

Increase in poor attendance education essay

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ICBT leads in presenting Edexcel HND 's. However, recent observations showed HND Business Management pupils showed an addition in hapless attendance & A ; promptness, failed in ontime bringing ensuing in late & A ; non bringing of assignments, & A ; the chief ground identified for the negative consequences were, pupils hapless clip direction accomplishments.

This negatively effects cardinal stakeholders such as institute, pupils, parents & A ; talks, ensuing in inability of pupils to achive good classs, incresed emphasis & A ; old ages taken to finish the HND, reduced the pattern working on deadlines, makes ICBT unable to make its mission & A ; vision, impacts the bing positive image with Edexcel & A ; the market, fades parents ends & A ; hopes, increses force per unit area upon lectors & A ; leads to demotivation as consequences are non achived as expected from pupils.

Importance of a solution was recognized, & A ; identified bettering pupils be aftering & A ; forming, prioritizing & A ; end puting accomplishments improves clip managemnet accomplishments.

Bettering the sead accomplishments, increses pupils on clip entry rates, capableness to work on clip & A ; reduces emphasis, enable ICBT range its mission & A ; vision & A ; maintain good name with both Edexcel & A ; the market, cut down work burden force per unit area & A ; increses motive of lectors & A ; lead parents see their kids achiving success.

Key Words - Students, Time direction accomplishments

ICBT - International College of Business & A ; engineering Ltd

Introduction

Established since twelvemonth 2000 (ICBT, 2011) International College of Business & A ; TechnologyLtd (ICBT) has become one of the most prima private sector higher instruction offering institute in Sri Lanka offering assortment of interationally accepted survey classes.

It was observed most pupils at ICBT surveies Edexcel HND 's, & A ; ICBT is most popular in presenting HND 's as ICBT was awarded by Edexcel International (The Sunday Times, 1996 - 2011) as the taking centre for Edexcel HND 's in Sri Lanka

However recentobservationshowed pupils analyzing Edexcel HND concern direction shows mean hapless attendance & A ; promptness, & A ; neglect to subject assignments on due day of the months ensuing in late entries & A ; non subjecting assignments.

The chief ground identified for pupils inability to subject assignments on clip & A ; hapless promptness, was pupils hapless clip managemnt accomplishments. Symptoms identified through detecting pupils which led me to look into these job was pupils classs achived, on mean pupils hapless attendance, hapless promptness, pupils ailments on capable affairs, pupils non verbal looks such as demoing less involvement & A ; concentration towards lectures, drowsiness, negative attitude towards lectures, speaking with friends while talks are being conducted within the category room, etca^!

The imporatance of placing & A ; happening a sollution to these job was recognized upon placing the negative effects it could hold upon all cardinal stakeholders involved such as pupils, parents, lectors & A ; the institute & A ; <https://assignbuster.com/increase-in-poor-attendance-education-essay/>

the benefits it could convey to the mentioned stakeholders as discussed below.

Improved pupils clip management accomplishments, will increase pupils ability to subject assignments on clip, which could be a criteria taking to achieve high classes, cut down both emphasis degrees & A ; enable pupils to finish the HND 's within the clip frame of 18 months, avoid extra payments required on on late extension & A ; remodules of assignments. Further more achieving high classes would increase pupils knowledge & amp ; accomplishments degrees, which would profit in deriving & A ; constructing nucleus competences necessary when come ining the occupation market. Besides happening a solution to better pupils clip management accomplishments, would increase pupils pattern & A ; ability to manage clip efficaciously, expeditiously under pressure of work while in the university, which could be extremely believed would be utile in their calling life as clip management is considered as a critical interpersonal accomplishment in today's concern universe.

