

Reflection on Study Skills

Chris Belton | L4 - Study Skills (ACDA4010) (OME) | 01/07/21

Table of contents

1. Introduction

2. Presentation

3. Skills Evaluation

4. Application

4.1. Looking after your data

4.2. Time management and self organisation

5. Conclusion

6. Reference list

7. Appendices

1. Introduction

This report covers three main subject areas. The presentation, this will go into detail about the author including screen grabs of the presentation and list a number of points which could be used to produce a successful presentation. Skills evaluation, this will go into detail on the variety of skills required to ensure success in a higher education environment whilst also looking into the skills that employers look for in candidates. Additionally this section will look into a variety of self-evaluation exercises the author has used to identify a number of character traits, learning styles and possible career suggestions. Setting SMART long and short-term goals is also extremely important not only in the higher education setting but also in personal and career setting. Application, this is split into two sub sections first of which is looking after your data, this will describe the various back up strategy's which aim to eliminate the risk of losing data through a variety of disaster scenarios. The second sub section is Time management and self-organisation. This covers the steps required to improve one's productivity in both the academic and work setting. This has a number of additional benefits such as reduced stress levels and increased efficiency

2. Presentation

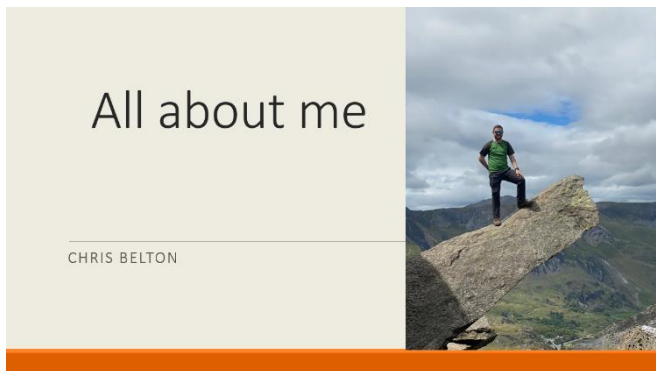


Figure 1

Hi Everyone, as you hopefully know by now my name is Chris, I'm 24 years old and I'm one of the DSTL L4 OME apprentices. I am originally from Sandhurst in Berkshire but moved to Salisbury in Wiltshire for the apprenticeship.

It is safe to say I have a fair few jobs, cannot sit still! I have been in DSTL for over 5 years now starting on the mechanical engineering

apprenticeship scheme straight from college. I did a number of placements around the business ranging from CBRN type work, general engineering to Explosives. The team I am in now which is called the Munitions, Operations and Exploitation team or MOET for short which is where I finished the final year of the apprenticeship and luckily secured a job. It is safe to say no two days are the same and I am involved in such a broad range of work. I

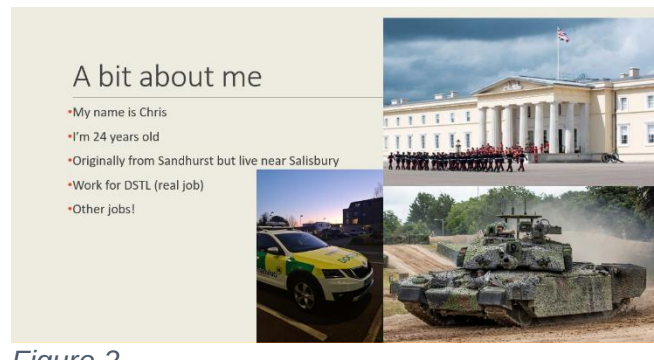


Figure 2

certainly never would have guessed 5 years ago I would be where I am today. I try to split my time between practical explosives work mainly breakdown tasks and as a member of the trials management team for the Contested Urban Environment experiment 2021.... It should have been last year but you know.... COVID! The Contested Urban Environment (CUE) aims to address the significant challenges facing military forces operating in a complex, dynamic system characterised by the physical, human and information domains.... Something a bit different to my day job but still very interesting.

My other jobs include Critical care driver for the NHS/Medvivo, Special Constable with Wiltshire Police and I'm also a Tank crewman with the Royal Wessex Yeomanry. Fun Fact I was Prince Edwards Challenger 2 driver when he visited our range package in 2019 and a year later he promoted me. After my PNCO cadre.



Figure 3

These are just a few of my hobbies however always up for trying new things. I hope that being in Wales more I will be able to explore the mountains. Top right is a picture of a lake in Stratford Upon Avon next to a hotel I stayed in whilst away with work. Bottom right is Salisbury plain at sunset during lockdown. Working left is a photo took whilst ski touring in France and then finally a photo I took of Virginia water in Surrey. I like adventurous activities I find

it pushes you mentally and physically

I find it hard to choose just one personality type as I think I fit slightly into multiple categories. For example, I would class myself as an Introvert however fall into the category of Extrovert as I enjoy a variety of tasks. Therefore, it is a very blurred line and not one personality type is better than the other. In a large group, such as this there will be a massive variety and that is what you need on a course like this or even out in the real world.

As you know from my multiple jobs, I am not scared of hard work however I often take on more things than I can manage and unfortunately there' not 25hours in a day! I am working on my time management, as this could be my biggest pit fall.

