

Module Code and Title: BMSW4001 - Academic and Employability Skills

Assignment Title: ACE Practical Portfolio

Student ID: 2133610

Student Name: Sadaf Naqvi

Module Leader: Timothy Hopkin

Table of Contents

Introduction	3
The way this module assisted me in the development of my academic skills	3
The ERA Cycle	3
Academic reflective report and my academic skills	4
Time management.....	4
Academic writing	5
Reflection	5
Public speaking and giving presentations	5
The way this module assisted me in developing my employability skills	6
My Skill Gaps.....	6
The way I fill in the gaps in my skills.....	7
Conclusion	7
References	9

Introduction

This essay will highlight the ways in which I have grown academically and professionally as a result of taking the "Academic and Employability Skills" course. The academic prowess I've acquired during this course having greatly improved my integrity, competence, and knowledge in the classroom (Turner, 2011). To be employable, one must possess the knowledge and abilities necessary to pursue and get one's desired profession. My chances of getting a job have improved thanks to this module. Inside this essay, I had also attempted to first represent the educational and professional abilities I have developed during the course. Then, I described how well this course has improved my abilities. At last, I've taken stock of my current set of abilities and thought about how I can grow in those areas.

The way this module assisted me in the development of my academic skills

The significance that academic prowess and employability play in the construction of a more successful profession is quite important (Cotronei-Baird, 2020). Regularly enhancing one's academic abilities is of the utmost significance for individuals who are intent on constructing successful professional lives for themselves. They are required to have a higher level of education to handle their professions that are associated to the current technologies in order to keep up with the constant advancement of technology. When hiring for positions like these, employers prioritize candidates with a higher level of education.

A person's academic accomplishment can help them feel better about themselves and reduce the amount of anxiety they experience in their daily lives (Turner, 2011). Nevertheless, these are the aspects that are absolutely necessary in the working environment. This module was a huge assistance to me in improving my academic performance as well as my employability abilities. As a result of my participation in this program, I have acquired a significant amount of knowledge regarding academic writing, research, and referencing. By completing this unit, I was able to enhance my other skills and knowledge, such as my ability to write essays, paraphrase, structure, and present information, as well as my reporting especially in writing.

The ERA Cycle

Experience, Reflection, and Action are the three components that make up the ERA. Jasper (2013) came up with this straightforward model, which centers on the concept of gaining comprehension from one's own personal experiences (Jasper and Rosser, 2013). The most

important part is taking action, because doing so allows for learning to be transferred from contemplation into subsequent encounters. Throughout my semester, I have used this model to improve and evaluate my academic and employability skills that I have gained. The ERA reflective cycle can help every academic person to evaluate and to take future actions according to the experiences.

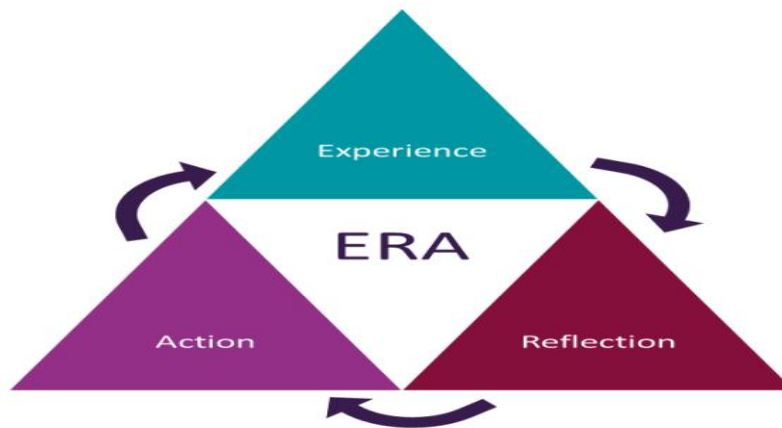


Figure: ERA reflection Cycle

Academic reflective report and my academic skills

Academicism is the study habits that lead to success. A student's linguistic, aural, scribal, and scholastic abilities can all be honed through the acquisition of academic know-how. My study, vocabulary, thinking, understanding, reflection, researching, evaluation, and creative capacities have all been honed thanks to this module. Skills that are highly sought after by employers. Skills in these areas are essential for finding work and advancing in one's career (Vonada, 2012). This course has helped me become a better time manager, communicator, leader, team player, and researcher and analyst. Taking part in this level of resilience me fine-tune my skills in critical thinking, problem - solving skills, decision - making process, and fundamental and technical. analysis.

Time management

Throughout in the time that I was enrolled in this course, I was mandated to attend classes, take exams, and make presentations (Philpot, 2011). These would have allowed me to become better at managing my time. In addition, I was obligated to turn in my assignment before even the designated due date. In order to do this, I needed to educate myself on successful time

management and accomplish my assignment before the deadline. In order to demonstrate my improved productivity and effectiveness, I needed to effectively control my time.

Academic writing

In order to fulfil the requirements for this module, I was required to write two reports. My language abilities have significantly increased as a result of completing those reports (Philpot, 2011). In addition to having my vocabulary, punctuation, and grammar improved, I was also taught how to prepare a hiring process. Because writing makes it simpler to explain oneself, I've become better at communicating both my thoughts and my experiences through writing. Throughout practice, I was able to develop the ability to convey elements of my personality in my writings. Now I am able to write and communicate all of my ideas, logics, and problems in a manner that is easily understood by my readers and does not cause them to become confused. As a result of completing this lesson, I am now able to provide others with feedback that has a distinct notion and explain things to people in a way that is easily understandable via my academic writing.

