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| **Module code and title:** | Orientation for Success in Higher Education | **Module leader:** | B&T - |
| **Assignment type:** | E-Portfolio 3000 words | **Assessment weighting:** | 100% |
| **Submission due dates:** | **Thursday 28/03/2024** | **Feedback Target:** | 3 weeks from submission |

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| **Assignment Overview** | |
| The assignment will require students to reflect on their learning from the module to explain the importance of a reflective approach to learning and the value of formative feedback to inform and improve summative assessed work.  It will enable them to demonstrate their knowledge and understanding of the cultural and behavioural expectations of studying for a degree in **Business and Tourism Management**, and the importance of peer-to-peer support and team working to enhance learning experience.  Through exploring their strengths, weaknesses, opportunities, and threats more comprehensively this assignment will help students make a better career decision in the future. | |
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| **This assignment has been designed to provide you with an opportunity to demonstrate your achievement of the following module learning outcomes:** | |
| LO 1 | Understand the importance of a reflective approach to learning within the Business and Tourism Management discipline. |
| LO 2 | Demonstrate the ability to use feedback and feed-forward as an integral element to inform and improve future formative and summative assessed work; |
| LO 3 | Demonstrate an understanding of the cultural and behavioural expectations of studying for a degree in Business and Tourism Management. |
| LO 4 | Explain the importance of peer-to-peer support and team working to enhance the learning experience. |
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| **Assignment Task and Requirements** | |
| ***“E-Portfolio evidence that demonstrate learning from the module and personal audit as a student”.***  **DESCRIPTION OF THE TASK – WHAT ARE YOU ASKED TO DO?**  **Complete an E-portfolio of 3000 words based on student’s reflection of their learning experience (Module 1 and 2) in their degree programme.**  This task will require you to complete an E-portfolio **comprising of Four documents- A, B, C and D,**  (Sample E-Portfolio template provided in pages 6-8) which will demonstrate your learning from the module in relations to:   1. **Reflection On learning (1200 words)** 2. An explanation of what is meant by reflective learning and its importance for learners in Higher Education/Business and Tourism Management Degree (150 words) 3. Description of a reflective model (Kolb/Gibbs) (450 words) 4. Definitions of formative and summative works with citations. Demonstrate how a reflective approach to your formative and summative evaluated work in Module-1 might enable you to feedforward and improve your work in Module-2 and the upcoming modules. (450 words) 5. Rounding up of your Reflection On learning by briefly restating your main points, in addition to your final thought or reflection on the significance of the topic. (150 words) 6. **Reflection on the cultural and behavioural expectations of studying for a degree in business and management. (700 words)** 7. A reflection that demonstrates your understanding of the cultural and behavioural expectations of studying for a degree in Business and Tourism Management from the current module. (400 words) 8. An explanation of how will you implement these cultural and behavioural expectations in your future studies and work/career? (150) 9. Provide a realistic timeframe and dates for the implementation of what you have learned about cultural and behavioural expectations. What resources and/or support would you need to implement what you have learned in future, both personally and professionally? (150) 10. **Reflection on the importance of peer-to-peer support and team working to enhance learning experience. (700 words)** 11. A reflection on what peer-to-peer support and team working mean and why it is important for students in higher education. You can draw example from the previous module to demonstrate your understanding of the concepts. (400) 12. An explanation of how will you implement peer-to-peer support and team working these in your future studies and work/career? (150) 13. What resources and/or support do you need to implement what you have learned about peer-to-peer support and team working? Provide a realistic timeframe and dates for the implementation of what you have learned about peer-to-peer support and team working? (150) 14. **A personal audit presented as a SWOT analysis, which evaluate your strengths, weaknesses, opportunities, and threats as a student. (400 words)**   **Your work must be based on the topic covered in class and reliable research as well as have 10 different sources from the reading list within it.** Please ensure you use both direct and indirect citations.  **Notes:**  The task requirement is an **e-portfolio** of documents, not an essay, report, or reflective journal. As such, it can be written in the first and third person.  **Please ensure therefore, that you use the appropriate e-portfolio template provided.** **Make sure to fill in your student ID number, module name, tutor name, academic year/group on the template. Refer to pages 8- 13 for a copy of the E-portfolio.**  Where you have used any sources, please ensure that the correct Canterbury Harvard Referencing conventions\* are followed. **\* Please refer to the Canterbury Harvard Referencing Guide Moodle.** | |
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| **Assignment Guide and Format** | |
