

LEARNING IN THE DIGITAL ERA

Assignment 2

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Video Link: https://youtu.be/R6_3W1kyo28

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Introduction

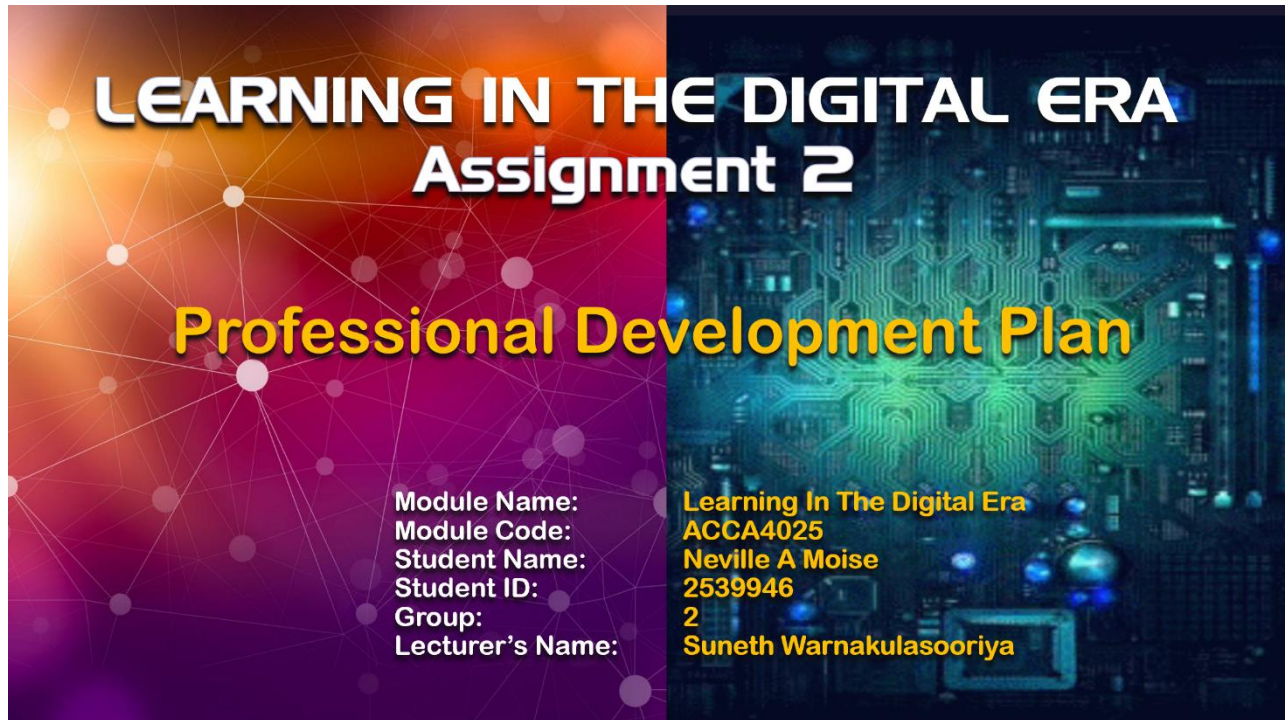
This assignment gave me the opportunity to look at myself honestly and map out a clear path toward my professional goals.

During this video, I will walk you through the core tasks I completed, what I discovered along the way and how this process shaped my thinking about my professional future in cyber security.

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Video Introduction

Good day, My name is Neville Anthony Moise - though most people know me simply as Anthony. Welcome to my video presentation for Assignment 2: the Professional Development Plan, Module **ACCA4025**. This assignment gave me the opportunity to look at myself honestly and map out a clear path toward my professional goals. During this video, I will walk you through the core tasks I completed, what I discovered along the way and how this process shaped my thinking about my professional future in cyber security.

