



(BMSW4001)

ACADEMIC AND EMPLOYABILITY SKILLS

- Assignment 1
- Name: Corina Bistriceanu
- Student ID: 2011101
- Tutor's name: Lloyd Beharry

Table of contents

Slide1-Intro

Slide2-What are skills?

Slide3-Academic Skills

Slide4-SWOT Analysis

Slide5-My Career Plan

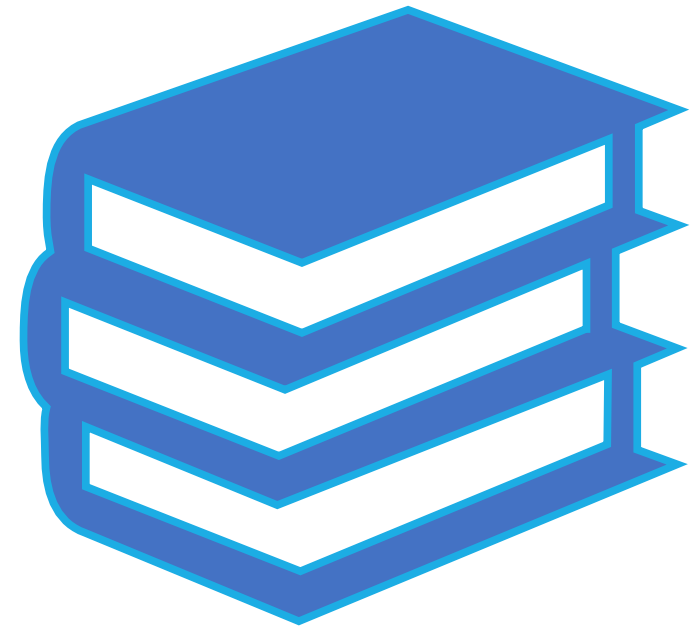
Slide6-Employabilty Skills

Slide7-PDP

Slide8-References

Intro Background

- Joining Higher Education Study gives me the possibility to consolidate my current job role
- I am currently working as a Housekeeping Manager
- Academic Skills will help build new abilities and increase my employability potential for the future
- Personal skills analysis will determine what skills I need to focus on, based on my intended career goals
- I have reason to believe that the class learning and the interaction with my teachers and colleagues will help build an improved professional version of myself



Skills



Skills represent a series of abilities enabling someone to do something well



Skills are divided in soft skills and hard skills as per general definition *(Doyle. A, 2019)*



Adding additional skills to existing work experience can secure new job opportunities



Joining the course at UWTSD provides with the excellent opportunity of learning Academic skills



Academic skills ensure a successful approach to a current job role and creates potential for the future



It can help anyone into making a natural transition to their next intended career goal



Academic Skills



ACADEMIC SKILLS
ARE A SET OF SKILLS
GAINED THROUGH
HIGHER EDUCATION



THEY INCLUDE
LEARNING TOPICS
SUCH AS CRITICAL
THINKING, ACADEMIC
WRITING,
SUMMARISING AND
REFERENCING



OTHERS INCLUDE
REFLECTIVE
THINKING, RESEARCH
AND NOTE TAKING



ACADEMIC STUDY
WILL ENABLE THE
DEVELOPING OF
ACADEMIC
WRITING&COMMUNI
CATION SKILLS



ACADEMIC SKILLS
CAN PROVIDE THE
RIGHT TOOLS
TO OVERCOME SOME
OF THE BARRIERS
BLOCKING CAREER
PROGRESSION



THE LEARNINGS WILL
INCREASE SELF-
CONFIDENCE AND
ADD NEW ABILITIES
TO EXISTING SKILLS
AND POTENTIAL

SWOT Analysis

STRENGTHS

Experienced
Determined
Good team player
Positive&creative attitude
Flexible&Versatile

WEAKNESSES

Public speaking
Communication
Time Management
Digital Skills
Financial knowledge

OPPORTUNITIES

Improve Public Speaking
Improve self-confidence
Learn Academic Skills
Improve Digital Skills

THREATS

Declining Hospitality Business
Potential of losing job/redundancy
Potential of losing promotion opportunities
Potential of not making full use of course learning

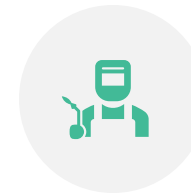
Employability Skills



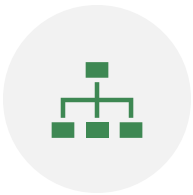
Higher Education learning provides with the opportunity of getting Academic skills



Whether through CV writing, research or cover letter writing, Academic learning can maximise employability



A successful approach to making yourself successful is through developing Academic&Employability skills



HE study can increase the outlook of the prospective employee and of the organisation



Academic study enhances abilities and increases employability potential



Academic learning helps defining career goals by adding value to practical knowledge

My Career Plan



PDP –Hotel Operations Manager

PDP Targets	How	Timeframe	Obstacles
Becoming a Hotel Operations Manager	Academic Study Apply to a new role	2020/2021 2021/2022	Covid19
Skills: • Academic skills • Financial Skills • Digital skills • Verbal communication skills • Presentation skills	Make use of skills learned through HE study Apply Academic Skills to further career goals	Complete course Use course learnings Apply for Hotel Operations Manager role	Unemployment Lack of job opportunities Economic uncertainty

+

•

○

References

- The Benefits of Higher Education Participation for Individuals and Society: key findings and reports "The Quadrants", October 2013 (Department for Innovations& Skills)
- Doyle A, The balance career, 2019