

REPORT

*ACADEMIC AND EMPLOYABILITY SKILLS
(BMSW4001_LON)*

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1. INTRODUCTION

This report shows how the development of Employability Skills contributes to the ability to get, keeping, and doing well on a job. The skills required to have a successful career embrace different areas such as key academic skills, the capacity of applying those skills to a certain situation based on the workplace necessities and in regular daily activities; employability skills (critical thinking and responsibility) are fundamental in any carrier aspects; job-specific skills related to a specific carrier course. In the 21st century economy, Employability skills have often been considered by employers as the most critical skills for workplace success. This skill includes critical thinking, adaptability, problem-solving, oral and writing communication, collaboration and teamwork.

2. ACADEMIC SKILLS

Learning requires study skills, academic skills, or study strategies. Usually, they are fundamental to succeed at school, acquiring good grades and useful for learning throughout one's life. Study skills consist in ability to incorporate, analyze and combine the information and acquire a new one during the learning process. It is possible to organize and manage efficiently space and time thanks to proficient reading and capacity to concentrate. Study skills are considered every ability that contributes to the advancement of a person study capacities, like memorizing or processing information, including time administration and methods to self-motivate. Study skills can be, in a brief period, easily learned and applied in a short time and applied to all the study spheres.

Active listening, reading, understanding, taking notes, stress control, management of time and memorizing things are only a few of the study skills to learn and apply in general in any field. Those abilities may benefit the individual personal life as well! (Education Corner, Education That Matters, n.d.)

3. EMPLOYABILITY SKILLS

Employability skills are very appealing abilities for employers. (ACTE, n.d.) They are a set of skills that employers look for from a potential employee. These skills are abilities that include the development of a knowledge base, proficiency level and attitude that is very important for success in the modern workplace. Employability skills are reputed indispensable credential to be requested in the job market and they concern all job levels of business field.

Hard Skills

Hard skills are learned on the job, during different training, apprenticeships, formal education, or courses. These skills can be learned, measurable, and linked to a specific job. Hard skills could be considered the knowledge of computer software, marketing, writing, accounting, finance, or legal skills.

Vice versa soft skills are abilities not unique to any job such as collaboration, time management, empathy, or leadership.

Soft Skills

Soft skills are a group of transferable skills that are highly valued by employers. They include common sense, interpersonal skills, emotional intelligence, character traits and communication skills with other people. Soft skills either cannot be learned or are very difficult to learn through traditional education. There are some of the most important employability skills: Communication, Working with Team, Time management. (Gerencer, 2020)

Communication skills

Developing communication skills is important for professional and private life. In this modern time successful communication is far more than sharing information but includes an understanding of the feeling as well behind this information.

Communication skills in the workplace can be distinguished into three categories: verbal, non-verbal, and written. Various communication skills often work together in a symbiotic way to make an effective conversation, including the use of listening skills and eye contact too, enhances verbal instructions.

Teamwork

Teamwork is the ability to getting along with the people that work together and needs collaboration among colleagues to reach a common objective. Teamwork requires to work well with other people from different disciplines, backgrounds, and expertise to reach a shared target. It is possible to improve the ability to work in teams doing activities that require cooperation with other people, such as volunteering or a group job.

Time Management

Time management is the capacity to use the time productively and efficiently. It can be considered an organization skill that helps keep the time under control, avoiding hurry and stress. Time management skills are essential because it is a perfect combination of working productively and prioritizing the time. Time Management means working effectively, and employers in every industry

look for staff that can make optimal use of the time available to them on the job. Saving time saves the organization money and increase revenue. Operative time management applies for staff to analyze their workload, assign priorities, and maintain focus on productive strains.

4. SWOT ANALYSIS

SWOT analysis (strengths, weaknesses, opportunities and threats) is a structure used to evaluate a project's, product's or person's competitive position and to develop strategic planning. It was ideated by Albert Humphrey in the 60s. Humphrey's main purpose was to create a scheme able to help companies to achieve deep and clear knowledge about their business in order to make efficient and rational decisions for the future. For current and future potential, SWOT analysis evaluates internal and external factors and show a realistic fact-based, data-driven look at the strengths and weaknesses of an organization, its initiatives, or an industry. SWOT analysis is used at the beginning or during strategic planning. It is considered very strong and supporting decision-making tool because it lets to discover different opportunities for success that were hidden unclear before. It helps to find threats before they come and face them. SWOT analysis is made following four steps:

- **Strengths:** are internal resources that lead to successful results;
- **Weaknesses:** are internal resources that work against a successful result;
- **Opportunities:** are external factors that can be used to gain an advantage;
- **Threats:** are external factors that could compromise a successful result.

Each step of a SWOT show and define all these important aspects. The matrix is partitioned in four parts, where each part describes different particular aspects. All points of strengths in the first quadrant, weaknesses in the next, then opportunities and, lastly, threats. (Rouse, 2019)

REFER TO APPENDIX 1 - SWOT Analysis of Nataliya Virych

This is my personal SWOT analysis where I point out my strengths, weaknesses, opportunities and threats that will help me to discover and build awareness about current and my future position in the marketplace including deep knowledge of my any possible gaps that can obstacle the achievement of my goals. This analysis allows me to discover strategies, find a perfect balance between strengths and opportunities to overcome my weaknesses and threats and will help me to make the right decisions and considering opportunities for my future carrier.

