading:** It is the ability of reading which guides individuals to present reasoned arguments by analysing the positive and negative sides of the content which is being read. With

the help of it answers for all the queries could be figured out by individuals as they will be able to find reason behind every fact studied in classroom.

**Sourcing information from various websites:** While persuading a higher education course it is very important for individuals to source information from different resources so that knowledge could be enhanced. It is beneficial for individuals such as me to resolve all the queries related to the course which are creating issues for me (Jackson, 2012).

**Employability:** It can be defined as the elements which make an individual to acquire the desired job. In order to attain the dream job it is vital for individuals like me to gain different skills. There are various employability skills which are required for successful employability which are described below:

**Leadership:** It is an ability which is required for an individual to lead a team so that all the tasks which are allotted to them could be accomplished successful. A person who is willing to work on a job profile of a leader in an organisation is required to acquire this skill so that all the long term business goals could be achieved successfully (Pârvu, Ipate and Mitran, 2014).

**Time management:** This skill is required for all the individuals who are willing to work in an organisation so that all the tasks which are allocated to them could be completed on time. If a person is not able to develop this skill then it can affect their ability to achieve their career goals.

**Team working:** In order to acquire a good position in an organisation it is very important for individuals to be able to work in teams so that organisational goals could be accomplished successfully. Without this ability it will be very difficult for individuals like me to work effectively.

**Planning:** As currently I am studying business management so for me and other students like me it is very important to be good in planning so that all of us can get the desired job which we are willing to acquire in future (Rosenberg, Heimler and Morote, 2012).

Conducting a self evaluation exercise to discover strengths, weaknesses, personality type and suitable career suggestions

**Self evaluation exercise:** It can be defined as a process in which individuals conduct self assessment to determine their strengths and weaknesses. It is also conducted by me to analyse all

my weak and strong skills. With the help of it I will be able to form PDP for myself so that I can overcome all my weaknesses. A self evaluation exercise is conducted by me which is as follows:

| Personal Skills                            | Good | Average | Bad |
|--------------------------------------------|------|---------|-----|
| Note Taking                                | ✓    |         |     |
| Critical reading                           |      | ✓       |     |
| Sourcing information from various websites |      |         | ✓   |
| Leadership                                 |      |         | ✓   |
| Time management                            | ✓    |         |     |
| Team working                               |      |         | ✓   |
| Planning                                   | ✓    |         |     |

From the above table it has been analysed that there are various skills which are required to be enhanced. These are Critical reading, sourcing information from various websites, leadership and team working. The strengths and weaknesses which are determined with the help of above table are as follows:

**Strengths:** There are various strengths of mine these are note taking, time management and planning. With the help of all of them I will be able to grab the career opportunities which are beneficial for my career growth (Howard, 2012).

**Weaknesses:** The self evaluation exercise has helped me to determine different weaknesses of mine which are required to be improved. My weak skills are team working, critical reading, leadership and sourcing information from different websites. In order to develop all of them I am required to take professional training and guidance from my tutor.

**Personality type:** By analysing strengths from the self evaluation exercise I have determined that my personality is similar to a manager. As manager is responsible to complete work on time, plan everything and keep track record of all the activities and I am also having same qualities so it shows that I have manager personality.

**Suitable career suggestions:** There are various suitable career suggestions for me these are working as a manager, supervisor, management consultant etc. in an organisation of my choice (Tymon and Batistic, 2016).

#### **Comparison between Initial description and self evaluation exercise:**

There are various similarities in my initial description and self evaluation exercise. These are some of my strengths such as time management, planning etc. and weaknesses such as leadership and team working. The difference between both of them is that my initial description was not able to determine my HE learning weaknesses which were identified by me with the help of self evaluation exercise.

One thing which is being learned by me from this exercise is that self evaluation is a technique which can help to determine weak skills regarding HE learning and employability.

### **SECTION 3: ACTION PLANS**

#### **Short term and long term goals:**

Short-Term Goals:

- Increase reading time

Long-Term Goals:

- Provide small task and increase team spirit
- Assign easy targets for each employee
- Increase web related activities and enhance accessibility to different websites

#### **Action Plan for the Academic and Personal/Professional Skills:**

| Required Skills                            | Objective                                                                             | Action Required                                                                  | Measures                                                                                                                       | Time     |
|--------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------|
| Sourcing information from various websites | To enhance the quality of work within the organization and provide differentiation in | Increase web related activities and enhance accessibility to different websites. | <ul style="list-style-type: none"> <li>● Identify exact sources of web contents used by personnel to assess whether</li> </ul> | 3 months |

|            |                                                                                  |                                         |                                                                                                                                                                                                                                                                             |            |
|------------|----------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|            | organizational operations.                                                       |                                         | <p>content are authenticated or not.</p> <ul style="list-style-type: none"> <li>• Determine whether information are consistent with the organization's norms and policies.</li> </ul>                                                                                       |            |
| Leadership | To increase efficiencies of workers while effectively utilising human resources. | Assign easy targets for each employees. | <ul style="list-style-type: none"> <li>• Conduct analysis for evaluating current leadership efficiencies.</li> <li>• Take feedback and reviews of employees.</li> <li>• Conduct motivation seminars and events to improve.</li> <li>• Emphasis towards improving</li> </ul> | 2.5 Months |

