



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Academic and Employability Skills
Report
Task 2

Lectures: Lloyd Beharry

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1. Introduction

My name is Rosa Alexandra Bernardoni Cedeno I was born in Ecuador, moved to Italy in 2000. Growing up I developed an interest of health but never put it to practice. When I decided to take a new challenge to come to live in London in 2016. With great certainty that I wanted to pursue the career as a Health and Social Care professional.

Recently I decided to pursue with my qualification at the University of Wales Trinity Saint David by attending the course Health and social care. With the COVID-19 event I had a lot of free time, sometimes too much time that I felt useless and I was about to fall into depression. At that point I started thinking a plausible solution and there was nothing better than pursuing a career in the most rescuer place in the world where I would be useful and I will learn the importance of help.

In February 2021 I have begun taking part in the Health and Social Care online course. This course started with two modules such as Digital Skills and Research Methods, and Academic and Employability Skills (ACE).

In this report I will describe my experience in the ACE module, I will talk about my feelings about it, evaluate it, give a sense of the situation analysing it, talk about what I had learnt and what I could have done differently and I will illustrate my action plan for a future similar experience (**Gibbs G,1988**).

2. Reflective writing

During the COVID event, schools were closed for a long time but with the assist of modern technologies based on digital progress, knowledge is constantly developing regardless.

The University of Wales Trinity Saint David has adopted the use of the app called Team which allows teachers and students to talk simultaneously as everyone is in contact at the same time being in various places using the internet platform and whether from a telephone or a laptop with video camera, sure way to continue studying in a present time of development network.

I confess that initially I was hesitant about my choice, mostly because I was not yet used to the idea of participating in an online course where my five senses tend to disappear unlike being able to confront one and a another in the real world. Although, over time I realised that it is quite pleasant to follow the lessons via my laptop so I decided to see this as a professional experience.

In course of time from the first lesson held in 18.02.2021, my colleagues and I got to know our lectures, Lloyd Beharry.

He gave us a tour of what we would be learning about what we would have learned in 10 weeks. Starting with his own poetic words 'you know what works for you. Don't force yourself to work against your natural instincts.' I took these sentences literally from the basics to where we have come. Over time, I realized that the flaw I have is my lack of discipline on managing my time of dedication to studying. However, to successfully complete the course I had to follow simple techniques, beginning from having smarter plans to achieve my goals, by being specific, measurable, achievable, realistic, and time-related.

From the very first lesson I was aware that from that day on I would have to be responsible for my studies and the time I give to them.

Each of our lessons was through presentations that were illustrated by the teacher. In this way it was much easier to follow slides by slides while the professor was explaining the lecture. Presentations can be found on a site called Moodle which is a free and open-source learning management used for learning, distance education and other e-learning projects in schools, universities, workplaces, and other sectors. Considering the amount of information that contains it is also a tool that over time has proved to be of primary importance. In fact, when I must search for a topic all I have to do is open Moodle and seek for the required one.

Speaking of my personal experience, apart from the data saved on Moodle I have also tried to save the lectures on my laptop for convenience. I created a folder that contains all the topics discussed during this module, been organised has helped me time manage my studies better and more effectively.

3. Topics

In academic and employability skills module, various subject was discussed such as paraphrasing, references, cv writing and cover letters. These are particularly important concepts if we rely on writing skills, which I am really developing in the reports I am creating of the topics we have learnt.

3.1 Paraphrasing

A single argument made up of a group of sentences is called 'paragraph'. The set of paragraphs explain to the reader the main concept of the topic under discussion. Each sentence has its own connection with the other, for example; this report will have a topic sentences that explains the main idea of the text, below it has the details regarding the idea and to conclude there is a summary of the all-basic idea.

During the fourth week we learned the meaning of paraphrasing which would be the work of another but transcribed with own words, changing words and structure with the same basic idea

as the original. In any case, to avoid acts of plagiarism (appropriation of words, ideas, or information from someone else's text without indicating the source) the names of the primary sources should be listed. **(WEEK 4, 2021, UWTSD)**

There are techniques such as using synonyms and changing the order of words;

Example:

Original: Her life spanned years of incredible change for women as they gained more rights than ever before.

Paraphrase: She lived through the exciting era of women's liberation.

To paraphrase we must to read the sentence several times to understand the meaning, write down the key elements on a blank sheet of paper or any writing tool, write your own version of the text without copying the original, compare it, change some sentences without changing the content and finally quote the source.