Teamwork, flexibility and having good initiative is extremely important in all my jobs and I hope this will help me on the course.

Strengths and weaknesses	
Strengths	Weaknesses
Hard worker	Take on too many things
Team work	Time management
Flexibility	Presentation skills
Good initiative	Public speaking

Figure 4

In addition, Presentation skills and public speaking. Both these points go hand in hand and this is not my strongest point however I am hoping doing things like this and the course will help me with this.

Career wise. In short, I do not know. The thing with DSTL is you can move jobs very easily. This maybe temporary to cover maternity leave for example or something longer term. I hope to do a secondment with DSTL to another country if possible but still in the explosives/ munition area. I am interested in some of the work our US and Australian counter parts do so hopefully this will be an option at some point in the future.

Depending on how well this course goes hopefully move onto the L6 degree apprenticeship. Continually doing training course as I think this is vital for CPD ranging from driving/ vehicle qualifications to working with asbestos and other weapon/ munition courses.

The author identified that delivering a successful presentation requires you to firstly identify the most appropriate software. A number of different software types and packages exist. Techradar states the following software packages have been rated the best using factors such as ease of use, capable of supporting additional media such as MP4 files and to serve their purpose in educating and updating their intended audience.
[1]

- [PowerPoint](#)
- [CustomShow](#)
- [ClearSlide](#)
- [Haiku Deck](#)
- [SlideDog](#)
- [Prezi](#)

PowerPoint has been rated as the best software to use for presentations due to the reasons listed previously. The above presentation has been produced using Microsoft PowerPoint, this is an approved software provided by the University. Microsoft PowerPoint allows integration with the wider office365 suite.

Once the correct software has been identified, it then comes down to content. The content in the PowerPoint needs to be eye catching, interesting and informative. The best way to do this through a variety of different media formats such as text, images and videos. This keeps the audience engaged throughout. Depending on the type of presentation, it may also be appropriate to ask the audience questions as another type of interaction. The content on the screen should be kept to a minimum and the presenter should go into much more detail verbally. This is often achieved by listing bullet points then expanding on each point. Images relating to the subject area also allow the presenter to explain and for the audience to ask questions.

It is best practice at the end of the presentation to include a short conclusion covering the points discussed during the presentation and also asking if there's any questions.

The author researched the above information prior to the presentation and tried to incorporate as much as possible. The feedback received from the University contained both positive and points to work on. Positive points included. [2]

'Good looking slides. Seemed well prepared. Easy to read. Clear confident delivery.'

Negative points included. [2]

'Maybe could have included more images. Try to look at the audience more than the computer. Once or twice, the speed of delivery was a bit fast.'

In future presentations all of the above feedback will be actioned to ensure the next presentation scored higher marks. Additionally presenting to a group prior to presenting for real will provide a more realistic time.

3. Skills Evaluation

The skills required for success in the higher education environment can also be directly transferred into the work environment. University not only prepares students with the academic skills to succeed but also with life skills outside of the classroom or lecture theatre. These include budgeting, presentation skills and time management. Budgeting is an essential life skill. Having the ability to budget and to plan your finances will not only reduce stress out of the higher education environment but when you move onto work this is an extremely favorable skill to have with the evidence to prove it. Presentation skills allow the individual to express ideas and the desired message to the audience. In turn this will improve other skills such as confidence and could even be transferred into interview techniques. LinkedIn list the top 3 skills students need to be successful as [3]

1. 'Adaptive thinking
2. Communication skills
3. Collaboration skills

Self evaluation is a very important skill to have. Once you have the ability to self evaluate and then act on the results the improvement will be self evident. Self evaluation comes in many forms for example at the end of a task sitting down and evaluating how you think you performed during the task. Make sure that this contains both negative and positive points. Formal self evaluation exist in higher education and in employment in the form of annual appraisals, personal development agreements and career development reviews. It is common for the following 6 points to feature in performance reviews [4]

1. Communication
2. Collaboration and teamwork
3. Problem solving
4. Quality and accuracy of work
5. Attendance and dependability
6. Ability to accomplish goals and meet deadlines

External tests such as the open psychometrics big five test, open psychometrics open extended jungian type scale test, 123 career test and the 123 Jung test all allow for the input of data sometimes on a scale or with yes/ no answers. This then produces some of the following results.

Factor	Factor label	Raw score	Score percentile
I	Extroversion		70
II	Emotional stability		39
III	Agreeableness		35
IV	Conscientiousness		15
V	Intellect/Imagination		6

Big five personality trait scores calculated by openpsychometrics.org

Figure 5

Factor I	Factor II	Factor III	Factor IV	Factor V
Factor I was labelled as Extroversion by the developers of the IPIP-BFFM. Factor I is sometimes given other names, such as Surgency or Positive Emotionality . Individuals who score high on Factor I one are outgoing and social. Individuals who score low tend to be shut ins.				
Factor I	Factor II	Factor III	Factor IV	Factor V
Factor II is labeled as Emotional Stability . Factor II is often referred to by other names, such as Neruoticism or Negative Emotionality (in these two cases interpretations are inverted, as Neruoticism and Negative Emotionality can be though of as the opposite of Emotional Stability).				
Factor I	Factor II	Factor III	Factor IV	Factor V
Factor III is labeled as Agreeableness . A person high in agreeableness is friendly and optimistic. Low scorers are critical and aggressive.				
Factor I	Factor II	Factor III	Factor IV	Factor V
Factor IV is labeled as Conscientiousness . Individuals who score high on this factor are careful and diligent. Low scorers are impulsive and disorganized.				
Factor I	Factor II	Factor III	Factor IV	Factor V
Factor V is labeled as Intellect/Imagination . This factor is also often called Openness to Experience . People who score low tend to be traditional and conventional.				

