

**STUDENT'S NAME: GEORGE ONYEKA**

**STUDENT NUMBER: 1919241**

**MODULE TITLE: ACADEMIC AND EMPLOYABILITY SKILLS BMSW4001      TASK 1**

**ASSIGNMENT TITLE: ACADEMIC AND EMPLOYABILITY SKILLS**

**LECTURER'S NAME: MAGDALENA WRONSKA**

## **EMPLOYABILITY**

Employability can be defined as a pathway to getting employment. It is not simply the ability to get a job and having the capacity to remain employed, but also being able to achieve a smooth transition from one job to another, either in the same organisation or another; this could be due to situational or economic upturn. It is a procedure of getting experience and attributes that help in making a person have more commercial value especially given the changing conditions in the labour market. It is worthwhile to note that some sectors are exempt from changing economic situations, such sectors include defence, teaching, and healthcare.

Employability, in the long run, is necessary to maintain a successful career, so one must get this set of skills to remain desirable in the job market.

## **EMPLOYABILITY SKILLS**

Employability skills are those basic skills required for one to carry out work. They are soft, transferable skills that equip one to effectively work with others in the workplace. These days most employers look for academic qualifications backed up with these soft skills, these may not be tailored to one job but still go far in advancing one's performance and quality of work. Progression in the workplace can also be greatly affected by the employability skills you possess. Even when not listed in a job description, these still play significant roles that would improve your chances of getting the job. Having these skills puts you ahead of other candidates when you are invited for a job interview. This is because employers attach immense importance to employability skills on the grounds that they are more difficult to teach than job-specific skills.

The conventional way of doing things in the office has altered from the year 2000 onwards, and the skills required by employers has also changed. The idea of full-time employment is being taken over by an unusual, temporary, contracted employment because of the fast movement of workers. With the changing needs from the year 2000 onwards, new positions and openings were created, and old ones were changed to reflect the modern needs of the new century's employment needs. After the trauma to the world economy in 2007, the global economy kept increasing but its growth rate did not grow as expected and the level of unemployment remained extremely high. There was stiff competition among people out of

work as a result of the crisis in the world economy. The International Labour organisation noted in their 2016 report that there were 1 million more people out of job in 2015 than the preceding year.

Prior to the global economic crisis, it was common to get a job solely using academic qualifications related to the job. Now, recruiters expect applicants to be equipped with the personal attributes and skills that would aid them to cope with the ever-transforming job needs. Top employers these days require their personnel to have in-depth attributes and disposition fit for the job. Employers now emphasize those skills required to carry out the job effectively and this explains why employability is the most researched field when looking at today's workforce.

## **IMPORTANCE OF EMPLOYABILITY SKILLS**

Employability skills are defined as the "attributes needed to get employed and to advance in an organisation with the aim of fulfilling one's goals and that of the organisation. It is also defined as "Individual traits, or character of a person that distinguishes him or her from other people who have comparable qualifications and experience." It is also defined as "Attributes needed to get employment and to advance in an organisation." Another definition states that it is a "Set of attributes needed to get, retain, and advance in a job."

The attributes required from a job seeker to succeed in the workplace has changed drastically, this has been made more pronounced with the emergence of globalisation and technological advancements. Getting employability skills enhances the prospect of getting into employment for any person without work experience. It has been argued that the high unemployment ratio today is caused more by the lack of employability skills rather than the absence of jobs.

With the advancement of education and the resulting increase in the number of graduates being produced these days, it has enhanced the need for employers to demand a mixture of academic qualification and employability skills when recruiting new workers. For instance, graduates in Accounting are expected to be equipped with other skills that are universally acceptable by employers.

The ever-growing demands of the economies of developing countries have made them look inwards to widen and improve their technological and specialist education to meet up with their increasing needs; they, therefore, look at means of diversifying the skills of young people. Work mobility among workers in developed countries is at a remarkably higher rate than in developing countries, this is because the workers in advanced countries have a wider range of employability skills than those in developing countries.

