

Reflective Portfolio

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Introduction

According to Stella Cottrell a PDP (Personal Development Planning) is about you. It is a reflection process that shows you, how you are, your life, who you want to become, your values, motivations, goals, what you like and dislike, your uncertainties, the steps that you need to take to achieve your goals. Personal development planning is a creative process that requires time, curiosity, discussions and soul searching. The more you write about you in your PDP the more you will realize who you are and what chances you have in achieving your goals and interests. Personal development planning (PDP) is about being open to possibilities, recognising them, trying new things, being flexible and adaptable. It is a mindfulness and an active process of reflection, taking charge of your own destiny, decision making and risk management.

1. My Personal Development Planning (PDP)

Who am I?	I am a student at University of Wales Trinity Saint David. I am an honest person and a true friend.
What do I like?	I like learning new things, meet new people, challenges, art.
Who I want to become?	I want to become an accountant and a successful business manager.
What skills do I have?	Critical thinking, time management, adaptability, organization, writing, problem solving, digital skills, analytical skills, listening, leadership, attention to details, research.
What skills required for accounting?	Analytical skills, organization, critical thinking, interpersonal communication, adaptability, time management, industry knowledge, digital skills, team collaboration, writing.
What are the new skills that I need?	Industry knowledge, team collaboration, interpersonal communication.
How I will achieve the new skills?	Studying an accounting degree, researching and read about industry to get the knowledge, questioning, working in a team and speaking with many people.
How I will achieve my goals?	Going to university, learning.
How important is this for me?	It is very important. It is my dream from many years.
In how long I want to achieve this?	4 to 5 years.

Accounting is a process of keeping recording of the financial transactions in a business. Is a process of analysing, summarized and reporting. The financial statement shows you the company financial position, operations and the cash flow. The most important skills required in an accounting career are: analytical skills, organization, critical thinking, interpersonal communication, adaptability, time management, industry knowledge, digital skills, team collaboration, writing.

After I have done a Personal Development Planning (PDP) and a research on the skills required for accounting and find out the skills that I have in comparison to an accounting

career. The skills that I have are: critical thinking, time management, adaptability, organization, writing, problem solving, digital skills, analytical skills, listening, leadership, attention to details, research. As an accountant it is important to have the skills required to be a successful candidate.

Analytical skills in accounting means to ensure every detail is correct and accurate. Organization means you need to follow proper guidelines and meet the deadlines. Critical thinking is about the potential risks and you need to consider all variables. Interpersonal communication for an accountant is very important as they must know how to explain their findings to the clients and colleagues. Adaptability in accounting means that you should be prepared to adapt to changing protocols and standards. Time management is that you must ensure you meet the deadlines and to have the ability to work on multiple projects in the same time. Industry knowledge means you have extension knowledge about financial statements and how they work. Digital skills mean that you will use different programs to complete the tasks that you have to do, one of the programs that you will use is Microsoft Excel. Team collaboration is about being able to work in a team then alone. You have more positive results if you work with colleagues. Writing is very important in accounting as most of your amount of time you will spend writing.

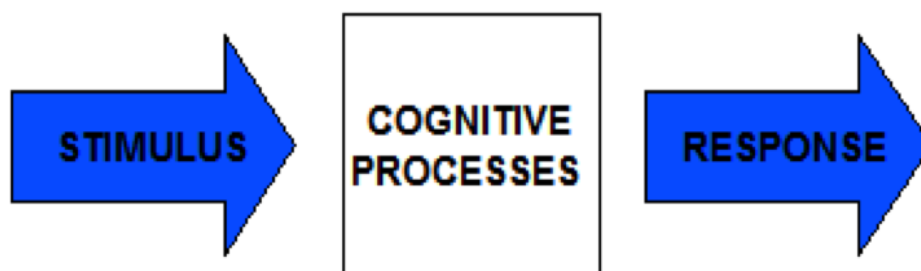
2. Theory of learning

Cognitive theory

Cognitive Theory

LEARNING

- Based on mental processes by which learners take in, interpret, store and retrieve information



Cognition learning theory refers to a quantity, type of knowledge and the relationships through the knowledge elements. An important aspect in cognition science is to generate models or theoretical systems that shows how people learn. The cognition theory focuses on static states of trainee knowledge and on the dynamic process of the knowledge acquisition, on the application and organization. Knowledge acquisition is the training which has been assessed by tests giving at the end of the training program. The trainees have giving to present a set of questions in either true-false or multiply choice to indicate if the stimulus exists in the memory. The acquisition of verbal knowledge is a foundation for cognitive skill

development and there are three categories of cognitive learning objectives. One is the verbal cognitive strategies, the second one is verbal knowledge and the third one is knowledge organisation.

Verbal knowledge in which exists different forms of encoded knowledge, for example declarative knowledge which give you information about what or another example is procedural knowledge that shows you who and the tacit knowledge that give you information about why, when and which or the strategic. The theories of cognitive skill development agree with the acquisition of declarative knowledge that must precede higher order development. A foundation of task-relevant knowledge verbally based should be developing but is not sufficient for higher order skill development. According to the developmental stage the latent abilities influence task performance. The most important factor that seem to be the most critical aspect in determination performance is the general intelligence factor on the novel tasks.