Figure 6

The big 5 personality test is based on 5 key character traits and through a variety of questions it produces a score. Using the key below the table this provides you with what the different scores mean. These results do not come as a big surprise, had the authro been asked to purely give just a score something similar would have been stated. This shows that the author has confidence in scoring themselves against a set criteria.

Some believe that being an ambivert is the best of both worlds as this is both being an extrovert and an introvert. The author has identified qualities of an extrovert such as intergrating with friends/ strangers and not requiring the need for alone time. Introvert qualities include being very self aware and not injoying activities such as presentations anything where they're the center of attention. After filling in the questionnaire, Quiet Revolution has produced the following results. [5]

'AMBIVERT

Based on your responses, you're an **ambivert**. That means you fall smack in the middle of the introvert-extrovert spectrum. In many ways, ambiverts have the best of both worlds, able to tap into the strengths of both introverts and extroverts as needed... you'll likely see part of yourself in both.'

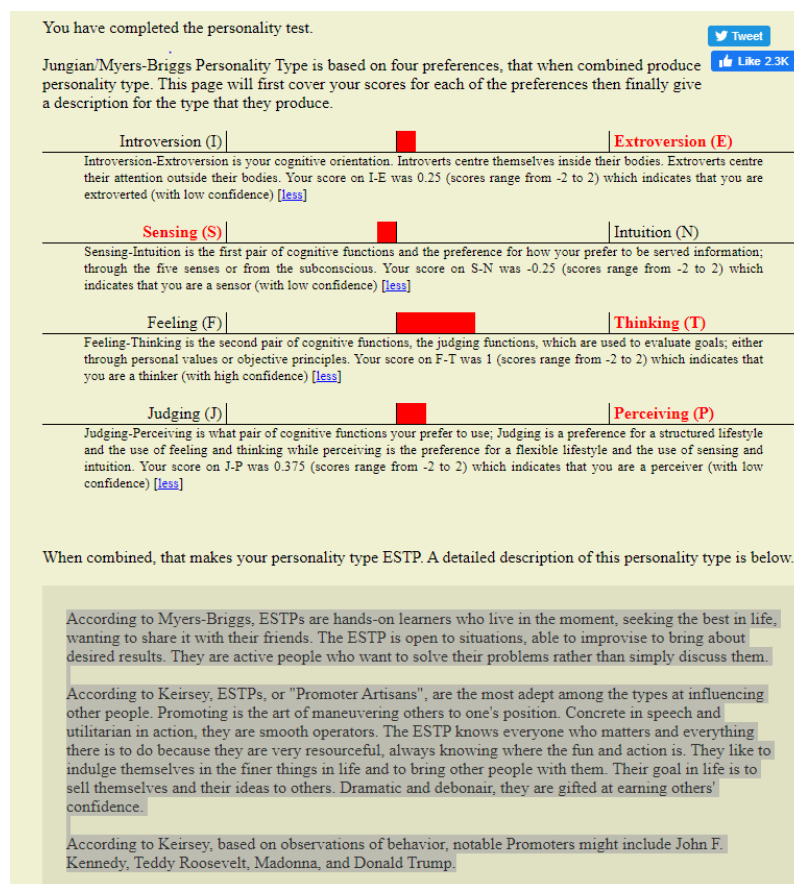


Figure 7

you as an ambivert. Sensing is much more expected as due to the low confidence statement. Low confidence is a negative personality trait but unfortunately one that will appear in these tests frequently. Thinking conversley states that the author is thinker with high confidence, something certainly be argued. Perceiving is another expected score as having a flexible lifestyle scores highly.

Completing a number of personality types allows one to get a good personality overview. Different sources will base their results on different research and beliefs.

The Jungian/ Myers-Briggs personality type test will provide you with four different personality type areas with a graph showing how strongly each type features. According to the Jungian/ Myers- Briggs test the author is an ESTP. This stands for Extroversion, Sensing, Thinking and Perceiving. Extroversion comes as a surprise but when you read into the detail other tests might have clasified

Other tests such as the 123test- Jung Personality Report can be found at the back of this report for additional reading on personality types of the author under annex 02. The 123 Career test has also been included under annex 01 to enable the comparison between personality types and what jobs would be best suited to the aforementioned personality types. Self evaluation of academic skills allows you to rate 1-5 how confident you are in certain areas such as presenting. It's a good idea to complete these on a regular basis as this will allow you to see progress and increase confidence.

In conclusion the results confirmed thoughts such as being an ambivert but threw up other points that hadn't been considered such as being a thinker with high confidence. These results and conclusion can only be as accurate as the data being input into the questionnaires etc. etc. therefore repeating would be beneficial.

