

Academic and Employability Skills

(BMSW4001)

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Introduction

Employability is a subject which has been undergoing rapid change due to the changing nature of the global organisational scenarios. Reflecting on own actions and preferences, the professionals can understand the requirements and processes that are important to facilitate the outcomes required for the professional development. Informing the development and management facilities for the employability, different aspects for the professional development and management can be ensured. Analysing the increasing trend within the demand of the continuous aspects for the employability goals and assessment, support management can be ensured for the professionals. Modern day employers require the employees to be readily adaptable to the changing requirements and processes of the modern-day businesses. Attard & Armour (2005) demonstrated the implications for the reflective practices in order to enhance the performance and actions for the professionals. In this assessment, different topics relating to the employability such as continuous learning, professional development, cover letter, employability skills will be evaluated.

Gibb's Reflective Cycle

Gibbs' reflective cycle is used by the professionals to reflect on the actions and learning outcomes for different actions and performance. Using Gibbs' reflective cycle, the professionals and learners can evaluate the actions needed for specific jobs and tasks.

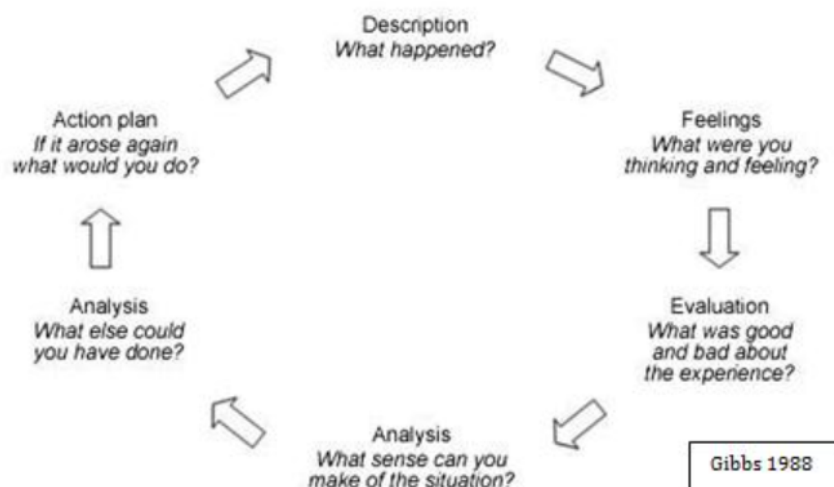


Figure: Gibbs' reflective cycle

Different aspects of the professional development and management processes can be evaluated for the continuous development of the skills. Employees need to engage within the required learning processes to happen. The interrelated stages of Gibbs' reflective cycle comprise of different stages such as description, feelings of the action, evaluation, analysis of the actions, conclusion, personal action plans etc. Maintaining the learning processes and reflecting on own learning can ensure relevant employability skills required for professionals. The Gibbs' reflective model will be analysed in this report to justify the professional need for learning and continuous development of the learning goals.

Continuous learning

Divan & McBurney (2016) argued that continuous learning is an essential aspect of the employability goals and assessment. The aspects of the continuous learning for the required professional development has already been explored in this assessment. Maintaining the development and management goals for the professional management of the employability skills, the supportive roles and processes have been determined in this assessment. The professionals and employees engaged in different levels of work scenarios need continuous management and supportive roles for determining the roles and aspects for management criteria. I also consider that the aspects of the continuous learning and management play crucial roles in the employability skills. Applying Gibbs' learning and reflective cycle in the continuous learning aspect shows that I need to apply my learning and experiences to explore the importance of continuous learning. Assessing the vital aspects of the continuous learning and processing the performance are crucial for managing the supportive roles. Modern day businesses and employability assessment show that description of the action is necessary. Gibbs' reflective cycle can be used to determine the definite outcomes for the employability need assessment. From the article, this is obvious that, modern day employees and employers consider different skillset and management capability vital for the continuous learning and assessment capability. Ensuring supportive roles and determining impact for the employability goals and assessment, relevant management capability can be ensured. Attaining the supportive roles and continuous learning assessment, the employability skillset can be explored. Maintaining the supportive aspect of the employability roles, the employees can engage with the development and support management for the essential prospects of the management goals. Employability and supportive roles for assessing the professional capability can be attained for ensuring continuous development of the skillset required by the professionals. Feeling about the continuous learning for professional scenario is that, the employees need to enrich themselves with the learning and innovative practices so that they can match with the roles and requirements of the employability perspectives. Supporting the development and management prospects for the employability processes, the arrangement of the employability roles can be ensured. I think that I need to engage myself within the continuous learning aspect so that I can maintain the requirements of the professional development. Supporting the management aspects for the professional roles is fundamentally important for the professionals.