| **Your E-Portfolio needs to include the following:**   1. **Reflection On learning (1200 words)** 2. Reflective learning and its importance (150 words): In your own words detail what you have learnt about the topic.Ensure that you cover as much subtopics as possible.*Cite and reference academic sources to support your work.* 3. Description of a reflective model (450 words): Choose a model for reflection- Kolb’s or Gibbs and explain the different stages of the model. Look back at your learning in Module-1 and demonstrate how applying your chosen model would help you to reflect and improve your learning in the current as well as future modules.   *For example,**after learning about the importance of reflection to improve my learning, I have applied Gibbs/Kolb’s model of reflection to analyse my learning experience from module 1. A step-by-step evaluation of my learning has provided me with greater insights into ways I can improve my learning in the future.*   1. Using reflective approach to feedback and feed-forward to inform and improve future formative and summative assessments (450 words): Define formative and summative works with citations. Provide examples from your learning in Module-1. Look at your summative feedback on Moodle for Module-1 and demonstrate how a reflective approach to your summative evaluated work could enable you to feedforward and improve your work in the upcoming modules.   *For example,**looking at my summative essay feedback from Module-1, I have come to understand how I can improve my work in the current module. In my feedback I was advised to improve my referencing skills and follow the CCCU Harvard referencing style. I will feedforward this in writing my E-portfolio and ensure that I cite the references correctly in Module-2.*   1. Rounding up (150 words): Conclude your ***Document-A: Reflection On learning*** by briefly restating your main points, in addition to your final thought or reflection on the significance of the topic. 2. **Reflection on the cultural and behavioural expectations of studying for a degree in Business and Tourism Management. (700 words)** 3. Reflection of Learning (400 words):In your own words detail what you have learnt about the cultural and behavioural expectations of studying for a degree in Business and Tourism Management from the current module.Ensure that you cover as much subtopics as possible.Cite and reference academic sources to support your work**.**   *For example,**After attending the lecture for**behavioural expectations of studying for a degree in Business and Tourism Management, I have come to understand what culture is and how it influences students’ behaviour in class and at work as well as the important of attendance, punctuality, time management skill, perseverance, being passionate about ones course, good academic writing skill, ability to work in group…then explain the key points further with practical examples.*   1. Future Implications (150 words):How will you use what you have learnt from topic A in your future studies and work?   *For example,* *‘I will practise what I have learnt in relation to the cultural and behavioural expectations of studying for a degree in Business and Tourism management by ensuring I am punctual to my classes and work, timelines are met in terms of assignments and work task and always maintaining professional courtesy to my colleagues and staff in at the university and work, etc.*   1. Implementation (150 words)**:** What resources or support do you need to achieve this? What resources and/or support do you need to achieve this? Including plans that such as taking extras support from your tutor and academic support team, attending training sessions, individual development activities, etc. You must include target dates and timeframe for implementation**.**   *For example,* *‘I will need the Academic support team help for my study and academic writing skills. I still need to work on my referencing and paraphrasing skill. Therefore, I will need to book a weekly one to one support with the team. I also need to create a home timetable for myself by Saturday 12th November 2023 to enable me review what I was taught in class as well as meet my assignments deadline, etc.*   1. **Explain the importance of peer-to-peer support and team working to enhance learning experience.** 2. Reflection of Learning (400 words): In your own words detail what you have learnt about the topic. Ensure that you cover as much subtopics as possible for peer-to-peer support and team working. Cite and reference academic sources to support your work.   *For example:**After attending the class for**the importance of peer-to-peer support and team working to enhance learning experience I now understand that I would not only learn from the tutors, but I can also learn from fellow students in the same course with me as well as my work colleagues at the same level with me…, etc., then explain the key points further with practical examples.*   1. Future Implications (150 words):How will you use what you have learnt from the topic in your future studies and work.   *For example:* *‘I will practise what I have learnt in my studies and at work by participating effectively in group activities as well as supporting my course mates when they require clarification about certain topic, I have good idea about, etc.*   1. Implementation (150 words):What resources or support do you need to achieve this? What resources and/or support do you need to achieve this? Including plans that such as taking extras support from your tutor and academic support team, attending training sessions, individual development activities, etc. You must include target dates and timeframe for implementation.   *For example: Plan may include extras support from your tutor and academic support team to understand the topics better, attending training sessions on confidence building, individual development activities, e.g., read more about the topic, target dates and timeframe for implementation, etc.