Four short term goals:

1. To complete the Study Skills module
2. To complete all paperwork for Career Level Review
3. To organise a trip to climb Cribbs Goch, Snowdon.
4. To buy a new en suite

Four long term goals:

1. To decorate/ renovate the entire house
2. To be a suitably qualified and experienced (SQEP)
3. To be an Explosives Technician
4. To have paid approx 30% of my mortgage in 5 years

Both short term goals and long term goals are vital to keeping an individual on track. Short term goals could be a long term goal divided up into smaller goals for example owning a 4 bed house by the time I am 30 would be a long term goal but saving enough money for a deposit by the time I am 25 to buy my first house would be a short term goal. Or completely unrelated. The definition of a short term goal is [6]

'Short-term goals are goals that you want to accomplish in the near future. Short-term aspirations can be set to achieve today or over the next week, next month, or the next year. For example, a short-term goal in the workplace could be to increase productivity over the next 30 days. The goal of establishing short-term aspirations is to further your success and support your long-term goals. The more specific and actionable your short-term goal list is, the more likely you are to achieve each goal in a timely manner.'

Long term goals require more thought as you need to work out how you're going to get there which could be multiple short term goals. For example completing an iron man race would be a long term goal but you now need to work out how you're going to get there. First step may be to run your first 10km race by the end of the summer and then by the end of the year your first half marathon etc etc. the definition of a long term goal is:

'It is simply an objective that you want to accomplish in the future, but one that will require a significant amount of time and planning. It will most likely take years, not months, to achieve and in many cases reaching the long term goal will also take several smaller steps during the process.'

It is often appropriate to separate long and short term goals in three different types. These are:

- Career goals
- Financial goals
- Personal goals

Career goals focus on a variety aspects of your career ranging from small task such as by the end of this week I need to have finished this report which would be a short term goal to I want to run my own department. This could be 5-10 years down the line making it a long term goal.

Goals should be achievable otherwise it is very unlikely you will achieve them which can be extremely dis heartening. Every time you achieve a goal it boosts your motivation to achieve the next espescialy if you're seeing results within a short amount of time. It is good practice to write down and record your goals so that you can keep track and hold yourself to account not only when you havent quite reached the goal within the set time but more importantly when you do reach the goal! According to Sternberg, Weitzel and Sloan R include the three main reason for failing to achieve your goal include. [7]

1. 'The goal isn't valued – you haven't committed your mind and heart to the goal.
2. The goal isn't specific – your goal is too broad and overwhelming.
3. The goal isn't supported – you don't have someone to be your coach, cheerleader, or mentor.'

SMART goals allow for the goal to be split in to 5 sections as defined by the chartered management institute. [8]

- Specific – outline in a clear statement precisely what is required.
- Measurable – include a measure to enable organisations to monitor progress and to know when the objective has been achieved.
- Achievable (or agreed) - design objectives to be challenging, but ensure that failure is not built into objectives. Objectives should be agreed by managers and employees to ensure commitment to them.
- Realistic (or relevant)- focus on outcomes rather than the means of achieving
- Time-bound (or time-bound) – agree the date by which the outcome must be achieved.'

Setting a specific goal and avoiding waffle will allow you to keep the goal concise and to the point. Try keeping it to just one goal and separate if you need to. The goal being measurable is vital to enable you to measure progression throughout your time trying to achieve it. Without this goals would be never ending and would most likely fizzle out. Achievability should be accessed from the very start, stretch goals exist to enable you to push yourself however once this goes past a stretch goal It becomes unrealistic. Realistic goes hand in hand with achievable. It most likely isn't achievable to be the first man on Mars but something more realistic would be to work for a company involved in the space domain. Having a time bounded goal allows you to have an end point. You might not have reached the goal yet but this allows you to stop, think and reset maybe looking to see if the goal didn't meet all the points previously mentioned. Having SMART goals is very important however if you have too many again it will become unachievable so it is vital this is monitored.

SMART goal 1- Complete and pass the study skills module through the submission of the study skills assignment and being signed off as complete by the university. The assignment must be submitted on or before the 9th of Aug with a provisional results communicated with students on the 9th of September.

SMART goal 2- To renovate the master bedroom ensuite to enable a new ensuite to be fitted. This will be achieved once the new ensuite is fitted and has been tested passing all tests. Quote for the work must be received by the end of August with work to commence in November.

SMART goal 3- To have paid 30% of the Mortgage in 5 years. This will be achieved once there is 70% left to pay for the remainder of the mortgage. This must be achieved by December 2026.

SMART goal 4- To hold the status of Explosive Technician. This will be achieved by building on skills and experience learnt whilst an Explosive Support Worker. This must be achieved by December 2022.

4. Application

4.1. Looking after your data

Safely and securely storing large quantities of data has become easier and also cheaper. As a keen photographer, it is essential that all photos are safely and securely stored. This is done in two ways; physical external hard drives and through online cloud based storage (google photos). When it comes to documentation all university work will be produced using a work issue laptop. Due to the type of work that is normally carried out using the same laptop extra confidence in the backup strategy exists. This has been tried and tested multiple times. All files on the network drive are backed up every

evening and can be accessed from any networked laptop. If a file had been accidentally deleted you would submit a request to the IT team and they would then recover the file for you. If the laptop was stolen this would have no impact on any data as none is stored locally. Additionally OneDrive is used both internally and as part of the university package. As a general rule it is always best to have files saved in at least 3 places.