Professional Development

Professional development of the roles and perspectives relating to the employability practices are also important to deliver the required performance. Forrier & Sels (2003) argued that the professionals at different level of operation and organisation roles, need to engage within continuous development and management of the required skillset so that they can acquire the targets and goals. Reflecting on the strategic viewpoint of the professional development scenario within the business world, can be evaluated to understand the growing importance of the management perspectives. Organisational approaches to deliver the management goals, can be assessed in order to support the management targets for the professionals. Forrier & Sels (2003) argued that modern day business scenario requires the professionals to be adequately concerned with the performance and professional development of the management aspects. Analysing the support management aspects and development goals,

professionals can attain the targets set by the employers. Forrier & Sels (2003) argued that arranging training and development session for the professionals can enhance the capability and prospects for attaining the performance and professional management aspects. Offering the professionals with opportunity and support management aspects, different processes relating to the professional development can be ensured. Gibbs' reflective cycle can be enacted to deliver the right track of performance and evaluation processes for attaining the goals and targets. Offering the employees with the self-development opportunities can be provided to support the development and management processes. Professional development is vital at different levels of organisational settings. Reflecting on the professional development, segmented analysis can be conducted based on the Gibbs' reflective cycle. Description of the professional development aspect is necessary to evaluate the continuing requirements of the performance and management aspects. Arranging the supportive roles for the processing of the professional development can be assessed for determining the relevant professional goals. Feeling on the professional goals and supportive aspects for the professional development need to be evaluated. Maintaining the supportive roles and professional development should be delivered to highlight the performance and engagement of the employees within the work-related contexts. Applying Gibbs' reflective cycle within the prospects of the employability skill need to be determined to process the performance and engagement of the employees. Evaluation of the attainment of the goals can be arranged so that different employees can justify their actions and course of performance. Understanding the supportive roles and performance engagement processes can be ensured in order to deliver the required level of support for the professionals. Managing the support management aspects and support management aspects. Reflecting on own actions to deliver the performance can be ensured to understand the requirements and roles for professional engagement of the evaluative perspectives. Processing the analysis and engagement concerns for the professional management can be supported to maintain the required goals for the professional journey. Understanding the implications for management perspectives for processing the continuous development can be administered so that definite action plans can be processed for the professionals.

Employability skills

Employability skill set and management goals are essential to understand the vital prospects of the employability goals. McQuaid & Lindsay (2005) argued that ensuring supportive roles and engagement opportunities for the professionals are important to support the development facilities for the employees. McQuaid & Lindsay (2005) ensured that professionals need to engage within the continuous support and management aspects that are essential for the support management aspects that prerogative for effective professional development. Employability skillset such as time management skill, team working skill, support management, essential management of the professional capability etc. can be effective to support the continuous engagement of the professional performance and engagement opportunities. McQuaid & Lindsay (2005) evaluated that professionals and employees need to practice wider range of skills and professional capability so that different sets of professional roles can be delivered. In order to attain the professional goals and targets, different aspects of the employability skills and goals need to be attained. Analysing the core prospects of the professional goals and employability perspectives, employees need to be supportive and management to the different organisational capability. McQuaid & Lindsay (2005) evaluated that modern-day businesses and organisations rely on the adept professionals those are effective to maintain the performance and management aspects for

attaining different sets of professional goals. Based on the Gibbs' reflective cycle, maintaining the development and analysis of the problem, specific action plans are needed. For this aspect, the employability skills need to be delivered for training and development aspects. For professional development of the professionals and employees, supportive actions and support management need to be prepared. Analysing the core management goals and processes, professionals need to be able to engage with the employability development skills and processes. Performing the support management and engagement opportunities for the professionals, the skillset of the processes needs to be delivered. Analysing the core development opportunities and processes to deliver the assessment capability, different aspects of the professional management should be considered. Providing the employees with relevant development opportunities, support management aspects need to be maintained. McQuaid & Lindsay (2005) argued that employees need development opportunities so that they can ensure the development and management aspects for the professional development of the processes. Managing the continuous processes and performance evaluation processes, organisational development can be ensured to support the professional need of development.

Cover Letter

Throughout the career of every person, they will be required to submit many cover letters as a very main document alongside the CV as part of the application for the job they are applying. This can be a very useful tool, to express yourself much more clearly and openly. Not everyone is familiar why a cover letter is required. From my previous experience me and people around me have not had a chance to write a cover letter. That was the case with me only before my studies. They helped me to better understand the meaning of this. In many countries a cover letter is essential as it helps and gives you a chance and possibility to explain to an employer why you will be the right candidate for that job. Knowing how to write a cover letter is one way to give your application every chance of standing out. It is very important to have basic knowledge of how to write the cover letter. The main thing is to keep it brief and highlight relevant skills and experience. Typically cover letter can be broken down in a few sections. In the first place it should explain why we are writing the cover letter together for the position and the main fundamental information about you. The second part should cover why you are suitable for that role, your interest in working for the company and what you would offer to them.

Eventually by the end the cover letter has to cover your previous experience and demonstrate how your skills match with the specific requirements of the role description.

Summarising the cover letter of the key parts as it is the last chance to say your last word and finish by thanking the employer and say how you are looking forward to receiving a response. Addressing the cover letter to the right person is the principal process. Many employers appreciate you taking the time and initiative to do so.

Conclusion

Employability skills and support management aspects play vital roles in order to demonstrate essential capability for the employees. In order to maintain the targets and professional engagement, the employees need to be concerned about the vital requirements and management processes for the professional journey. This assessment contains the evaluation of the reflective practices regarding the employability prospects that are essential for the professionals. Maintaining the support management goals and performance management aspects, the professionals need to deliver the required performance and actions so that the employability targets and goals can be achieved.

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