*   1. **SWOT analysis:** A personal audit presented as a SWOT analysis of yourself as a student.  * **Strengths:** Detail your personal strength as a student here.Student’s personal strengths in relation to learning and education.   For example, *good ICT, communication, research, referencing, paraphrasing, paragraphing skills, etc.* **(100 words)**   * **Weaknesses:** Detail your personal weaknesses as a student here.Student’s personal weaknesses in relation to learning and education.   For example, *lack of appropriate ICT, communication, research, writing, referencing, paraphrasing, paragraphing, presentation skills, lack of confidence, etc*. **(100 words)**   * **Opportunities:** Identify opportunities that might be available to you after gaining skills and degree.   For example, *employment, promotion, knowledge to establish own business, etc.* **(100 words)**   * **Threats:** Identify threats/factors envisaged that might stop you from gaining knowledge and skills from your studies as well as attaining the degree. For example, *ill health, family commitment, financial issues, work pressure and commitment, distance to university, etc.* **(100 words).**   **Important:**  **For credible work, rely ONLY on the sources listed in the Handbook and Assignment Guides. Use direct and indirect citations following the Harvard Referencing Guide from CCCU. It's acceptable to cite the same book, article, or web source multiple times, drawing from various pages or internet sections. Aim for a minimum of 10 in-text citations from the materials specified (see list below).** | |
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| **Recommended Reading** | |
| * Bassot, B. (2020). The Reflective Journal. 3rd edition. London: Bloomsbury Academic. * Cheng, W. and Warren, M. (2000). Making a difference: Using peers to assess individual student's contributions to a group project. Teaching in higher education (5)2, 243-255. * Cottrell, S. (2019) *The Study Skills Handbook*. 5th ed. Basingstoke, Palgrave. * Martin, S.R., Emich, K.J., McClean, E.J. and Woodruff, C.T. (2022). Keeping Teams Together: How Ethical Leadership Moderates the Effects of Performance on Team Efficacy and Social Integration. Journal of Business Ethics 176 (1):127-139. * Hatch M. J., Schultz M. (2002). The dynamics of organisational identity. Human Relations, 55, 989-1018. * Schein, E.H. (2010). Organisational culture and leadership, 4th edition, San Francisco: Josses-Bass. * Schultz, M. (2011). Relationships Between Culture and Institutions: New Interdependencies in a Global World?', Journal of Management Inquiry, no. 21, December, pp. 102 - 107. * Smith, C. (2024) Gibbs reflective cycle, Making Business Matter (MBM). Available at: https://www.makingbusinessmatter.co.uk/gibbs-reflective-cycle/ (Accessed: 10 January 2024). * Tong, C., Wah Take, W.I. and Wong, A. (2013) 'The Impact of Knowledge Sharing on the Relationship between Organisational Culture and Job Satisfaction: The Perception of Information Communication and Technology (ICT) Practitioners in Hong Kong', International Journal of Human Resource Studies, vol. 3. * Topping, K.P. (1998). Peer assessment between students in colleges and universities. Review of Educational Research, (68)3, 249–276. * Williams, K., Woolliams, M., and Spiro, J. (2017). Pocket Study Skills: Reflective Writing. 3rd edition.   Bloomsbury Publishing PLC. | |
| **Referencing and research requirements** | |
| Please reference your work according to the Canterbury Harvard Referencing style guidance. You can access this on Moodle.  For each reference used, provide the full Harvard reference within your references section and the core in-text citation if you are referencing something in your text.  Include both direct and indirect citations from a wide variety of sources. | |
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| **How your work will be assessed** | |
| Your work will be assessed on the extent to which it demonstrates your achievement of the stated learning outcomes for this assignment (see above) and against other key criteria, as defined in the University’s institutional grading descriptors. If it is appropriate to the format of your assignment and your subject area, a proportion of your marks will also depend upon your use of academic referencing conventions.  This assignment will be marked according to the grading descriptors for Level 0. | |
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| **Submission details** | |
| This assignment should be submitted electronically via Moodle (module tutors will discuss this process with you during class time).   * Please ensure that your work has been saved in an appropriate file format (Microsoft Word, or PDF are the most widely used; Google Docs is also accepted). Your file must also contain at least 20 words of text, consist of fewer than 400 pages and be less than 40MB in size. * You can submit your work as many times as you like before the submission date. If you do submit your work more than once, your earlier submission will be replaced by the most recent version. * **Please ensure that you have submitted your work in the correct link on the assessment tab.** * Once you have submitted your work, you will receive a digital receipt as proof of submission, which will be sent to your forwarded e-mail address (provided you have set this up). Please keep this receipt for future reference, along with the original electronic copy of your assignment * You are reminded of the University’s regulations on academic misconduct, which can be viewed on the University website: Academic Misconduct Policy. In submitting your assignment, you are acknowledging that you have read and understood these regulations. | |
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Please see below for assignment template