## **EMPLOYABILITY SKILLS GAP**

According to Mohan et al. (2018) Employment skills gap refers to the gap existing between the skills the fresh graduates or new employees have and those expected by the employers. Notwithstanding the concerted drive by teachers to improve the employability skills of their students to make them ready for the workplace as they graduate, most employers are of the view that academic accomplishment does not completely prepare students to match the needs of the labour market. These skills, such as leadership, communication, time management, etc. are required to advance the chances of such students being employed quickly. In my school, The University of Wales Trinity St. David, group discussions and other group projects are being used to improve our team-working, problem-solving, and interpersonal skills. These additions to the school's teaching modules are aimed at producing confident, emotionally intelligent and versatile graduates ready for the workplace as they leave school.

## **EXAMPLES OF EMPLOYABILITY SKILLS**

- **Communication:** Having excellent communication skills is a fervent desire of most employers. It is the capability to pass information explicitly to clients and co-workers. As a carer, I have very sound communication skills which include written and verbal. In my work as a carer, I do write reports and read that of my colleagues when they hand over at the close or resumption of my shift everyday.
- **Listening:** This is a very important skill needed in the workplace. In the care home where I presently work, listening to clients when they have complaints and resolving such is a regular routine for me. I also apply my listening skills when taking instructions from my colleagues and managers.
- **Digital and technological skills:** In modern times computer skills are now an essential prerequisite required at the workplace. Organisations expect their workers to be in tune with modern technology to stay ahead of their rivals in the same industry. In my office, I make use of the computers in writing my reports such as Microsoft Word and excel. Though my skills still need to be improved upon in this area and that is one of the skills I hope to improve upon while learning in the University of Wales Trinity St. David.
- **Team player:** This instils self-confidence in which one can learn from criticism from bosses and colleagues. Being a team player is very crucial in every work environment. To be able to work in a team, a worker is expected to relate well with others and play their role in reaching organisational goals. In my workplace, I fit in so well into the team and get on so well with my colleagues.
- **Analytical /critical thinking:** This creates a confident disposition and enables one to resolve issues arising from the job. I am a critical and analytical person, this makes it a lot easier for me to comprehend, evaluate, and arrive at reasonable decisions when faced with difficult problems. My getting into school presently is to learn and improve my analytical and critical thinking skills.
- **Flexible and adaptable:** Being able to work under pressure and be ready to accept change at the workplace to meet up with the emerging circumstances of the modern

era in areas such as technology and societal diversity. Being also able to accept a different shift at short notice also reflects flexibility and adaptability.

- **Reliability:** This refers to an employee's level of discipline. Being honest, truthful, acting professionally, and able to follow an organisation's rules and regulations is a major desire of employers these days. I have worked in my present office for five years and I am able to always complete all tasks within the scheduled time.
- **Problem-solving:** Having problem-solving skills puts an employee at a different pedestal from his colleagues. Problem-solving requires knowing critical issues and their significance to the workplace and being able to work out definite resolutions for them. Problem-solving occurs every day in an organisation and it is good for employees to have a good grasp of this skill.
- **Time Management:** This refers to the practice of coordinating and preparing how to split one's time between definite tasks. It is the act of sharing your time on various activities you are scheduled to carry out within a stipulated period. I find this as a very interesting aspect of my work and strive always to work within the stipulated time for every task.
- **Cultural competency:** Most modern employers prefer to employ people with cultural competence because they are able to relate excellently with people of diverse cultures and backgrounds. Such people help in creating a sense of unity in the workplace by creating a genuine position concerning cultural disparities.
- **Multitasking:** Employers these days prefer to employ someone who can carry out so many assignments at the same time though facing one assignment while paying attention to others. This is a skill I have mastered in my five years of working at my present workplace doing multiple tasks at the same time, such as answering official phone calls whilst writing a report or feeding a client.
- **Customer Service:** These are the attributes and methods that employees use to resolve the difficulties that customers may come across while dealing with the company. They must be very professional by communicating effectively and creating a positive impression of the company with the clients. Handling clients' complaints at all times is one of the key jobs we engage in our day to day schedule as carers. This comes with empathy and sympathy that will always endear us care workers to our clients.
- **Being Imaginative:** This could be likened to someone being proactive when at work by using one's imagination to resolve emergencies that could arise in the course of the day's work while still operating within the ambits of organisational policies without waiting on managers to arrive.

