

Academic and Employability Skills.

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Introduction

This report will be based on academic and employability skills and how this is related on my own skills. The education and experience what individuals have is not enough to apply for a job. They will need employability skills that individuals have to learn and developed over the time at the University. Studying at University is not just an academic year of studies, there is a big opportunity to get a big progress in their skills, to discover them and to make them more confident in skills that they have. At the University learn about your skills is a good step in their future employment, what will be usefully in their life.

What are academic and employability skills.

“Employability skills are those basic skills necessary for getting, keeping, and doing well on job”. (Robinson 2000). Employability skills are skills that we have but we must develop them, that will make you more talent in your skills. Employers usually looking for a good worker, who have academic and employability skills, who not only have basic skills of reading, speaking, writing and communicating. During the time at University, Individuals will find lots of opportunities to develop their skills through studies. Individuals need to be organised, motivated, dedicated in studies, to show that they have ability to learn over the academic year. Individuals who have an academic skill with high level of education, are more probable to be employed to have a permanent employment, to earn more money, do not depend on social assistance, and they have more opportunities than those with a lesser amount of education. A good academic and employability skills give you an opportunity for a good job and to have a good income for your life.

*“**Communication** is the exchange of thoughts, transmitting or receiving information, or ideas that results in mutual understanding between two or more people”.* (Maund 2015) Communication skills are divided be verbal communication and writing communication. Communication is principal in an academic skill. The good communication skills are; listening with empathy, speaking clearly, effective writing, mails, reports and letters. Individuals need to be able to communicate with colleagues to express understanding and thoughts, to share information, to explain ideas and to have a good and clear answer, to give and receive feedback. To have a clear writing in spelling, grammar, and punctuation, with clear meaning of sentences. The good communication skills can be the part of a good success.

For example: I have a good communication skill because I communicate well with my colleagues at University, with my friends and with my colleagues at work.

One of the importance's of communication, is **Listening** skills. *“Listening is an active process of selecting and interpreting information from auditory and visual clues”.* (Allene 2002). Individuals need to have a good listening skill, need to know to listen to others.

No one like to communicate with someone if that person does not listen to them. You must be a good listener be being present in discussion, and listening what the other person is speaking about, by asking questions to express what the person saying and to be sure you understand. To be a good listener in the work place will help to solve problem, resolve conflicts, improve relationship and build new friends and career.

For example: I have a good listening skill, all the time when my colleague at university or at work speak with me a listening it very carefully and I'm present there in discussion.

Confidence is another skill that employers look to employee. A confident person is a person who believe in their self, whit positive thinking, with practice of knowledge be feeling sure in her/his self, and abilities. No many individuals when come to University believe in their own confidence. Confidence can be built by the time learning, and practicing. If un individual is a shy person then that person can not be a confident person. In this case the individual must attend trainings with groups, have more speaking in front of the class at the university, have debated project to resolve to build confidence. Confidence need to be built in yourself, be building confidence individuals will believe in their self and in their knowledge. What is very important for a good job.

For example: In my case I cannot say I have a good confidence because I'm I shy person. But I work on myself now.

Organisation is a skill that is very important for individuals. To be an organised person is very important. At the University individuals will learn about how to organise their time, how to plan to keep work organised, haw to be productive and save time being an organised person. Do not to spend time for unusual things. Individuals will learn about organise time by use time management table. To write there what activities are important, or not important, which activities need priority, which one they can duet later, and what activities can waste their time, and this leads to organise their time, and be an organised individual with a good organised skill. A good organisation skill can save time and can reduce the chance of developing poor work.

“Team working is a natural human process, and a skillset at least partially developed at an early age in every individual”. (Avery 2001). This mean that all individual has a teamwork skill from early ages (about 3-5 years), when they start to play in groups and demonstrate their ability to do something in a team...work or play. At the University individuals will able to learn how to develop their skills of team workers. Learn about haw to be a good team worker to know haw to work with others in a group. To discourse thoughts and ideas in a group and make decision together. A teamwork needs to accept and other thoughts and ideas not only his ones, and to share it together.

For example: I can tell about me I’m a good team worker. I like to work in a team wit my colleagues at work and at the University. I can do job in a team, listen what other ideas are and accept it. Is very good to have a good team working skill at the work place or University. But I want to develop it more at the time studies at the University.

Motivation skill is about to be motivated in what you must do. Employers looks for workers who can do their job with a good motivation, workers who do not need to push them to do something or to be encouraged with other. Individuals who are motivated to learn and study and after studies to have a good job they never give up. Motivation is like a “stand up and go”. Individuals with a good motivation skill are those individuals who can do their job with empathy to achieve their goals.

Ability to work under pressure. This skill is a good self-control and being calm in a crisis, do not stress yourself. Individuals at University will learn how to react when they will work under pressure, how to face with difficult situation and stay calm, keep their mind focused on what they do. To work under pressure is very difficult in this fast-moving time. Individuals need to learn and have a good developed ability to work under pressure. We know sometimes or same days at work place can be a very stressful situations, which we must manage and be able to work, so in this case individuals need to be calm and control their self. Do not lose concentration and ability to work under pressure.

“Problem solving is generally regarded as the most important cognitive activity in everyday and professional express”. (Jonassen 2000). **Problem solving** skill is a skill that we can -meet in everyday life, at home, school, and work. Many times, we solve problems wit out thinking of problem-solving skill, it come automatically from our instinct. To have a good problem-solving skill individual can develop by time studding at University. They will learn how to solve a problem effectively, by deciding what to do and how to do, with the problem, by selecting correct ideas and get the action of resolving. A good problem-solving skill for individuals is a situation that can face with problems and conflicts and to have a happy final by resolving it.

