

Unit 11: Professional Development – Your e-Portfolio

Welcome to week 11 where we will be considering your professional development based on your e-Portfolio. In this module, your e-Portfolio is due for submission in Unit 12.

Various studies have shown that having an e-Portfolio is useful to students, and professionals, regardless of the industry in which you work. You would have discussed the use of e-Portfolios during your induction and some of the points made may have surprised you or just confirmed your experience. Having reached this module, your e-Portfolio would have been reviewed as a summative and formative assessment piece throughout your programme of study. The goal was to ensure that you have a comprehensive set of materials that covered your entire learning journey on this programme. This enables you to create a Showcase e-Portfolio at the end of your programme, which can be shared with peers or employers.

Carrying out reflections on your learning during the various modules would have provided you with some insight on how you learn and how that impacts your professional practice. This should be the basis for the completion of your professional skills matrix,, leading to the development of an action plan that should prove useful to you beyond your degree programme (Continuous Professional Development). The final aspect to the e-Portfolio is the Learning Loop. This tool provides a holistic review of your degree programme, your development so far and your plans for the future. It can also act as a feedback tool for the academic team, if you wish to share it.

In this unit we shall:

- Review your learning approach based on your reflections on your learning process.
- Review the Professional Skills matrix, considering your professional goals and the outcomes of the modules you have undertaken in your programme.

On completion of this unit, you will be able to:

- Provide necessary reflection for the completion of your learning loop.
- Complete the Professional Skills matrix and ensuing action plan.

This week is a culmination of the various professional practice discussions that have taken place in this module. The e-Portfolio is a key tool for recording professional practice and reflecting on processes and outcomes.

Reflection:

We covered a lot of material in this chapter, giving us the chance to improve our skills and enhance our knowledge. The things which covered and studied about are shown below in different points.

- Learn about scientific methods and their usage and consider the significance of ethics and how our field of study and career may be affected by them.
- Learn how to formulate and revise the research question, how to make a research proposal by brainstorming.

- A good understanding of the research methods and how to design our research.
- Know how to use each of these techniques for gathering data. Be aware of any relevant methods for your inquiry.
- learn about survey and interview techniques, look about what a population and a sample are and what is the pre- and post-testing idea.
- Also see how to make a good questionnaire according to our thought, response, and investigations. Studied about responses and methods to enhance your responses
- Explain the terms "validity," "generalizability," and "reliability," as well as how they affect our study design. Think about the distinctions between qualitative and quantitative data as well as how to present and analyze our findings.
- Identify the various quantitative data levels and dispersion and location metrics and learn to implement the idea of inference and hypothesis testing.
- Examined the merits and disadvantages of each approach used to analyse, evaluate, and present conclusions from qualitative data.
- Think about research reporting and writing, as well as the many dissertation sections and how to approach each of them.

What is Skill Matrix?

A skills matrix is a framework that may be used to map the abilities and degrees of talent of employees. It is a grid containing information about available talents and their ratings. It is used to manage, plan, and monitor existing and desired abilities for a position (Skill matrix, 2022), (Editorial Team, I., 2022).

Skills Matrix: an Example

I have previously said that the most elementary form of a skill matrix is a table in which I put my talents or competencies and my evaluation of them.

Table 1. Skill Matrix

Skill Name	Evaluation
Scientific Methods	8/10
Research Proposal	9/10
Research Design	6/10
Data Gathering Techniques	9/10
Survey and interview Analysis	8/10
Questionnaire Writing	9/10
Hypothesis Testing	7/10
Research and Report Writing	9/10
Evidence gathering	7/10
Finding Analysis	7/10

Why is a skills matrix so essential?

Skills matrices are essential tools for any data-driven firm, and they are especially critical for the Human Resources department and project management team leaders.

Matrixes are a wonderful tool for keeping an accurate record of the skills, qualifications, certifications, and competencies possessed by your team members throughout the whole organization. They operate remarkably well in practice and, when applied effectively, promote team productivity while contributing to a lift in your bottom line (Vulpen, E. V. 2018).

It is essential to have a skill matrix because, when properly constructed, it can facilitate the organization of your teams by identifying any required skill sets based on the project requirements. If you have an adequate skill matrix, your project will be completed efficiently and quickly by team members who are the most qualified and talented in their respective fields.

References:

Skills Matrix: Benefits, Examples, Template [2021]. (2022, January 25). Retrieved from Valamis website: <https://www.valamis.com/hub/skills-matrix>.

Vulpen, E. V. (2018, February 19). How to Create a Skills Matrix for Success | Competency Matrix. Retrieved from AIHR website: <https://www.aihr.com/blog/create-skills-matrix-competency-matrix/>

Editorial Team, I. (2022, August 30). How To Create a Skills Matrix: Steps and Examples. Retrieved from Indeed Career Guide website: <https://www.indeed.com/career-advice/career-development/skills-matrix>