Back up strategies include using an online based cloud server storage, this could be through software packages such as google drive and onedrive. The main advantages of using cloud based storage is that you can normal access all files online as long as you have an internet connection, this is useful if using multiple different computers or devices. Disadvantages of using cloud based storage is that you need a stable internet connection not only to upload but also to view any data. Additionally you're putting your data in the hands of someone else, depending on the company they will have different security procedures in place. Unfortunately there is no guarantee that the cloud based storage will still exist in 5-10 years time. The company may go bust or simply not offer the service anymore. You cannot eliminate the risk however using a reputable company minimises the risk.

External hard drives provide physical hard drive storage external to the main PC or laptop. This enables you to remove the hard drive when not in use or when transferring to another device.

Networked attached storage often referred to as a NAS allows you to store data and files through the network. This means that you can access any data stored on the NAS if using a device that is on the correct network.

USB stick have the big advantage of being very portable however, they can also be easily lost. Loading files onto a computer should be easy however; it gets more difficult when using a tablet as convertors will be required.

Even with all the above available some business still choose not to back up any of their data. If any of the below disaster scenarios was to happen it could be catastrophic. Data from JustGibley IT consultancy shows that; [9]

'3/5 of backups are incomplete and half of data restores fail.'

'17% do not backup business data at all.'

Disaster scenarios are something we hope to never come across however it is all too common. Human error involves the data being deleted by the user this could be accidentally or with malicious intent. The 2018 IT Risks Report released by netwrix states; [10]

'While organizations expected human error to account for 39 percent of data loss, in reality, 50 percent of data loss incidents were due to people's mistakes.'

This list is not exhaustive however; a few more include failure of the device or hard drive due to damage or wear and tear, natural disaster such as the device being lost to fire or flood and accidental damage through spillage of liquids such as tea, coffee and water.

Readily available data from the UK GOV website state that: [11]

‘Four in ten businesses (39%) and a quarter of charities (26%) report having cyber security breaches or attacks in the last 12 months. Like previous years, this is higher among medium businesses (65%), large businesses (64%) and high-income charities (51%)’

‘Among the 39 per cent of businesses and 26 per cent of charities that identify breaches or attacks, one in five (21% and 18% respectively) end up losing money, data or other assets. One-third of businesses (35%) and four in ten charities (40%) report being negatively impacted regardless, for example because they require new post-breach measures, have staff time diverted or suffer wider business disruption.’

Cyber attacks can be split into two main types. Malware and Ransomware.

The definition of malware is: [12]

‘The term *malware* refers to malicious or harmful software. It can also describe code developed with malicious or nefarious intent. This differs from code that is poorly written and causes damage unintentionally. Instead, malware is code written with the specific intent of causing harm to a host system. Hence, the code or software is malicious since it has nefarious intent. It might be intended to destroy content, for example, by deleting files. Or the code could be designed to perform functions such as creating backdoors to systems in order to provide access to unauthorized users. Malware is typically installed in a manner that is not obvious to authorized users. The term *malware* is often confused with viruses; however, although viruses are forms of malware, the term *malware* includes all other forms of software developed with malicious intent. This nefarious intent includes compromising the confidentiality, integrity, and availability of systems and software. This entry defines malware and discusses the types of malware and how to protect against them.’

The definition of ransomware is: [12]

‘As the name suggests, ransomware requires a “ransom” before users can execute functions. Once ransomware is installed, it prevents access to the computer or encrypts the contents of the computer’s hard drive. Users whose computers are infected with ransomware will receive messages demanding payments to defeat or disable the malware. Ransomware is often spread when criminals take over legitimate websites and install the malware. Ransomware is often used by criminals who use money transfer services to collect their ill-gotten

gains. This type of Trojan horse malware is also spread by criminals using drive-by downloads.'

Cyber attack is just one example of how data can be lost but other factors also exist such as the damaging of a device beyond repair. If the device was to be stolen or even lost this would mean you lose all locally saved data. Data from freedom of information request shows that.

'In 2017 the MOD recorded 60 lost or stolen laptops and 48 lost or stolen memory sticks.' [13]

The 'quick look report on ransomware, using the CryptoWall Trojan' (Annex 04) gives a brief overview on the way in which your device can be infected, the various file types, how to remove the virus and general good practice.

4.2. Time management and self- organisation

Time management and self organisation is vital to improve productivity and greatly reduces stress levels. Easy steps such as writing lists either on a note pad or as a memo on a mobile device reduce the chances of forgetting things. This could be a shopping list or a reminder to email a work colleague. On almost every mobile device there will be an electronic diary installed as a default. Additional apps can also be downloaded if appropriate. It is also possible to share calendars which is great for planning large meetings and an array of other things. The author uses Microsoft Outlook as a work calendar and Samsung Calendar (figure 08) as a personal calendar and for reminders.

