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**Module: XHAW5112**

## **Self Evaluation Report**

### **Introduction**

An educational strategy called work-integrated learning (WIL) combines classroom instruction with hands-on, real-world experience. By giving students the chance to apply what they have learned in the classroom to real-world situations, it aims to close the knowledge gap between classroom instruction and the skills needed in the workplace. By improving employability, creating industry contacts, and assisting students in acquiring vital skills like communication, cooperation, and problem-solving, WIL significantly enriches the educational process. Students learn more about their area through practical experience, and employers receive new insights and access to a potential talent pool.

### **Skills Learnt**

**Brainstorming Sessions:** I participated in brainstorming sessions to generate ideas for product names and event concepts. This involved actively listening to others, contributing ideas, and building on suggestions from colleagues.

**Feedback Sessions:** I learned to both give and receive constructive feedback in a professional manner. I also developed the ability to integrate feedback into my work.

**Staff Meetings and Briefing/Debriefing Sessions:** I participated in regular staff meetings and briefing sessions where I was updated on ongoing projects and expected to provide progress reports. In debriefing sessions, we evaluated the outcomes of what the mobile app and website would look like or what it should have.

**Time Management to Meet Deadlines:** I improved my ability to prioritize tasks and manage my time efficiently to meet deadlines, especially when juggling multiple projects for other modules as well.

Crisis Management: I developed my crisis management skills by assisting in the response to unexpected issues, such as stuff we didn't agree upon with regard to either the mobile app or website.

### **Role in the team**

My role in the team for this WIL module was in creating a seamless contact page for the website. But before that I also helped in giving ideas for the logo's like what type or design or layout I thought was good. My team leader and vice team leader, Shikhar and Kaydan, played a significant role in providing direction and feedback. They regularly checked in with me to ensure that I was on track and to offer guidance on areas that required improvement. When conflicts emerged, I helped mediate by ensuring that everyone understood each other's viewpoints and worked toward a solution that benefited the group as a whole. This experience taught me the importance of self-direction while remaining receptive to feedback and adapting based on team needs. Overall, my WIL experience was one where I learned to balance leadership and collaboration, taking on responsibilities while also working effectively within a diverse team to achieve common goals.

### **Research, technology and the presentation of information**

I had to find information to incorporate Javascript with the HTML and CSS to produce a unique contact page that has an exquisite design. And I also added a Google maps link which provides real-time directions with the address of the company. I got this code from an open source code from Universe Code.

## **Personal strengths (strong points) and weaknesses (areas to do better in)**

### **Strengths**

Attention to Detail: I consistently ensured that my work was accurate and thorough. This helped in both research and quality assurance tasks, where precision is key.

Communication Skills: Both written and verbal communication were strengths. I was able to articulate my ideas clearly and effectively with colleagues and clients, ensuring smooth collaboration and clarity.

Time Management: I excelled at managing my time to meet deadlines, juggling multiple tasks without feeling overwhelmed. I prioritized important tasks and broke down large tasks into manageable chunks.

Problem-Solving: I quickly identified issues as they arose and worked collaboratively with my team to find practical solutions. I learned to remain calm and focused when challenges emerged.

### **Weaknesses**

Handling Uncertainty: At times, I found it challenging to deal with situations where outcomes were uncertain, such as when I was asked to take on tasks with incomplete information or unclear instructions.

Adapting to New Software: I struggled when required to quickly learn and use new software tools that were unfamiliar to me. Although I eventually got the hang of it, I initially faced a steep learning curve.

**Delegating Tasks:** I found it difficult to delegate tasks to others when I was managing projects. I tend to take on a lot myself because I wanted to ensure the work was done correctly, which sometimes led to feeling overwhelmed.

**Balancing Multiple Priorities:** Although I am good at time management, there were instances when I had to juggle several high-priority tasks simultaneously. In those situations, I sometimes struggled to maintain the same level of efficiency and focus.

**Receiving Constructive Criticism:** I found it hard to accept and act on constructive criticism in the beginning. While I understood its value, I was initially defensive, which affected my ability to learn from feedback effectively.

While there were challenges during my WIL, I believe I made significant progress in recognizing both my strengths and areas for improvement. The experience has helped me to better understand my work habits, and I'm excited to continue developing my skills in future roles.

### **Stakeholder relationship**

One of the aspects that worked well in my relationship with my WIL team leader mentor was the open and regular communication. Both my mentor and I made a conscious effort to check in regularly, whether through formal meetings or informal conversations. This helped create a sense of transparency and trust, and I always felt comfortable reaching out for feedback or guidance. Additionally, the clear expectations set from the beginning played a significant role. My team leader outlined specific goals and objectives for my placement, which gave me a sense of direction and allowed me to track my progress. This clarity helped me stay on top of my tasks and ensured that I was aligned with the broader goals of the organization. Lastly, I appreciated the mentoring style itself. My team leader was approachable and encouraged me to take ownership of my tasks while providing constructive feedback. This balance of autonomy and support allowed me to grow both professionally and personally.

However, there were some challenges as well. One issue was the lack of consistent feedback in the mid-to-late stages of the placement. Initially, my team leader was very hands-on and offered frequent feedback, but as I became more independent, the feedback became less structured and less frequent. This made it harder for me to gauge whether I was meeting expectations or if there were areas for improvement. Another challenge was the occasional misalignment in priorities. At times, there was a disconnect between what I believed to be the most important tasks and what my mentor expected to be prioritized. This occasionally led to confusion and feelings of being unsure about where my focus should lie.

### **Impact**

They benefited from me in assisting with the website in creating the contact page. And the stuff I included into the contact page was not something everyone was familiar with, like basically incorporating JavaScript wasn't something we went into detail with this year in other modules. To put it briefly they benefitted by learning a new way of doing HTML with JavaScript being incorporated.

### **Conclusion**

My Work-Integrated Learning (WIL) experience has been an invaluable opportunity to bridge the gap between academic theory and real-world application. Through hands-on involvement in professional settings, I gained a deeper understanding of the industry I am pursuing and honed critical skills that are essential for career success.

Throughout my WIL experience, I was exposed to a variety of tasks and challenges that required both independent problem-solving and effective teamwork. I was able to apply the theoretical knowledge from my coursework directly to practical situations, which reinforced my learning and provided me with a clearer understanding of how concepts are

implemented in the workplace. This experience not only enhanced my technical competencies but also allowed me to develop important soft skills such as communication, time management, and adaptability.

One of the most significant takeaways from my WIL experience was the importance of professional networking and relationship-building. Collaborating with experienced professionals gave me insights into industry standards, expectations, and trends, while also fostering a deeper appreciation for the value of continuous learning and development.

Overall, my WIL experience has solidified my passion for my chosen field, increased my confidence in my abilities, and provided me with a strong foundation as I prepare to transition into my career. It has been a transformative learning journey that has equipped me with the skills, knowledge, and practical insights necessary to succeed in the professional world.