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| |  |  |  | | --- | --- | --- | | Logo  Description automatically generated |  | Text  Description automatically generated |   **Assessment Front Sheet**   |  |  | | --- | --- | | **Student First name/s** | Taha | | **Student Family Name / Surname** | koko | | **GBS ID Number** | G-154568 | | **Programme title** | Business & Tourism | | **Cohort** | January 2024 | | **Level** | Foundation | | **Module Number** | 2 | | **Component of assessment**  **(either 1 or 2)** | 1 | | **Campus** | Manchester | | **Group (A1, E2 etc)** | A1 | | **Assessment Word Count submitted.** | 3000 | | **Lecturer Name who taught the module** | Chukwuka Ojeme | | **Student Signature** (please type your name) | T. koko | | **Date** | 28/03/2024 |   A white card with black text  Description automatically generated  **E-Portfolio for Reflection on Learning, SWOT Analysis and PDP (Personal Development Plan)**  **Reflection on Learning**  **Planned outcome: *Where do I want to be after completing these areas of learning in Module 2? What do I want to be doing? (3000 words)***  ***Important Instruction to students:***   * Prior to final submission **please *delete the red highlighted* *instructions***from the table. * Use as many additional pages as needed. * E-portfolio is worth 100% of overall mark. |

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| **E-Portfolio** |

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| **Module name:** | Orientation for Success in Higher Education | **Academic year:** | 2024-2025 |
| **Student ID number:** | **G-1** | **Tutor name:** | **CHUKWA OJEME** |
| **Student group:** | **A1** | **Campus:** | **MANCHESTER** |

**E-Portfolio for Reflection on Learning, SWOT Analysis and CPD Plan**

**Reflection on Learning**

**Planned outcome: *Where do I want to be after completing these areas of learning in Module 2? What do I want to be doing? (3000 words)***