3.2 Referencing

As previously transcribed, if a text is not owned by the writer and he/she does not report the names of the true authors, the matter part will be accused of plagiarism. To avoid unpleasant misunderstandings the person concerned should reveal the names of the fount. There are four referencing styles used by the University of Wales Trinity Saint David such as APA (American Psychological Association), IEEE (Institute of Electronics and Eletronic Engineers), MHRA9 Modern Humanities Research Association) and the Harvard style which I am applying in this document.

There are times where I find referencing difficult to understand even though we only use one type. With the Harvard method I can name authors from all kinds of sources such as e-books, books, journals, government publications, brochures, internet addresses and even unpublished materials. Each source has its own structure in references, it depends on many factors.

A guide to the Harvard Referencing System

Using the Harvard Referencing System to reference in the text

Using the Harvard Referencing System to reference in the text		
To Refer To	Use the general format	For example
A single author	(Surname date)	(Saunders 1993)
Dual authors	(Surname and Surname date)	(Saunders and Cooper 1993)
More than two authors	(Surname et al. date)	(Slacked <i>et al.</i> 1996)
Work by different authors generally	(Surname date; Surname date) in alphabetical order	(Baker 1996; Lewis 1998; Thornhill 1997)
Different authors with the same surname	(Surname, Initial date)	(Smith, J 1998)
Different publications by the same author	(Surname date; date) in ascending date order	(Lewis 1991; 1998)
Different publications by the same author from the same year	(Surname date letter), make sure the letter is consistent throughout	(Forster 1991a)
An author referred to by another author where the original has not been read (secondary reference)	(Surname date; cited by Surname date)	(Granovetter 1974; cited by Saunders 1993)
A corporate author	(Corporate name date)	(Hanson Trust pic 1990)
A newspaper article with	(Newspaper name date)	(<i>The Guardian</i> 1004)

(SA Law Research, 2021)

Throughout these months this lesson has been particularly useful and will be in the future when I will do researches using secondary sources with topics related to my context.

3.3 Cover letter

I am excited about the latter topic. Throughout my career I have always written the cover letter as I thought best, without following true standards, indeed without obtaining results, and right now I am looking for a job in a Dental Clinic. Therefore, knowing how to write a cover letter in professional way is a gift to me.

Writing a good cover letter means having an opportunity that some recruiters will also open the CV through the emails received, it is the first interaction with the employer on a personal level. It doesn't need to have many details, keep it brief, two or three paragraphs can be enough, not too short and not too long. In my experience I have sent multiples cover letters and CV to the companies I would like to work for, but I never got reply. One of the reasons why it could have happened is that I sent the same email to all the companies, with the same CV and the same cover letter. A common mistake.

It would have been better in my case to write a different cover letter for each company, a cover letter that makes it clear that I have done research on that particular workplace, making the letter more personal and direct to skills needed for the role;

Example:

62 Abbeyfield Road

London

22\04\2021

Dear Hiring Manager,

I'm writing to apply for the position as a Dental Nurse.

My name is Rosa and I am studying at the University of Wales Trinity Saint David to become a nurse and I am attending the lessons in North London Dental Centre, having the right skills to proceeding with two courses giving me an excellent combination of skills in the structure of dental profession and patient management, GDC legal and ethical issues, health and safety, microbiology and pathology, and much more. Throughout my career I have always been professional and fast in learning new skills and been specialist at the role, I've been reaching goals and good expectations.

You will find me an enthusiastic, friendly and reliable person. I'm hard-working and I have a certain creative flair. I am sure I would be a great asset to your team.

I have attached my CV with this application showing my experience and knowledge, please to don't to hesitate to contact me for more information or reference available upon request.

Sincerely,

Rosa Alexandra Bernardoni Cedeno

4. Conclusion

In the past 10 weeks I have learned the essentials to have rational reflection in a reasonable and didactic way about how I can behave, in ways I can better my expression and the best professional way to communicate in a workplace.

The acknowledgment from the lesson I have learned that in the end every small lesson will lead you to the final development of my education committing to myself and stay focused on managing and self-developing the modules.

After every lesson I wrote key words that resonated to the conclusion on the topic, whilst every topic had the reason of how or why this would be important for the future work placement.

The specific skills we would have to use on specific topics and all together adding to a well thought of outcome.

The conclusion of understanding the concept and the knowledge in a detailed way doing my own research growing that understanding of how I can understand a subject more in depth.

Putting the data and framework to practice leads to the correct outcome.

5. Reference List

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