The first task centered on self-evaluation. I used the Gibbs Reflective Model as my primary tool. Gibbs works through six structured stages: Description, Feelings, Evaluation, Analysis, Conclusion, and Action Plan. I applied each stage directly to my professional career - examining real experiences, how I responded to them, what worked, what I learned and what I will do differently going forward. What made this process powerful was its structure. Rather than reflecting in a general way, Gibbs forced me to move through each stage deliberately. By the time I reached the Action Plan stage, I had a concrete picture of where I stand professionally and the specific steps I need to take to grow. This was my foundation - everything else in the assignment built on it.

With that foundation in place, I moved into the next, which had two connected parts. First, I completed a SWOT Analysis - examining my Strengths, Weaknesses, Opportunities and Threats. I focused on my Strengths and Weaknesses. This exercise proved both enlightening and informative. Through the process, I identified three main personal traits that define how I operate, learn and engage in professional settings. Seeing those traits clearly - in writing, laid out in a structured format - gave me a level of self-awareness I did not have before. From there, I applied the SMART framework to myself and my goals. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Rather than holding onto broad ambitions, I used SMART to turn my goals into structured, actionable targets. Together, the SWOT and SMART analyses created a clear line between where I am today and where I intend to be. They showed me the strengths I can leverage, the gaps I need to close, and a realistic structure for getting there.

The last task invited me to summarise and unpack my experiences - both personal and professional. This was perhaps the most reflective part of the entire assignment. Unpacking experiences means going beyond the surface of what happened and examining the deeper learning embedded in those moments. I looked at situations from my life and career, pulled out the lessons they contained, and connected those lessons to my professional development. This process reinforced something important: every experience - whether a success or a setback - carries learning value. The skill lies in choosing to examine it clearly and carry that learning forward.

REFLECTIVE MODEL

In this section I use and discuss 'Gibbs Reflective Cycle'
In 1988 Graham Gibbs created Gibbs Reflective Cycle to give structure to learning experiences.

It provides structure for examining experiences and due to the cyclic features, it allows repeated experiences, which allows one to learn and plan from scenarios that did or did not go well.

There are **6 stages** in the cycle:

Description: A chance to describe the situation in detail, to include what happened.
Helpful questions: When and where did it happen? Who was present? What did you and the other people do?

Feelings: Explore any feelings or thoughts that you had during the experience and how they may have impacted the experience
What were you feeling during the situation? What were you feeling before and after the situation? What do you think other people were feeling about the situation?

Evaluation: Evaluate what worked and what didn't. Be as objective and honest as possible

Analysis: In this step you aim to make sense of what happened.
Previously you focused on details around what happened in the situation.

Conclusions: You summarise your learning and highlight what changes to your actions could improve the outcome in the future

Action Plan:
In this section you plan for what you would do differently in a similar or related situation in the future

[1]



REFLECTIVE MODEL – MYSELF (cont'd)

Description: I had a 30+ years career in IT, mainly in the Support and projects area, For several years I tried to break into Project Management or IT Management, Became ill in 2023 and was unable to work.

Feelings: Not being able to work depressing for me, made me feel very low

Evaluation: To see what was viable for me to be able to work at higher level and hybrid model / remote / home working

Analysis: After I investigated different career paths and what would suit my personal and professional needs

Conclusions: I realised, I needed and wanted to upscale my career and work in a different arena within IT, I decided to work in Cyber Security. This will make me work at a higher level also can give me the flexibility of where and how I work.

Action Plan: Decided to study at University to gain a Bsc in Certificate in Higher Education, Computing Skills for the Workplace

[1]

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graph TD
    Description --> Feeling
    Feeling --> Evaluation
    Evaluation --> Analysis
    Analysis --> Action Plan
    Action Plan --> Description
  
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TASK 2

PDP – PERSONAL DEVELOPMENT PLAN – My Strengths & Weaknesses

I performed a self evaluation, using SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. I have documented my Strengths & Weaknesses

[2]

STRENGTHS	WEAKNESSES
Determined	Impatient
Committed	Over Analysis
Quick Learner	Over Committing
Good Communicator	Difficulty Delegating

MY TRAITS

These are the 3 traits from my self evaluation of Strengths & Weaknesses. [3], [4]

Trait 1: Relentless Drive

This trait connects your determination and commitment to your tendency to over-commit and feel impatient.