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| **Document- A: Reflection on learning (1200 words)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i. Reflective learning and its importance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Importance To succeed in business and tourism management, students need to possess academic skills such as planning, referencing, research, and time management. Finding and analysing data is a necessary part of research skills in order to comprehend consumer behaviour and market trends. In an industry where things move quickly, time management and planning are crucial for meeting deadlines and prioritising work. Citations are also necessary for acknowledging sources and preventing plagiarism. I have improved my ability to conduct thorough research by using a variety of sources and have learnt how to properly cite sources using a variety of referencing styles thanks to projects and assignments. juggling work, school, and extracurricular activities has helped me become more organised and efficient by improving my time management and planning abilities. I want to strengthen these essential abilities for future success in my academic and professional endeavours by practicing more and learning from others. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ii. Description of a reflective model**. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Model. when I examine my learning experience in Module 1 via the lens of Kolb's model, I see the unrealised potential for a deeper understanding of the material. I hope to create a more intricate reflection that may reveal underlying themes and related ideas by actively immersing myself in tangible experiences like readings and lectures. The synthesis of information may inspire new thoughts and viewpoints via the lens of abstract conceptualisation, expanding my toolkit for learning. The practical application of these recently discovered insights may then, by means of active experimentation, catalyse transformative learning outcomes, which will advance me toward academic excellence. transformative learning results that are pushing me to When I examine my learning experience in Module 1 via the lens of Kola’s model, I see the unrealised potential for a deeper understanding of the material. I hope to create a more intricate reflection that may reveal underlying themes and related ideas by actively immersing myself in tangible experiences like readings and lectures. The synthesis of information may inspire new thoughts and viewpoints via the lens of abstract conceptualisation, expanding my toolkit for learning. The practical application of these recently discovered insights may then, by means of active experimentation, catalyse transformative learning outcomes, which will advance me toward academic excellence. transformative learning results that are pushing me to When I examine my learning experience in Module 1 via the lens of Kola’s model, I see the unrealised potential for a deeper understanding of the material. I hope to create a more intricate reflection that may reveal underlying themes and related ideas by actively immersing myself in tangible experiences like readings and lectures. The synthesis of information may inspire new thoughts and viewpoints via the lens of abstract conceptualisation, expanding my toolkit for learning. The practical application of these recently discovered insights may then, by means of active experimentation, catalyse transformative learning outcomes, which will advance me toward academic excellence. transformative learning results that are pushing me to achieve academic success.    On the other hand, adopting Gibbs' reflective cycle within Module-1 would encourage a thorough examination of the educational environment. Every stage of the cycle, from eloquently summarising the educational encounters to revealing the complex emotional web entwined with these experiences, would function as a springboard for more in-depth reflection and practical insights. Together, assessing the effectiveness of these learning initiatives, analysing their effects critically, deriving insightful conclusions, and creating a calculated action plan for upcoming modules would open the door to a more targeted and intentional academic journey. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **iii. Using reflective approach to feedback and feed-forward to inform and improve future formative and summative assessments.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Summative and formative assessments  Discover how to prepare for foundational degree coursework. Bedford and Wilson stress the need of taking a reflective approach to feedback and feed-forward in order to enhance subsequent formative and summative assessments. Students can pinpoint areas that need development and adjust their study techniques by carefully examining feedback from instructors and peers. Engaging in this reflective process helps students identify their weaknesses and allows them to track their progress and set goals for future assessments. By including feed-forward and feedback in their study routines, students can enhance their learning process and achieve greater success in their foundation degree studies. It is commendable that you are proactively enhancing your academic research, planning, and time management abilities. Receiving feedback from teachers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **iv. Conclusion** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| collectively: How Performance Impacts Team Effectiveness and Social Integration Are Modulated by Ethical Leadership," The vital role that moral leadership plays in preserving the cohesiveness and productivity of a team is examined by Martin, Emich, McClean, and Woodruff (2022). Their results imply that moral leadership acts as a buffer, reducing the detrimental effects of output on social integration and team efficacy. This emphasises how important it is for companies to develop an ethical leadership culture in order to promote productive teams and results.    The study concludes by highlighting the significance of moral leadership in building robust and cohesive teams. Leaders can foster an atmosphere where team members feel encouraged, appreciated, and motivated to work together to achieve common goals by placing a strong emphasis on moral behaviour and values. This study provides an insightful |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. **Document- B: The cultural and behavioural expectations of studying for a degree in Business and Tourism Management. (700 Words)** |
| **i. Reflection of Learning** |
| Cultural and behaviour Student learning in the field of business and tourism management is heavily influenced by cultural and behavioural norms. Understanding different cultural norms and expectations is essential to succeeding in these fields in today's interconnected world. As noted by Bassot (2020), students pursuing these fields frequently come into contact with people from different backgrounds on a local and international level. It is therefore essential to be sensitive to cultural differences and flexible when building relationships, conducting business, and providing excellent customer service.    Furthermore, behaviour expectations in Business and Tourism Management programs go beyond cultural competence. Additionally, students must demonstrate professionalism, strong communication abilities, leadership abilities, and a customer-focused attitude. These qualities are essential for performing well not just in academic contexts but also  These cultural and behavioural norms will have a significant impact on upcoming business and tourism management students. The need for professionals who can successfully navigate cultural differences and thrive in diverse environments will only increase as the world grows more interconnected. Students who possess strong interpersonal and cultural awareness will therefore have an advantage in the job market.  In addition, the importance of behavioural expectations is highlighted by the quick advancement of technology and the growth of digital platforms in the travel and business industries. Students need to understand the significance of providing exceptional customer service and maintaining a positive professional image in a world where online reputation and customer feedback have the power to make or break a business. Success in these industries depends on one's capacity to adjust to rapidly changing consumer preferences and technological advancements. |
| **ii. Future Implications** |
| Furthermore, future students need to think about how their actions will affect society and the environment as ethical and sustainable business and tourism practices become more and more important. The requirements for accountable written by Basset (2020), looks at the behavioural and cultural norms that are expected in the study of business and tourism management. These expectations, which call for cultural competency and adaptability, are critical for students to meet as they navigate globalised industries. To create relationships and deliver high-quality service, students must communicate effectively with a variety of people both locally and abroad. In addition to cultural awareness, professionalism, effective communication, leadership, and customer service are critical in these domains. These behaviours are essential not only in academic environments but also in the highly competitive post-graduation job market. Future business and tourism management students need to be aware of the growing need for workers with strong interpersonal skills, a strong sense of cultural awareness, and the ability to thrive in a variety of settings. Furthermore, the development of technology highlights how crucial it is to adjust. |
| **iii. Implementation** |
| Mastering implementation skills, embodying social awareness, honing collaboration abilities, and staying attuned to industry trends are essential for success. By embodying these qualities, students equip themselves with the necessary skills for a rewarding career. The evolving nature of these traits demands students to be adaptable and proactive in their education. Overall, comprehending and putting into practice these social and behavioral traits are essential for students pursuing a degree in Commerce and Tourism Management to excel in this dynamic and competitive field. |