|              |                                                                                    |                                              |                                                                                                                                                                                                                                                                                                                               |            |
|--------------|------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|              |                                                                                    |                                              | <p>coordination in management and works, and improve communication skills.</p>                                                                                                                                                                                                                                                |            |
| Team working | To enhance effectiveness of workings of different employees with different skills. | Provide small task and increase team spirit. | <ul style="list-style-type: none"> <li>• Classify different employees as per their unique skills and qualifications.</li> <li>• Increase the interactions of employees with each other.</li> <li>• Develop teams and team-spirit in team members.</li> <li>• Selection of skilled team leaders with consent of all</li> </ul> | 3.5 Months |

|                  |                                                                            |                                                                                        |                                                                                                                                                                                                                                                     |            |
|------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                  |                                                                            |                                                                                        | <p>team members.</p> <ul style="list-style-type: none"> <li>● Prepare hierarchy of different teams to handle different tasks.</li> </ul>                                                                                                            |            |
| Critical reading | To gain innovative ideas and apply them towards organization's objectives. | Increase reading time and develop favourable environment for promoting reading habits. | <ul style="list-style-type: none"> <li>● Arrange books as per employee's interest.</li> <li>● Establish small reading areas and discussion rooms to develop reading skills.</li> <li>● Time to time arrange events dedicated to reading.</li> </ul> | 2.5 Months |

## SECTION 4: APPLICATION

**Back-up Strategy:**

Back-up strategy is significant management action as it ensure success of organization's current strategies and action plans. In every organization management also put their efforts towards recognition and farming of back-up strategy. Here in this context from above discussed action plan, management can apply backup strategy for each action plan. As if for leadership company's action will fail than organization can appoint any outsider for improving leadership. In case if backup plan for sourcing information from various websites fails than management should create an emergency plan of outsourcing such process.

### **Time skill management**

This skill is related to the manner which support an individual to plan and organize their time in a meaningful manner so that they are able to spend specific time according to the need of work. It is observed that time management as a belief isn't very challenging, however in practical terms it is amazingly difficult to implement these strategies. To prioritize and organize an individual needs an investment of some specific time which help to prepare themselves to deal with different problems. Workers handle their time well will be more effective, more successful and more probable to fulfill schedules. They concentrate on the most significant and moment-sensitive functions and restrict the time spent on semi-essential tasks. This implies functioning optimally and workers throughout every sector are looking for employees who can make better use of the period they have on the job. Saving time saves money and increases profits for the company. There are a number of advantages of this skills such as:

- Reduces your stress level
- Help you remain focused on the task
- Minimizes procrastination
- Greater self-confidence
- Meeting your goals
- Augments your productivity
- Gives you a sense of achievement
- Provides you with 100% commitment to fun activities
- Financial Rewards

## SECTION 5: CONCLUSION & EVALUATION

Screenshot of completed PDP implementation and written explanation

| Required Skills                            | Objective                                                                                                 | Action Required                                                                        | Measures                                                                                                     | Time       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------|
| Sourcing information from various websites | To enhance quality of works within organization and provide differentiation in organizational operations. | Increase web related activities and enhance accessibility to different websites.       | Identify exact sources of web contents used by personnels to assess whether content are authenticate or not. | 3 months   |
| Leadership                                 | To increase efficiencies of workers while effectively utilising human resources.                          | Assign easy targets for each employees.                                                | Conduct analysis for evaluating current leadership efficiencies.                                             | 2.5 Months |
| Team working                               | To enhance effectiveness of workings of different employees with different skills.                        | Provide small task and increase team spirit.                                           | Classify different employees as per their unique skills and qualifications.                                  | 3.5 Months |
| Critical reading                           | To gain innovative ideas and apply them towards organization's objectives.                                | Increase reading time and develop favourable environment for promoting reading habits. | Arrange books as per employee's interest.                                                                    | 2.5 Months |

Main purpose of formulating the PDP is to overcome the weaknesses which are identified while conducting self evaluation exercise. With the help of it I will be able to develop my four weak skills which are leadership, team working, sourcing information from various websites and critical reading. The PDP was implemented by me in which firstly I defined my objective, then

took action to develop the skills, afterwards success is measured and at last time limit is decided by me to overcome the weaknesses.

### Summary and conclusion

This report concludes that employability and academic skills are the main requirements of an individual who is willing to enhance the career. There are various qualities such as note taking, critical reading, leadership, time management etc. which are required for HE learning and employability. In order to identify weak and strong skills self evaluation exercise could be conducted which is considered as a base of PDP that is used to overcome all the weaknesses.

### Recommendations

- Cloud Computing students can select computing consultant course for further studies where they carry out a process with clients to resolve their problems regarding computers . It required analytical as well as problem solving skills in the individual to pursue this course.
- Computing consultant will provide annual salary of \$48,360 to \$152,760 .

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