Further if schemes are non implemented to better pupils clip management accomplishments it would do it impossible for ICBT to make its mission & A ; vision as identified in figure: 2 in appendix, as ICBT 's mission of enhancing quality of human resources available to the market, would be negatively effected as pupils hapless classes, hapless clip direction accomplishments, hapless promptness, etc. would non ensue in an increase of quality human resource available to the occupation market in the hereafter, & A ; it would non enable ICBT to make its vision, since hapless public presentation of pupils would consequence ICBT 's reputation & A ; acknowledgment in both the

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local & A ; international market negatively, impacting both international & A ; local market growing negatively. Besides if this consequences in an continuance, there is an high possibility that ICBT 's quality of instruction & A ; repute in the private higher instruction could be adversely effected, ensuing in ICBT 's repute recognized by Edexcel International as discussed above to deteriorate.

Students ability to mange clip effcetively is a critical factor that could consequence a kid ability to run into parents ends & A ; hopes, such as seing childeren go throughing tests with good classs on planned clip frame & A ; being extremely educated, holding a good calling & A ; a work life balance. Further good clip mangemnt accomplishments would ensue in non necessitating to pay any extra payments to the college on late entry or re-modules ensuing in less fiscal load upon parents.

Addition in pupils clip mangement accomplishments would increase pupils ability to subject assignments on clip, & A ; this would enable the lectors to finish look intoing the whole batches assignments on a perticular twenty-four hours, without the demand of transporting frontward any due cheques, seting extra presure & A ; burden upon them. Further effectual clip mangemnt plays a major function upon pupils ability to achive a Distinction standard & A ; other good classs, which could be a motivative factor for lectors & A ; act as cogent evidence of lectors high public presentation.

As job was identified ICBT City campus Edexcel HND concern direction pupils, country of influence or the range of the survey was identified as the

aggregation of all the current registered Edexcel HND Business Management pupils at ICBT City campus.

As identified & discussed above how pupils' helpless clip management accomplishments affects pupils & other nucleus stakeholders such as parents, lecturers, & the institute, the importance of happening a solution for these jobs was highlighted & by doing so it would not merely fulfill the cognition spread, but besides bring monolithic benefits to all the cardinal stakeholders as discussed below.

Research Problem

Why ICBT City campus Edexcel HND Business Management pupils are inefficient in their clip management?

Research Questions

What is clip management?

What is efficiency & effectiveness?

What is effective clip management?

What are the factors acting upon effective clip management of pupils?

Research Aims

To place what is clip management

To place what is efficiency & effectiveness and why it is of import to pupils

To place what is effective clip management

To place factors setting up effective clip management of pupils

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Literature Review

Time direction involves equilibrating all the activities in which a individual participates within the confines of the hebdomad (Canyons, 2001-2012) . Efficiency & A ; effectiveness plays a critical function towards finding an persons ability to equilibrate & amp ; pull off all activities of a perticular clip period. Efficiency is where clip or attempt is good used for a planned undertaking & A ; efectiveness is making the right thing. Therefore effectual clip direction could be considered as an persons ability to guarantee right things are done at the right clip, while guaranting clip & A ; attempt is good used for the planned undertaking. However factors set uping clip managemnt accomplishments of an person is discussed below.

A survey done to happen the relationship between, hold & A ; the deficiency of ability to put day-to-day modus operandis associated toacademicactivities (Dietz, Hofer & A ; French friess, 2007) suggested that pupils be aftering is of import to forestall holds in academic work, while Drucker in 1967 recognized that planning activities & A ; undertaking does non ever guarantee completion of planned work, specially when clip presure is high. However a survey done by Gerhard in twelvemonth 2007, showed that pupil planning is merely one factor among several other factors that could consequence clip mangement, through consequences observed by both pre & A ; post preparation accomplishments observed, which focused on four criterias such as self assesment, end scene, clip mangement & A ; self ordinance, which was capable to demo a major addition or betterment in between pupils pre & amp ; station ego managemnt accomplishments.