Having a plan for the day or the week ahead can also reduce stress levels. If you have too much work on you could share the load to ensure everything is completed but no one is stressed out. This could just be a normal list or you could allocate certain times to different jobs and complete it that way. Gant charts could also be used for more complicated time/ project management.



Figure 8

Self organisation includes having a tidy desk/ work area. This can make a big impact on your productivity throughout the day. Not only a tidy desk but also a tidy PC/desktop and file storage area will greatly increase efficiency if you are not wasting time looking for files/ folders.

My files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Personal	June 30	Chris Belton (2021887)	1 item	Private
 Work	June 30	Chris Belton (2021887)	4 items	Private

Figure 9

My files > Work

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 ARMY	June 30	Chris Belton (2021887)	0 items	Private
 DSTL	June 30	Chris Belton (2021887)	3 items	Private
 NHS-Medvivo	June 30	Chris Belton (2021887)	2 items	Private
 Police	June 30	Chris Belton (2021887)	3 items	Private

Figure 10

My files > Work > DSTL > Uni

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Electronics	June 30	Chris Belton (2021887)	0 items	Private
 Maths	June 30	Chris Belton (2021887)	0 items	Private
 Study Skills	June 30	Chris Belton (2021887)	8 items	Private

Figure 11

Additionally you can start getting ready as early as the night before work. Having all the kit/ uniform you need ready to go and knowing where everything is will make the morning run a lot smoother and then throughout the day. Also arranging to have the appropriate breaks throughout the day. Working through lunch breaks to get work completed is not efficient it is poor time management. The results from a study undertaken by totaljobs showed that; [14]

‘56% of workers never take their full lunch break’

This can have a long term impact on the health of the workforce and could lead to more long term sickness.

Having a personal development plan in place is very important. These are most common in the work place or higher education. This acts as a guide to reach certain goals and is often reviewed yearly unless anything drastic changes. Drastic change would be a change in job role or even a change of course in the higher education environment. At DSTL, we use the PDA which is a performance & development agreement. It is completed by the employee then reviewed at regular intervals with your line manager. It consists of a box to enter all your key roles and responsibilities, career aspirations and then moves on to the objectives and what deliverables you have against those objectives. Additionally there is a box for development objectives, so this would be something like a course or a visit.

One Page Performance & Development Agreement

Employee Name	Chris Belton	Job Title	Trainee Explosives Engineer	Staff Number	
Line Manager Name		LM Job Title	Team Leader	LM Staff Number	
Division	CTS	Group	ETG	Team	MOET
Reporting Period From		To			

Role & Key Responsibilities *(Insert link to job profile or brief role description and accountabilities from role profile. Explain how you contribute to the CTS business plan)*

Reports to:
Team Leader

Accountabilities:

- Contribute to activities involving Weapons, Ordnance, Munitions, and Explosives
- Lead non-breakdown explosive tasks
- Trials support
- Trials management

Career Aspirations *(Medium and long term – do you want experience in other areas, promotion, what roles do you want in the future?)*

- SQEP trials manager-2 years
- ET- 2 years
- EEO- 8 years
- SEO- 15 years

Figure 12

Performance Objectives		
Objective	Outcomes/deliverables	Comments
1. Contested urban environment trial (CUE21)	- All trials paperwork for review by TSTA. - All risk assessments reviewed by H&S team - ROC drill	All paperwork currently in draft form ready for 1 st review on the 10 th of Aug. ROC drill invites sent/ venue booked ROC drill scenarios planned
2. ETG MOET	- Gain NOS competencies - Training - Experiences	Work on ET NOS competencies Attend all training courses on offer Attend off site visits Look into the possibility of a secondment
3. Rotations ETG	Rotation within other departments to fulfil L4 OME apprenticeship	Secondments to other areas of DSTL for KSB's I can't get in MOET
4. Workshop	Complete workshop jobs	Start to progress and complete more workshop tasks and train on additional machines

Figure 13

Once this is submitted to the team leader there is a two-way discussion on each point and if all in agreement it is signed and that's what you work towards for that year. This structure works as it is well laid out and asks all the right questions to get the information you need to make a successful personal development plan or e-portfolio.

5. Conclusion

In conclusion, this report has covered topics such as the presentation where details about the authors career, hobbies/ interest and strengths/weaknesses. Including screenshots from the presentation presented to the class. Additionally feedback from the university and self-evaluation feedback has been included.

The skills evaluation has highlighted just how many personality tests exist. Due to the fact you get such a variety of answers, it is important not to just use one and take that as fact. Research is essential to fully understand psychology behind the tests further reading in this area would be advantageous. General principles exist for success in a higher education environment with the majority being transferable skills into the workplace. A good example of this is the ability to use the SMART guidelines when writing them not only is this good whilst at university but in the workplace as well.

Looking after your data which is part of the application section goes through a variety of disaster situations which would end up in losing some or all data from your device or PC. This would be devastating so the report also describes the possible reasons for lost data, how to back up data and a variety of methods such as cloud storage. The annexed 'quick look report on ransomware, using CryptoWall Trojan' covers a brief introduction on viruses and Trojans focusing on CryptoWall as a detailed example.