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| 1. **Document- C: The importance of peer-to-peer support and team working to enhance learning experience. (700 Words)** |
| **i. Reflection of Learning***:* |
| Enter text here. Peer support and teamwork are essential for improving students' educational experiences. Students can share ideas, knowledge, and perspectives with one another through peer collaboration, which deepens their understanding of the subject. Students can also benefit from each other's strengths and shortcomings by supporting and guiding one another when necessary.    Additionally, teamwork enables students to acquire critical cooperation and communication skills as well as the capacity to function well in a group environment. Collaborating in groups teaches students how to assign responsibilities, find solutions to issues, and reach decisions as a group—abilities that are useful in both academic and professional settings.    Peer support and-teamwork are crucial elements of the learning process that promote critical thinking, active engagement, and    It is essential that educational institutions keep encouraging teamwork and peer support as essential components of their curricula in the future. Students gain from this not just academically but also in terms of the development of critical interpersonal abilities like empathy, cooperation, and communication. Peer support can be an effective tool for fostering a sense of community and belonging among students, which can boost motivation and engagement levels and ultimately improve academic performance.    All things considered, fostering a supportive and stimulating learning environment for students both now and in the future requires a strong emphasis on teamwork and peer-to-peer assistance. Teachers who understand the value of these teamwork techniques can help students acquire the abilities and mindset needed to be successful in both their academic and professional endeavours. |
| **ii. Future Implications:** |
| Enter text here. Collaborative efforts and peer support are critical to enhancing the educational process. Working together with peers makes it possible to share perspectives, ideas, and knowledge, which improves the effectiveness and engagement of the learning process. Active participation is encouraged, and a sense of community is created through this interaction. Important abilities like problem-solving, cooperation, and communication are also developed via teamwork and are essential in both professional and academic contexts. There are significant long-term effects from placing a strong emphasis on collaboration and peer support in the classroom. Early development of these abilities equips people for future opportunities and challenges. In the end, putting an emphasis on peer-to-peer assistance and teamwork not only improves the educational process but also gives people the tools they need to succeed in their future endeavours. |
| **iii. Implementation** |
| B. Basset (2020). 3. Edition of The Reflective Journal. Bloomsbury Academic, London.  Enter text here.  A careful implementation plan is necessary to improve the learning process through peer-to-peer support and teamwork. This entails setting up collaborative opportunities for students to share knowledge and develop new skills, such as group projects, conversations, and peer tutoring. It is essential to create a welcoming atmosphere that values community and teamwork. Giving people communication, conflict resolution, and teamwork training gives them the tools they need to work well together. Facilitating proactive involvement and engagement in collaborative tasks enhances the educational experience even more. Institutions can create a dynamic and interactive learning environment that encourages collaboration, critical thinking, and personal growth in students by incorporating peer-to-peer support and teamwork into their educational practices. |