Harmonizing to Sandberg in twelvemonth 2001, stated that effectual use of clip would assist to achive ends as planned, & A ; it is the art of arrangement, organizing, programming, & A ; budgeting 1s clip for the intent is the factors that influence effectual work & A ; productiveness. Obi in twelvemonth 2003 stated that clip mangemnt involves accurately identifying undertakings to be performed, be aftering & A ; programming of activities, prioritising activities in order, & A ; apportioning clip to tasks harmonizing to the grade of imporatane that enhances productiveness.

Olaniyi in 1998 & A ; Akomolafe in 2005 argued that, there is nil to mange in clip as clip is beyond human control, & A ; what persons are capable to make is to make up one's mind what to make with the available clip & A ; how good to form activities within the available clip frame. Adedeji in twelvemonth 1998 besides came up with a strong & A ; similar statement that supports, Olaniyi 's & A ; Akomolafe 's findings, where he sead clip is an panics resource & amp ; use of clip could be achived by making the right thing at the right clip.

A survey done among university pupils in the United provinces (Macan, et Al, 1990) identified a four factor theoretical account which effects pupils clip mangemnt accomplishments & A ; they were puting ends and precedences, planning and programming, perceived control over clip, and penchant for disorganization. Out of the four factors perceived control over clip had shown the strongest part to pupils academic and emotional accomodation.

Further Macan 's designation that end scene could infleunce clip mangemnt was besides surported by Richards in 1987 where Richards 's concluded that

puting life ends & A ; maintaining clip logs were of import techniques for effectual clip managemnt.

McCay in 1959 developed a construct for clip direction preparation programme, where the critical elements highlighted in it were, giving penetration into clip devouring activities, altering clip outgo, & A ; increasing work twenty-four hours efficiency by learning people how to do day-to-day planning, how to prioritize undertaking & A ; how to manage unexpected undertakings.

A survey done by Britton & A ; Tesser in 1991, had identified that 67 % of undergraduate pupils find clip managemnt as the most hard undertaking to pull off & amp ; 36 % varience among the classs werte due to clip mangemnt accomplishments. This farther high spots & A ; proves the importance of happening why and how clip mangemnt accomplishments could be improved among ICBT City campus HND Business managemnt pupils.

Figure: Conceptual Model

Planing & A ; forming accomplishments

Time direction

Prioritizing accomplishments

Gaol puting accomplishments

Alternate Hypothesis identified

Students planning, forming & A ; prioritizing & A ; end putting accomplishments effects clip direction

Planing & A ; forming accomplishments is `` the ability to pull off self and/or others, and resources including clip and environing fortunes to make a specific end " (University of Strathclyde Glasgow, n. d)

Prioritizing accomplishments is the ability to `` specify, rank, and assign degrees of importance to undertakings, activities, and/or issues and cover with affairs of higher importance foremost. Make a list of points in order in which they need to be completed or delegated. Align forces and other resources harmonizing to precedence while keeping organisational mission, vision, and aims. Determine affairs of urgency and manage consequently " (Selection standards illustrations, 2012)

Goal scene is the ability of an person to `` set uping specific, mensurable and clip targeted aims " (Objectiveli, 2012)

Time direction is `` a set of rules, patterns, accomplishments, tools, and systems working together to assist you acquire more value out of your clip with the purpose of bettering the quality of your life " (Time ideas, 2004 - 2011) , & A ; clip direction accomplishment of an single depends upon the persons be aftering & A ; forming, prioritizing & A ; end putting accomplishments.

Methodology

The sampling frame would be derived from the current ICBT metropolis campus HND Business direction pupil 's registries, available from the

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programme organizing office, which would give a complete list of all pupils registered for the class under each batch. Out of the sampling frame, a pupil sample would be obtained in order to carry on the research.

However, HND Business direction batch 38 & A ; 46 would be excluded from, the study as batch 38 has already completed the HND & A ; merely expecting for the finalised consequences & A ; batch 46 would be excluded, as the batch is the freshest HND Business direction batch, which has started on the 2nd hebdomad of September 2012, & A ; would non enable to derive needed information.