Time management and self organisation looks at ways to increase productivity using apps such as Samsung calendar and one drive. In turn, this will also alleviate stress as when you are organised you much more productive and you have a plan of what you are doing with your day.

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7. Appendices

Annex 01

123 career test

Career test result

In this test you had to choose between pictures showing specific work activities. Each picture depicted work associated with a specific type of personality. These types are derived from Dr. John Holland's theory of careers and vocational choice, known as Holland Codes.

There are six personality types in Holland's model:

Realistic: practical, physical, concrete, hands-on, machine, and tool-oriented

Investigative: analytical, intellectual, scientific, explorative, thinker

Artistic: creative, original, independent, chaotic, inventive, media, graphics, and text

Social: cooperative, supporting, helping, healing/nurturing, teaching

Enterprising: competitive environments, leadership, persuading, status

Conventional: detail-oriented, organizing, clerical

Personality types and Holland Codes

Dr. Holland did not say that a person is just one of these types. Then there would be only six types of people in the world. Instead, any one person can have interests associated with all of the six types. When you rank the types, starting with those you have the most interest in to those you have the least interest in, you get your specific Holland Code.

There are some 720 different combinations possible, like ISERAC, AIRSEC, or CSERIA. Generally, however, only two or three letters are necessary to create a useful description, such as SC, IRC, or AIC. Such a description may apply to both a person and a work environment. By typifying both people and work environments with Holland Codes, we can calculate matches between them. This helps you assess a potential career or vocational choice.

Your personality type

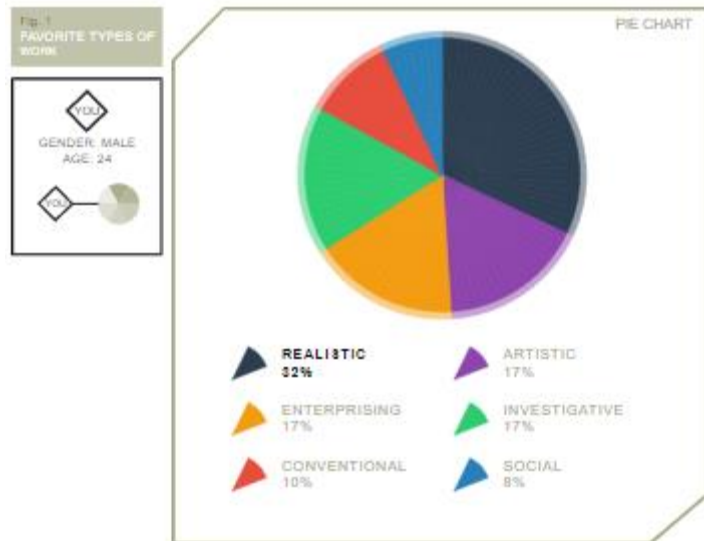
You preferred 'Realistic' the most, followed by 'Artistic' and 'Enterprising'. Your six letter personality type is 'RAEICS'. Your personal preference is also shown in a graph below.

PIE CHART

Fig. 1
FAVORITE TYPES OF
WORK
GENDER: MALE
AGE: 24

Your personality type

You preferred 'Realistic' the most, followed by 'Artistic' and 'Enterprising'. Your six letter personality type is 'RAEICS'. Your personal preference is also shown in a graph below.



YOU
YOU
REALISTIC
32%
ARTISTIC
17%
ENTERPRISING
17%
INVESTIGATIVE
17%
CONVENTIONAL
10%
SOCIAL
8%

Your personal Holland Code

Depending on how strongly you favor any specific type you can compose your own personal Holland Code. You do this by taking the first letters of the types you favor most. In your case, this is the letters R, A and E Your personal Holland Code then becomes either RAE, RA, AR or even ARE.

Your jobs

Here is a list of jobs that fit your Holland code RAEICS. The list is only part of all jobs that fit your personality. You should use this list of occupations as prototypical examples. A total of 20 occupations are suggested based on your score.

Your list of suggested occupations

▶ Jeweller		95%
▶ Acoustical engineer		72%
▶ Art restorer		72%
▶ Conservator		72%
▶ Upholsterer		71%
▶ Excavator operator		71%
▶ Forestry adviser		70%
▶ Forestry technician		70%
▶ Bindery operator		70%
▶ Glass-blower		69%
▶ Shoemaker		69%
▶ Bricklayer		69%
▶ Cadastral technician		69%
▶ Cartographer		69%
▶ Mechanical engineering technician		69%
▶ Land surveyor		69%
▶ Tool and die maker		69%
▶ Horse breeder		69%
▶ Industrial machinery mechanic		69%
▶ Electronics engineering technician		69%

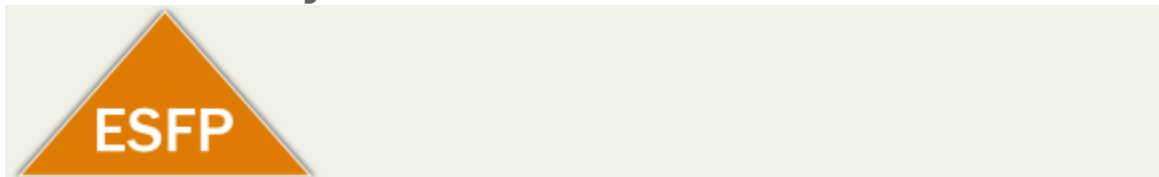
123test- Jung Personality Report

Report information

Gender: Male
Age: 24

Your Jung personality report

What makes you different?