Reflection

My capacity for reflection as well as my creative thinking has improved as a result of participating in this course. My capacity to perform in-depth critical analysis was much improved as a result of the many publications on analytical analysis that I was required to study while taking part in this subject. In addition to that, I was required to read a large number of reflective essays, which helped me enhance my ability to reflect (Philpot, 2011). Because of this, I am already able to reflect my past researches and experiences in a way that involves ability to think critically as well as creative problem solving and that will not leave my audience confused.

Public speaking and giving presentations

My ability to deliver information to others has also been improved as a result of this course. Throughout the course of this unit, I was required to give several lectures. Presentation ability is incredibly critical for an individual to have in both their professional career and their personal affairs. To be successful in this endeavour, one needs to have strong presentation skills. I was required to do many demonstrations on my rigorous coursework in the presence of my course instructor at various points all through the semester. My degree of self-confidence has increased as a direct result of these talks. The presentation helped me enhance my language skills as well as my writing, attending, and cognitive capabilities, and it also helped me become

better at managing myself. At this point, I don't feel nervous at all about delivering presentations on any of my efforts.

The way this module assisted me in developing my employability skills

Employability abilities are essential to have if one wishes to have a job that is more desirable. According to Andrews and Russell (2012), work experience competencies include the capacity to maintain time effectively, the capacity to supervise others, the strong communication skills, the capability to think critically, the ability to solve problems, the ability to conduct research and analysis, the ability to make decisions, the ability to collaborate effectively with others, etc. Every one of these abilities is necessary, not only for the employee, but also for the company. The present generation is one that is known for being incredibly competitive and testing other generations. In current generation, a person needs to possess these abilities in order to be successful in their employment and to secure the job that they want. Skills that are useful in the workplace make it easier for workers to handle any situation that may arise.

According to Andrews and Russell (2012), people who have a large level of ability will be capable of dealing with hard conditions in the firms they work for as well as be able to combat their disappointments while they are on the job. The capacity to find gainful employment not only improves an individual's professional life, but also, to varying degrees, benefits the public. The cultural viewpoint is acknowledged by society through the development of employable skills. Having employability skills also assists in creating relationships with people in other countries. Consequently, both academic and employable abilities are extremely important aspects of a human being's life to focus on developing (Gravells, 2010).

My Skill Gaps

According to Matthew (2016), a "skill gap" is a constraint in the academic as well as employability abilities that are necessary for any advanced degree or career that is wanted. When there are deficiencies in a person's skills and experience, they may have several challenges in their place of employment. Tulgan (2015) did observe, however, that there are many firms that do organise training courses for their employees in order to narrow the skill gap that exists between them and their competitors. Consider the scenario in which a corporation needs someone with experience in computer science but all of its other employees only speak

one language. This indicates that there is a skills gap among workers. He has a lot of room for skill improvement.

After conducting a SWOT analysis of my educational and professional development, I have identified my strong points, as well as my weak points, possibilities, and potential threats. Despite the fact that completing this module has significantly aided in the expansion of my skill set, there are still some gaps in my knowledge. My research has shown that my talents in creativity and innovation adaptability, advertising, and customer relationship management are lacking. I am sorry to report this. I also have certain limits in reasoning skills, skills for making decisions computer knowledge, analytical abilities. Nevertheless, I am in a position where I can work on enhancing all of these abilities and become a stronger contender for the opportunity that I want.

The way I fill in the gaps in my skills

The first step was to determine where my skill sets were lacking. A person might become aware of the gaps in their skill set by conducting a skill gap assessment. There are many different ways for me to fill in the holes in my skill set. Firstly, I just had to evaluate my skill deficiencies. After then, it is incumbent upon me to investigate the significance of such abilities in my current position. After that, I need to undertake some study and analysis to get a better understanding of my current situation. After that, I'll be able to fill in the blanks by participating in training classes, educational workshops, educational subjects, and professional courses respectively. After that, I need to put those abilities to use as often as possible, not just in my work life but also in my professional life.

Conclusion

The people's educational soundness, ability, and intelligence all improve when they have better academic talents. On the other side, accessibility can be understood as a collection of talents and an awareness that is necessary for obtaining the job that one desires. The primary focus of this article is on elucidating the significance of possessing both academic talents and employability. In the first part of this article, we talked about academic skills as well as employability abilities. Then, the skill sets and intellectual success that I earned all through course of the curriculum have already been represented in the very first instance. Then, I thought on the ways in which the aforementioned module had improved my abilities. In the end,

I have considered the talents I lack and the methods in which I may enhance those skills to reflect my limits.

References

Andrews, G. and Russell, M., (2012) Employability skills development: strategy, evaluation and impact. *Higher Education, Skills and Work-Based Learning*.

Cotronei-Baird, V.S., (2020) Academic hindrances in the integration of employability skills development in teaching and assessment practice. *Higher Education*, 79(2), pp.203-223.

Gravells, A. (2010) *Delivering Employability Skills in the Lifelong Learning Sector*. 2nd Ed. Paris: Random House.

Jasper, M. and Rosser, M., (2013) Reflection and reflective practice. Professional development, reflection and decision-making in nursing and healthcare. Chichester: Wiley-Blackwell, pp.41-82.

Matthew, T. (2016) *Beyond the Skills Gap*. 2nd Ed. Milan: Pan McMillan.

Nisha, S.M. and Rajasekaran, V., (2018) Employability skills: A review. *IUP Journal of Soft Skills*, 12(1), pp.29-37.

Philpot, S. (2011) *Headway Academic Skills: 3: Reading, Writing, and Study Skills Student's Book*. Milan: Pan McMillan.

Tulgan, B. (2015) *Bridging the Soft Skills Gap: How to Teach the Missing Basics to Today's Young Talent*. Boston: Sage Publication.

Turner, K. (2011) *Essential Academic Skills*. 2nd Ed. Paris: John Wiley and Sons.

Vonada, S. (2012) *Basic Employability Skills Training*. New York: Oxford University Press.