In order to avoid the sampling mistake survey would be done to place the most suited trying method to be adopted & amp ; a larger sample size would be considered in the study, than the sample size demand calculated through the sample size reckoner.

Table: Operational Model

Standards to be measured

Measurement unit

Planing & A ; forming

accomplishments

Ability to gauge clip & A ; attempt required to finish a undertaking

Ability to form systems & A ; required resources

Organize personal clip to transport out duties

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Maintain satisfactory reading clip for scheduled deadlines

Capability to develop agendas & A ; timetables with clear mileposts & A ; deadlines

Ability to mensurate consequences & A ; mileposts for ego

(University of Strathclyde Glasgow, n. d)

Prioritizing accomplishments

Ability to place critical undertaking & A ; arrange undertakings in logical order

Establish precedences consistently & A ; differentiate between pressing, of import & A ; unimportant undertakings

Ability to supervise or set precedences on a day-to-day footing

Use a `` to make " list, undertaking program, or similar planning devices to observe action programs, deadlines, etc.

(University of Strathclyde Glasgow, n. d)

Standards to be measured

Measurement unit

Goal putting accomplishments

Ability to put SMART aims

(Top accomplishment, n. d)

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Time direction

accomplishments

Students attending

On clip bringing, late entries & A ; non submitted rates of assignments

To mensurate the relationship of the conceptual theoretical account identified in figure: 1 an operational theoretical account had been created in tabular array: 1 above. Harmonizing to the conceptual theoretical account forming, be aftering & A ; prioritizing & A ; end scene accomplishments are considered as independent variables, & A ; clip direction accomplishments is considered as a dependant variable.

Table: Logical nexus created to turn out the truth of mensurating units used in the operational theoretical account

Standards to be measured

Measurement unit

Logical nexus to turn out truth of mensurating unit

Planing & A ; forming accomplishments

Ability to gauge clip & A ; attempt required to finish a undertaking

Ability to gauge the clip & A ; attempt required to finish peculiar undertaking, would enable a pupil to be after in progress on future undertakings & A ; aid

to place how much leftover clip is available towards accomplishing other undertakings

Ability to form systems & A ; required resources

Ability to form systems & A ; resources required to carry through an undertaking in progress, would assist pupils to to the full use its detached clip towards accomplishing the undertaking, without the demand to utilize that clip in happening needed resources & A ; systems which would salvage clip

Organize personal clip to transport out duties

If pupils have the ability to form clip to transport out personal duties in their lives, the detached clip could be to the full utilized in run intoing personal duties, where this would assist to avoid personal duties disrupting at times pupils are engaged in academic work.

Maintain satisfactory readying clip for scheduled deadlines

Student 's ability to keep satisfactory readying clip for scheduled deadlines would assist to avoid emphasis degrees of pupils, an addition their ability to carry through their ends as planned.

Standards to be measured

Measurement unit

Logical nexus to turn out truth of mensurating unit

Planing & A ; forming accomplishments

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Capability to develop agendas & A ; timetables with clear mileposts & A ; deadlines

Ability to put clear mileposts & A ; deadlines with the usage of clear agendas & A ; clip tabular arraies, would take to student motive & A ; besides highlight the marks pupils have to accomplish at each given clip or day of the month & A ; thereby enable to be after & amp ; form undertakings

Ability to mensurate consequences & A ; mileposts for ego

Ability to mensurate consequences & A ; mileposts for ego, would give an pupils a clear personal thought on where accommodations needs to be made & amp ; thereby assist to be after & amp ; form undertakings more accurately in the hereafter

Prioritizing accomplishments

Ability to place critical undertaking & A ; arrange undertakings in logical order

Students ability to place critical undertakings would enable pupils to give more precedence towards accomplishing them, among other less of import undertakings

Establish precedences consistently & A ; differentiate between pressing, of import & A ; unimportant undertakings

Ability to precedences consistently & A ; differentiate between pressing, of import & A ; unimportant undertakings, would enable a pupil to give more

precedence consequently to pressing, of import & A ; unimportant undertakings.