In conclusion, employability skills can be said to be very important attributes to possess by any individual at the workplace. Such skills are both beneficial to the individual and the organisation they work for. They are attributes that make an individual stand out as an employable person. They are the skills that employers and organisations require their employees to possess in order to achieve organisational goals which ultimately aims at being above other organisations in a very competitive modern work environment.

## References

- Doyle, A., 2020. *Important Employability Skills For Workplace Success*. [online] The Balance Careers. Available at: <<https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571>> [Accessed 17 August 2020].
- Indeed.com. 2019. *Employability Skills: Definition And 10 Examples*. [online] Available at: <<https://www.indeed.com/career-advice/finding-a-job/employability-skills>> [Accessed 17 August 2020].
- Mohan, M., Sarfraz, I., Hewege, C. and Rajendran, D., 2018. An exploration of global employability skills: a systematic research review. *International Journal of Work Organisation and Emotion*, [online] 9(1), p.63. Available at: <[https://www.researchgate.net/publication/324579805\\_An\\_exploration\\_of\\_global\\_employability\\_skills\\_a\\_systematic\\_research\\_review](https://www.researchgate.net/publication/324579805_An_exploration_of_global_employability_skills_a_systematic_research_review)> [Accessed 17 August 2020].
- Pologeorgis, N., 2019. *Employability, The Labor Force, And The Economy*. [online] Investopedia. Available at: <<https://www.investopedia.com/articles/economics/12/employability-labor-force-economy.asp>> [Accessed 17 August 2020].
- The Conversation. 2019. *Students, This Is How You Can Stand Out From The Crowd In A Very Competitive Job Market*. [online] Available at: <<https://theconversation.com/students-this-is-how-you-can-stand-out-from-the-crowd-in-a-very-competitive-job-market-112541>> [Accessed 17 August 2020].

Week 3 MAGDALENA  
ACADEMIC WRITING

29/06/20

Understanding clause

Topic idea supporting idea  
visiting Switzerland many different  
travelling many languages  
tourists many cities  
places

topic sentence: Travelling to Switzerland is  
a beautiful country  
supporting it has high mountains

Concluding

INTRODUCTION

MAIN BODY

CONCLUSION

10

B

B

A

WHAT IS AN ACADEMIC ESSAY

(linkers organising text)

ASSESSMENT BRIEF

TERM 1 TASK

- FRONT PAGE

E.g. - example

NB ~ Note + bear in mind

i.e. ~ that is

etc ~ and so on and so forth

cf ~

vv ~ the other way round

|    |                                         |
|----|-----------------------------------------|
| =  | exactly                                 |
| +  | "is the same as"                        |
| →  | "causes" or "leads" or "results in"     |
| ?? | not clear                               |
| >  | "is greater than"                       |
| !  | exclamation surprise                    |
| ↑  | grows rises or "rises"                  |
| ←  | Backwards                               |
| ~  | "varies with" or "changes according to" |

BBC Learning English

Academic listening

1st day in univ — anxious

listening & understanding lectures

problems of people from different backgrounds.

problems of linguistics — foreign language

& AP

English for Academic purposes

It is for your subject.

Essay, lectures etc.

Teaches — writing

social English for Banks and shopping.

everyday language.

INITIAL problems

note taking

large volume of reading

New environment in the uni.

— Reading & researching with  
TV, radio, library, internet.

Improving listening ability

escape from prison

Research =

Research = intro to research skills

What is research =

enquiry -  
getting information relating to  
a subject.

Why do research =>

to find answers  
to solve particular problem

to compare different theories  
to add credibility  
to give broader understanding  
of the topic.

Research —

- Confirms something we already know
- It can give us support for our views
- It gives new information
- It shows what is most likely to happen
- It can show examples to look at
- It allows for cost-benefit arguments