5. ACADEMIC WRITING

Academic writing has to be clear, concise, focused, structured and supported by evidence. It aims to the reader's comprehension. Its style and tone are formal, but simple and does not necessitate the use of long sentences or complicated vocabulary.

There are some differences among each subject because each will have definitely certain writing conventions, vocabulary and types of discourse that can be learned during the course of studies. Even so, some academic writing features can be applied in all fields. Academic writing needs to be planned and focused, and it is important to answer the question and demonstrate an understanding of the subject. Academic writing has to be organized, have a framework where all the thesis is logically connected and supported with the existing proofs. It is essential to demonstrate knowledge of the subject area, support opinions and arguments with evidence, and reference them accurately. Academic Writing requires a formal tone and style, and it is important to use an appropriate language with clear, concise and balanced tenses.

6. REFERENCING AND AVOIDING PLAGIARISM

Referencing is the evidence of recognizing other peoples' work and a tool to provide the reader with needed information to locate the sources used. Referencing is an essential skill to learn at the university and one sign of developing good academic skill. There are two main ways for citing sources correctly: Harvard or author/ date system and the Vancouver or footnotes/ endnotes system, known as well as the numeric system. Referencing the sources is important to avoid plagiarism of others work.

Plagiarism consists of copying texts and ideas of others without giving them credit. Nowadays, plagiarism is an ethical issue. It is very important to avoid plagiarism because it compromises the integrity of the writer and could cost future career growth. (University, 2015)

7. PARAPHRASING AND SUMMARISING

Paraphrasing consists of rewriting someone's text using your own words, and it is very common in academic writing. Paraphrasing does not mean changing only one or two words, but it requests the personalization of the text using your own words to elaborate it in a very original way. Definitely, it is still necessary to reference the source in order to avoid any kind of plagiarism of someone's work. The purpose of Summarizing is to encapsulate, synthesize or focus on principal arguments that compose the text, and it is very common in academic writing. For example, it is possible to synthesize the whole assignment or article into a short paragraph that explains the main argumentation of the

text. In some way summarizing is similar to paraphrasing because of the necessity to use your own words and sources must be referenced as well.

8. PERSONAL DEVELOPMENT PLAN (PDP)

A Personal development plan is a method that allows to analyze our personal situation and develop a scheme made of little tasks to accomplish in order to reach the final personal target. It may be related to different aspects of private, career or school life. The PDP comprises personal aspirations, strengths or skills, education and training, and all the steps to follow to realize the plan. Personal development plans can involve aspects as main goals in life, career growth or evaluation of new possibilities.

Every individual has its personal plan, goals and strategy to achieve it. During the PDP development, it is important to identify essential skills and competencies for a specific task, to detect weaknesses and find a way to overcome them in order to be more productive. To reach the target it will be necessary to analyze which resources it is possible to gain and from where, with the purpose of reach all personal goals and get over the threats. (Smith, 2011)

REFER TO APPENDIX 2 - Personal Development Plan of Nataliya Virych

This is my Personal Development Plan based on SMART Action Plan. In my strategy, I defined my desired goal **Specific, Measurable, Attainable, Relevant and Time-bound**. PDP brings systems in my life to attain my goals and objectives. It is my personal guide and helps me to take charge of my decisions, carrying up every single step that brings me closer to my final goal. It is also satisfying to know, once I complete my task, that the work was excellently done. Which is a very positive sign that leads towards the next task.

9. CONCLUSION

The report explains how the development of Employability Skills is important and how these skills influence the capability of getting, keeping, and doing well on a job. In particular, how and in which situation Academic and Employability skills can be useful if properly developed. These include Soft skills as well as Hard skills, their specific role and their impact on the work environment. It is possible to measure the personal skills value through the analysis of strength and weaknesses thanks to the SWOT matrix, in order to gain perfect awareness about already possessed skills and those that still need to be improved.

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11. APPENDIX

SWOT analysis- Nataliya Virych

Strengths	Weaknesses	Opportunities	Threats
• Knowledge four languages • Fast learning ability • Years of work experience • Positive	• Emotional • Perfectionist • Lack of knowledge in a new software technology	• Future opportunities with new job • To get higher education • Earn money	• Covid- 19 • Suspense in tomorrow • I am afraid not to be in time what I want to do

Personal Development Plan (PDP) - Nataliya Virych

What I would like to improve?	Why I would like to improve?	How I am going to improve	What resources I need to improve the skills?	By when I am going to achieve those?
Become more motivated to take good grade in my course	Work completed will be of a consistently high standard	Become more involved in course activities and group Work	Internet, Library, Time	Ongoing throughout study (2020 – 2021)
Academic writing	If I improve my academic writing, I would be able to produce a good quality assignment	I would attend regular academic writing sessions at the library and also would watch videos on the You Tube	Books, Internet, computer, Library and Time	15 September 2020
Communication skills – verbal and Non- verbal	For presentation and speech, Able to speak confidently in front of people	Apply for volunteer work, Practice with friends	Time Online course	During summer term (1 May – 15 June)
Improve knowledge of Windows & Office 365	My work in Digital skills and Research Methods will have improved, as would of my feedback in assignment	Study online course Office 365 by myself, Practise skills learnt in practicals from home	Internet and Time, online sources	16 February 2021