Ability to supervise or set precedences on a day-to-day footing

In general there is high possibility that sudden unexpected undertakings may originate than expected, or an unmet undertaking as planned, may be hold to shift into day-to-day undertakings. At a given state of affairs, pupil 's ability to accurately supervise & amp ; readapt the set programs consequently would enable to reprioritise undertakings consequently.

Goal puting accomplishments

Ability to put SMART aims

Ability to put SMART aims would enable pupil to avoid underestimate or overestimate of work & A ; capablenesss

Standards to be measured

Measurement unit

Logical nexus to turn out truth of mensurating unit

Attendance

Students attending records

Students attending records would supply an clear apprehension on pupils promptness & A ; attending, which could be count towards clip direction accomplishments

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Assignment entry rates

On clip bringing, late entries & A ; remoulded rates

Students on clip bringing, late entries & A ; remoulded rates of assignments, would put a clear standard towards measuring clip direction accomplishments, as ability to subject assignments on clip largely depends on pupils ability to pull off clip efficaciously

Students planning, forming prioritizing & A ; end scene accomplishments would be measured utilizing pre-determined questionnaire used by researches that have been capable of mensurating pupils be aftering, forming prioritizing & A ; gaol puting accomplishments. The consequences obtained utilizing the questionnaire would be compared against pupils late & A ; on clip assignment entry rates, re-module rates & A ; attending in finding if, HND Business direction pupils planning, forming & A ; prioritizing & A ; goal-setting accomplishments has an consequence upon clip direction accomplishments.

Datas aggregation program

Note - Questionnaire attached in the appendix

Table: Data aggregation program of the study

Data / Information required

Primary / Secondary informations

Beginning of informations

Sampling frame

Secondary informations

Datas obtained through the programme office of ICBT metropolis campus

Data / Information required

Primary / Secondary informations

Beginning of informations

On clip assignment, late entry & A ; re-module rate of assignment entry of pupils

Primary informations

Inquirers distributed among the sample pupils

Student attending

Primary informations

Inquirers distributed among the sample pupils

Students be aftering & A ; forming, prioritizing & A ; Goal puting accomplishments

Planing & A ; forming accomplishments

Primary informations

Inquirers distributed among the sample pupils

Prioritizing accomplishments

Primary informations

Inquirers distributed among the sample pupils

Goal puting accomplishments

Primary informations

Inquirers distributed among the sample pupils

Sampling methods to be adopted

Simple random trying

All pupils considered under the population will be listed in Excel package harmonizing to batch wise, in order to the pupil registry, & A ; a sample of pupils would be selected utilizing the, random expression provided in Excel in order to carry on the study. Simple random trying would avoid biasness in choice of pupils for the sample, enabling every pupil considered under the population to hold an equal opportunity of being selected for the study & A ; would thereby be capable to stand for the whole population.

Difficulties & A ; restrictions faced in utilizing Simple random trying

Although the list of pupils names are readily available at the programme coordinating section deriving entree to the list may be disputing as it may necessitate permission from a authorized personal, as the list of pupils names may be protected under certain privateness policies

Efficiency of the programme coordinating section squad influence the ability to derive information on pupils names list, which may act upon the clip required to finish the research positively or negatively

The list of pupil 's names provided by the programme office may non be readily available upon one individual papers, & A ; therefore it may be hard & A ; clip devouring to convey all information together into one individual papers or worksheet to make a concluding list from where a sample could be created.

There may be a possibility that all pupils chosen to stand for the sample may hold planning, forming, prioritizing & A ; end puting accomplishments, or all the pupils chosen to stand for the sample may non hold planning, forming, prioritizing & A ; end puting accomplishments, which may make an inability in comparing the consequences of both sorts of pupils, & A ; arrive at a valid decision.