Positive: You are deeply dedicated, goal-oriented, and push hard to finish what you start.

Negative: Your urge to achieve makes you take on too much work and feel frustrated when progress is slow.

Trait 2: Intellectual Agility

This trait connects your ability to learn quickly and communicate well with your tendency to over-analyze.

Positive: You process new information fast and can explain complex ideas clearly to others.

Negative: Your sharp mind can easily get trapped in "analysis paralysis," spending too much time overthinking details.

Trait 3: Independent Execution

This trait connects your strong personal commitment and determination to your difficulty delegating tasks.

Positive: You take high ownership of your work, hold yourself to high standards, and get things done.

Negative: You struggle to trust others with tasks, preferring to do them yourself to ensure they are done right and fast.

PDP – PERSONAL DEVELOPMENT PLAN - Professional Development Plan with SMART Goals.

SMART stands for **Specific, Measureable, Achievable, Relevant & Time-Bound Specific**

Specific: State clearly what you want to do. Use simple and exact details about who, what and where.

Measureable: Pick a way to track your progress. Use numbers, counts, or clear checkmarks so you know when you finish.

Achievable: Make sure you can actually do it. Check if you have the right skills and tools.

Relevant: Ensure the goal matters to you and fits your wider plans.

Time-bound: Set a clear deadline or target date. This creates a sense of urgency. [5]

GOALS TO ACHIEVE	PERSONAL ACTION PLAN	RESOURCES AND SUPPORT REQUIRED	DEVELOPMENT OPPORTUNITY WITH PROFESSIONAL QUALIFICATION	PERFORMANCE MEASUREMENT	EXPECTED COMPLETION DATE
Significant experience in cyber security	Volunteer to organisations or companies	Time needed	Reference given	On going	July 2028
Strong knowledge of cyber security	University Degree	Finance via Student loan	BSc In Computing	Obtain a Job	August 2028
Cyber Security Employment	Research role professional level	Job agencies	Short course	Employment contract	August 2028

TASK 3
TOPIC OF SUMMARY - Unpacking Experiences (Unit 4 Topic 3)

I chose to summarise **Reflectivity** – A mindset learning through experience
 Reflecting allows you to have deep thoughts, giving the opportunity to consider about a subject or scenario, aiding you to develop and reinforce learning
 Looking back and thinking about your experiences, feelings, responses and actions is true reflection.

It's Important that any information heard or read, must never be taken at face value, you must 'unpack', you must reflect by looking, listening and pausing, will give you the opportunity to see things you may have missed.
 To Learn through Reflection, ask yourself: *What did I do? – How did I do it? – What did I learn?*

Professor Ann L Cunliffe states that Reflexivity is about managing and leading ethical, Responsive and responsible organisation
 She also believes Reflexivity and Reflections are fundamentally different, in her view she believes Reflexivity us about what you take for granted.

In section 2 we looked at different reflective models, Kolb (1984), Driscoll (1994), Johns (2006), Schon (1991), Rolfe (2001) and Brookfield (2005). Some of these are similar, learners will tend to stick with one model through their academic career, some may use the model in their professional career also.

Section 3 is about Practising Reflection. There is internal and external 'Locus Of Control'.
 Internal Locus Of Control is if you have a strong power to control and determine your destiny.
 External Locus Of Control is when people are not in control of their situations, the result tends to be 'luck or fate'.
 Reflection is an active process where you transform experience into learning.
 [6] [7]

Conclusion

Overall, this was an enjoyable and genuinely insightful assignment.
 It gave me the tools and the structure to analyze myself in a professional capacity - honestly, specifically, and constructively. I came away with a clearer picture of my strengths, a sharper awareness of the areas I need to develop, and a grounded plan for achieving my ultimate goal: becoming a cyber security specialist.
 Professional development starts with self-knowledge. This assignment delivered exactly that.
 Thank you for watching.

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