For example: I cannot tell about me I have a good problem-solving skill. I must learn more about this skill, and I must develop it.

Leadership skill. A leadership member is an individual who can manage with a group of individuals. Leadership is a ladder in a team work. An individual leadership need to have a good communication skill, to speak with the individual from his\her group, to motivate his/her team, take responsibilities for the group, have a flexibility to resolve the problems, and listen for feedback.

Interpersonal skill. Therefore, this is a skill what individuals use every day for sharing or exchange of information when communicate with other people, individual, by two persons or in a group discussion. Individuals with a good interpersonal skill are more successful in professional and their personal life. There can include a good understanding in body language communication, they are able to understand other emotion and of course to manage with their own emotions.

There are more skills like, initiative skill, honesty skill, flexibility skill, planning skill, etc. Individuals will learn about all this skill at the University, but they must learn its own their self at home in self-practising, to enhance the developing time and progress. They must assist more trainings for developing personal skills, read more about those skills and watch videos on internet, which will help for developing it.

Paraphrasing and summarising

“A paraphrase text is a reformulation in the same language such that the meaning of the text is preserved. Additionally, the text and its paraphrase should be syntactically different”. (Kaljurand 2009)

At the university we learn how to paraphrase a text. I attached in class exercise paraphrasing. I must learn more and developed my paraphrasing skill. I need more and more to practice.

“Summarising is the reduction of large of information to its must of important points, the ability to identify and select important information such as the text is vital in producing a successful summary”. (Cho 2012)

Summarising individuals learn from primary schools, but this skill need to be developed properly through the years at the University. I must learn more about summarising. In the class exercise I need to practice and to develop my summarising skill.

What is the importance of these skills?

“Universities and their career services are working to help their students better understand and articulate the skills they have.” (Archer 2008). This means that the individuals will learn at the University about skills they have, and which is important for a better job. Academic and employability skills need to be taught and learned in school, University, or preparation programs, so that students are prepared for better employment. This does not mean if teachers will teach about academic and employability skills, students will be a good employee. There will need diligence for students' side. They must learn and learn about it.

Most of the employers looking for graduated workers with a high level of academic and employability skills. Employers reflect convinced skills as vital for all entry levels of employers. They expect for employee to have a good academic skill, because in the work place that is very important, they look for workers who can do the job today with a good mind for future. So that the individuals need to know in what skills are they good for a better job. They must demonstrate their skills on an interview. They need to be confident in what they are saying and what they are doing, polite, with good *manière* and attitude, dress smart.

All those things need for create a good impression, for receiving a good feedback. The importance of the skills is for effective work, to demonstrate that the individual is able and capable for doing a good work.

Theas mean that individuals must be good in solving problems, to know how to discuss with a group and take a decision correctly, this leads to decision making skill, stress control, to be able to control their self in stressful situation. So, to have academic and employability skills for individuals is important for getting and minting a good job. The importance of academic and employability skill is for getting and doing well on a job. Good skills are the way for success and step for career development.

SWOT ANALYSIS.

STRENGTH Ability to learn from mistake. Discipline and termination. Communication. Responsible. Patience.	WEAKNESS Difficulty of experience. Shay person. Confusing. Too much responsibility. Lack of knowledge.
OPPORTUNITIES Enhancing personal development. Using skill in different way. Developed my career. Opportunities to study.	THREATS English skills. Exams Brexit Difficulties of founding job.

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

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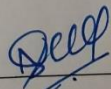
Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mark Erwin come an antreprenuer of the organisation Team RWB. He donot have any intention to be an entreprenuer or activist. What help him to groa up ~~is~~ is his assignment in the Army. Where he won medals and awards. And he participate to diferent programe offered by the school. Erwin's organisation was one of the succes one, becouse of his ardour, and his company by come succesful very quickly.

Lecturer's signature: _____



Date: _____

17/07/2019

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.
Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable

Reason: Because birocratic do not fail, they do not have soul and conscience

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 - acceptable / unacceptable

Reason: Birocracies have to work more and hard to keep the original primary objectives

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 - acceptable / unacceptable

Reason: There is not about institution do not have soul, memories and conscience.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 - acceptable / unacceptable

Reason: The structure is diferent from original and the main idea was same.

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: spell

Date: 17.07.19



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising

Student Name:

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: _____

Date: 14.08.2019

1 | Page

Ex.2

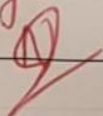
This task is designed to see if you can summarise ideas from course materials in your own words. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

Aldi is a supermarket with cheap products, with good quality, and value on money. Aldi is different than other shops, because Aldi's products are 30% cheaper. Aldi fruits and vegetables are from local farms. They do not import it like other shops. This help Aldi to save money, time and effort for Aldi business. Aldi employees do not need to have to much training in what they do. Aldi save money on employees trainings. On this money what they save on employees trainings, Aldi pass it to customers like lower prices products.

Lecturer's comments:

Satisfactory attempt,
You have misunderstood the training concept
mentioned in the main paragraph. Some
of the key things are also missing

Lecturer's signature:



Date: 14.08.2019

Conclusion.

In conclusion this report focus on Academic and Employability skills. Although this skill needs for everyone who want to have a good future life with a great job. Academic and employability skills that I have is not enough and is not developed at a high level, and I must work and learn more through this year at the University.

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