***Identify strengths, weaknesses, opportunities, and threats in relation to your learning and completion of your degree as a student.***

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| 1. **Document- D: SWOT analysis (400 Words)** |
| **i. Strengths** |
| Swot analysis (Strength) The significance of introspection and self-awareness for enhancing one's personal and professional growth is covered by Gibb (1988). Students can evaluate their own strengths, weaknesses, opportunities, and threats in their academic journey by conducting a SWOT analysis in this context.    To start with, I think that one of my main advantages as a student is my tenacity and strong work ethic. I always try my hardest and put in the work necessary to be successful in my academic endeavours. I also have good organisational and discipline skills, which aid in keeping me on top of my workload and due dates. I've been able to succeed academically and earn good grades thanks to these attributes. |
| **ii. Weaknesses** |
| However, my propensity to put things off is one of my flaws as a student. I frequently have trouble managing my time and tend to wait until the last minute, which can cause stress and result in poor quality work. I know that I can do better in this area, and I'm working hard to strengthen my time management abilities in order to address this shortcoming. |
| **iii. Opportunities** |
| Opportunities In a SWOT analysis, opportunities are outside variables that have the potential to benefit a company or a person. Potential areas for development, enhancement, or advancement are among these variables. Market trends, technology developments, alterations to regulations, or new alliances can all present opportunities. Organisations can innovate, broaden their reach, and obtain a competitive edge by identifying and seizing these chances. Opportunities for people can take the form of chances for networking, skill improvement, career advancement, or personal development. Accepting these chances can result in achievement, originality, and general contentment. To take full advantage of opportunities, one must be vigilant and proactive in spotting and acting upon them as they present themselves. Recognise and act upon opportunities as they present themselves in order to take full advantage of them. |
| **iv. Threats** |
| External factors like financial limitations, personal challenges, and unforeseen events can potentially jeopardise my academic success. It is crucial that I recognize these possible risks and create plans to lessen them. This could entail asking for help from instructors or academic advisors, handling money sensibly, and placing a high value on my wellbeing and self-care.    To sum up, performing a SWOT analysis as a student has given me important insights into my opportunities, threats, weaknesses, and strengths. By making the most of my opportunities, strengthening my areas of weakness, and utilising my strengths. |

**References**

* ***Include 10 references here.***

***Instruction to students:***

* Prior to final submission please ***delete the red highlighted* *instructions* from the table.**
* Use as many additional pages as needed.
* E-portfolio is worth 100% of overall mark.