The measurement implication at one level in evaluating declarative knowledge can vary or how organisations measure learning. The multiple - choice, free - recall or true – false exams can be assessed in the acquisition of declarative knowledge. At the second level the trainers have two different approaches for assessing the amount of declarative knowledge. The first approach is power test which assess the number of answers correctly and the second approach is the speed tests which assess the number of answers in a specific time. The measurement implication at the second level is more directly. To maximize the value of declarative knowledge the tests is better to be given at the start of the training than to the end of it. The reason for this are; first as a feedback mechanism like for example tested that should be given at the early training to identify knowledge gaps that may be hidden the rate of learning. The second from a psychometric perspective variance through the trainees in declarative knowledge should be graded at the beginning of the training then near the end of the training.

Knowledge Organisation as advances learning skill beyond initial acquisition phases in processing several interrelated changes as a function of continued practice. First the learners begin to focus on perceptual knowledge more and less on declarative knowledge. The mental model is used to describe people how they keep the knowledge in an organized way. The mental model provides a context for interpretations, they influence the acquisition of new knowledge not only existing information. An important aspect in mental model is the type or complexity of the stored elements. The advantages of this model is having the problem identified, experts are able to access quickly a solution strategy. The second important characteristic of mental model is the organization among the model element.

Cognitive Strategies is a final category of cognitive measure the learning objective of cognitive strategies. The term metacognition has been used to refer the knowledge of one own cognitive and regulation of such. Metacognitive skills include monitoring, planning, revising goal appropriate behaviours. The metacognitive skills are correlates of cognitive skill development and suitable indices of learning. Measures of self evaluated learning, awareness, needed development and training evaluation for an evidence of learning. The second one becomes metacognitive skills of self regulation are important to the successful task. The measurement implication because they are in many ways of metacognitive skills can support. Each attempt must test for higher level of understanding that show the recall or recognized. The measures of understanding must be assessed trainers to undertake or process towards a goal or dream.

Humanistic theory

Humanistic Approaches: Abraham Maslow

Humanistic psychology

Emphasizes personal growth, resilience, and the achievement of human potential

Psychology has ignored the positive aspects of life

Self-actualization

Striving for a life that is meaningful, challenging, and satisfying



Maslow's Hierarchy of Needs

Humanistic learning theory have the priority over human needs and interests and they also think is not necessary to study that person, especially as an individual. Abraham Maslow is a humanist theorist and explained that is person is different and since was born has different needs, for example biological, self esteem, love, safety, self actualization needs and physiological. Also believed that when the lower need are met higher level needs arise schools following this theory should provide these needs to every student. The environment should provide the biological elements and physiological needs for example, comfort for student for them to feel safe enough and clean air.



As an Assistant Manager I have choose to select the humanistic learning theory to assess the learning and development of my employees because I think if I will have a good environment at the work place and my employers are happy and they feel safe is good for everyone. If I will create a program for the new employers where they can have a safe and a clean environment with a method of learning and develop for everyone to be easy and efficient to learn and rich they full potential in the work place.

3. Reflection

The experience that I had before the start of this course at University of Wales Trinity Saint David it was a very good experience, I met new people, lectures, students and we shared the experience that all we had in that moment in time. Was different experience for everyone, some was for the first time doing that and for some was the second time. For me now when I am thinking on my experience from that period of time and the good emotions I felt in the first day of my preparation for the test that I had to pass before the start of the course and I was very happy to start this course because I knew I will meet new people, share the knowledge and engage with new skills that I do not have before. I always wanted to be a student again. I remember when I was in high school and at the end of the final year a lecture said that we all gone miss the years of studying and we will want to come back in this time to be a student again. For me it was like this I wanted to be a student again and learn new things, met new people, get the knowledge and engage with new skills, to enjoy the life as a student. It was a good, enjoyable and a beautiful experience for me.

The experience after the start of this course was I expected to be, I met new people, lectures and new students, I have learned and develop new skills. Was and still is a beautiful experience. I engage with the knowledge that I hope to find on this course and that I am sure it will help me in my future. Like I said before to start I always wanted to be a student again after I will finish this course I will continue studying in accounting as is my dream since I was a little girl. I love learning new skills, meet new people, get the knowledge and make friends. Always I want to rich my full potential in what I am doing. Like I always loved the challenges and this course give me new challenges to pass every day in my life as a student and my day-to-day life. I have learned how to pass the new challenges, I develop new skills and I engage with the knowledge. Working in a team or a group with more people remain a challenge as my experience after this course is still the same but I cannot wait to pass this step in my future. Working in a group or a team was a big challenge and remain for me. Maybe because of the Covid I was unable to pass this step as we all must stay at home and not meet with colleges. I am sure I can pass this challenge and I will.

Conclusion

In my opinion after I have read books and have done some research on the methods and theories of learning I have found that it is very important to create and have a safe and clean air at work and at home. A good environment help you to rich your full potential and help others as well. It is important as well for your personal development planning to create a PDP to see how you are and who you want to become. It important to make sure you know all the details and engage whit all the skills you will need in your future career. As well it is important to write a reflection about your experience before and after because it help you in your Personal Development Planning and shows you your improvement in what you do.

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