Undertaking program (Gantt chart) of the research

Activity completed - Activity non completed - Ten

Table: Undertaking program for carry oning research

Undertaking

Start day of the month

Finish day of the month

Length

Task dependant on

Advancement

(Activity completed/ non completed)

Comments & A ; rescheduled day of the month if undertaking non accomplished as planned

1

Research proposal

10/09/2012

20/09/2012

1 hebdomad 4 yearss

Was able to finish undertaking before the planned day of the month

2

Fix the questionnaire

13/09/2012

16/09/2012

4 yearss

Was possible to fix the questionnaire by 15/09/2012

3

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Get the pupil names list required from the programme office

24/09/2012

27/09/2012

4 yearss

Was able to obtain the names list on 13/09/2012 before the planned day of the month of 27/09/2012

4

List the pupil population in Excel sheet & A ; use simple random trying to choose the sample pupils

27/09/2012

30/09/2012

4 yearss

3

Undertaking

Start day of the month

Finish day of the month

Length

Task dependant on

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Advancement

(Activity completed/ non completed)

Comments & A ; rescheduled day of the month if undertaking non accomplished as planned

5

Distribute questionnaire & A ; acquire the feedback from all selected sample pupils

01/10/2012

20/10/2012

20 yearss

2 & A ; 4

6

Start redaction, coding, informations entry, & A ; informations analysis of informations obtained through thequestionnaire

21/10/2012

05/11/2012

15 yearss

5

7

Final research undertaking

06/11/2012

30/11/2012

25 yearss

1, 2, 3, 4, 5, 6

Decision

ICBT good renowned private higher instruction supplier, has been recognized as the taking centre for supplying Edexcel HND 's in Sri Lanka (The Sunday Times, 1996 - 2011) . However, it observed pupil 's analyzing HND Business direction has shown an addition in hapless attending & A ; promptness, & A ; neglect to subject assignments on due day of the months, act uponing all cardinal stakeholders such as pupils, lectors, institute & A ; the parents negatively. The ground identified for hapless attending & A ; promptness, & A ; failure to subject assignments on due day of the months was pupils hapless clip direction accomplishments & A ; therefore imporatance of placing & A ; happening a sollution to these job was recognized.

Through a elaborate literature, conceptual theoretical account was derived which displayed be aftering & A ; forming accomplishments, prioritizing accomplishments & A ; end puting accomplishments influence pupils clip managemnet accomplishments, & A ; therefore the alternate hypothesis

developed was, Students planning, forming & A ; prioritizing & A ; end putting accomplishments effects clip direction.

Planing & A ; forming, prioritizing & A ; end putting accomplishments was identified as independent variable, where it could act upon the dependant variable which is clip managemnt accomplishments. The operational theoretical account identified in tabular array: 1 lists the measurings that could be used in mesuring all the dependant & A ; independent variables.

In order to to happen how ICBT HND Businesss Managemnt pupils be aftering & A ; forming, prioritizing & A ; end putting accomplishments effects clip managemnt, the sampling frame was identified as all the current pupils analyzing HND Business managemnt at ICBT City campus. However batch 38 & A ; 46 would be excluded from the study as batch 38 has already completed the HND & A ; batch 46 would be excluded, as the batch is the freshest HND Business direction batch, & A ; would non enable to derive needed information.

Datas aggregation program in table: 3 shows the information required & A ; the beginnings of informations aggregation in garnering the required inside informations.

Simple random sampling was identified as the suited sampling method to deduce the sample to carry on the study, & A ; in order to understate the sampling mistake a larger sample size would be considered in the study, than the sample size demand calculated through the sample size reckoner. Troubles in following simple random trying method are listed in page 13.

Table: 4 shows the undertaking program developed to carry on the research.

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