Your Jung personality type

The descriptions you chose about your behavior indicate that the Personality Type that most accurately describes you is: **Extravert-Sensor-Feeler-Perceiver**

- Extraverts are outgoing, energetic and action-oriented. They are enthusiastic and expressive
- Sensors live in the present. They rely on facts, handle practical matters well and like things to be concrete and measurable.
- Feelers let their feelings and emotions play a leading role because of their concern for other people.
- Perceivers prefer a lifestyle that is spontaneous, flexible and adaptable. They like an environment that is unstructured, and like to keep their options open.

An ESFP at-a-glance

ESFPs are fun and delightful to be with. You live for the moment, and know how to make the most of each moment. *Good Cheer, Good Friends, Good Times* could well describe your philosophy of life. As an ESFP, you approach life optimistically. You see the world as it is and approach it with curiosity. You have the ability to adapt to whatever life may send your way.

You want to make an impact in life, make a difference and do something meaningful. You have a need to carry people along with you and motivate them to be more positive, optimistic and enthusiastic. When you are around, people certainly believe that the glass is *half full* rather than *half empty*!

You are cool in a crisis. You thrive on action. You get a kick from the challenge of handling unknown situations, moment-by-moment. Your zeal, love for life and sense of playfulness means that the people around you had better be ready for a lot of spontaneous action. People see you as being warm and witty. Every Jung Personality type has one or two specific nicknames that concisely describe your Jung personality type, e.g. Inventor, Strategist, Protector and others.

Your probable contributions to an organization

Each Personality Type has a different set of skills, talents and attributes that they bring to an organization, group or relationship. Here is a list of those most commonly associated with Personality Types like you - ESFP.

- Is courageous, creative and likes to be where the action is.
- Loves life and exciting challenges.
- Is enthusiastic, vivacious and keenly attuned to his/her environment.
- Is spontaneous and flexible in adapting to situations. Enjoys variety in work and tasks, and keeps many projects moving simultaneously.
- Spots trouble well in advance.

On a team



[HYPERLINK](https://www.123test.com/report/5WQJY6AEMR58WKWDLK/)

- ["https://www.123test.com/report/5WQJY6AEMR58WKWDLK/"](https://www.123test.com/report/5WQJY6AEMR58WKWDLK/)

Some people work well on teams, others work best on their own. Understanding the personality types of team members provides information about how individuals are likely to carry out their work and interact with each other. Given your personality preferences, the following are the strengths (and possible weaknesses!) you will most likely bring to a team:

- Entertains, breaks the ice and keeps others inspired and working through his/her excitement.
- Builds morale and an *esprit de corps*.
- Enthusiastically invites everyone to participate and join together.
- Encourages team members to bring about positive achievements.
- Gets the ball rolling and then summarizes team decisions.

Annex 03

Self Evaluation of Academic Skills

Thinking about yourself, read and mark each statement out of 5, with 5 being 'Totally Agree' and 1 being 'Totally Disagree'. If a statement doesn't apply to you, leave it blank

Skill					
	5	4	3	2	1
I have the confidence to try new things and express my ideas		X			
I am self motivated and will persevere with difficult tasks			X		
I am organised and can meet set deadlines			X		
I am able to find information from different resources easily			X		
I can read complicated texts and understand the general meaning				X	
I am able to select what is relevant and what is irrelevant in text			X		
I can compare different opinions and decide what are the best grounds for deciding who is right			X		
I can write things in my own words				X	
I am able to reflect and evaluate my own work		X			

I have good strategies for starting a new task/assignment				X	
I have good time management skills and can organise my workload effectively			X		
I am able to make, store and find my notes			X		
I am able to manage a range of writing skills appropriately			X		
I am able to think critically and analytically, and evaluate arguments				X	
I have good memory strategies			X		
I know how to use IT to help academic study		X			
I am confident at preparing and delivering oral presentations				X	

Quick look report on ransomware, using the CryptoWall Trojan

Chris Belton | L4 - Study Skills (ACDA4010) (OME) | 01/07/21

Table of contents

- 8. Introduction
- 9. Main body
 - 9.1. Overview of viruses
 - 9.2. Infection method
 - 9.3. Removal of the virus
 - 9.4. CryptoWall
 - 9.5. Good practice
- 10. Conclusion
- 11. Recommendations
- 12. Reference list

8. Introduction

This report covers a brief introduction in viruses and Trojans focusing on CryptoWall as a detailed example.

2.1 Overview of viruses

In the modern world, technology and computers are everywhere. A vast amount of our everyday life is technology lead. This could be paying for your weekly shop using your smartphone or unlocking your house with your smart watch. This can prove very dangerous and leave you extremely vulnerable if you are unlucky enough to have an infected device. The virus is a type of code which is designed to alter the way a computer operates. This could range from deleting files from the computer to stealing bank account details. Not only do the viruses target individuals and personal computers but also large organisations. [15]

‘In 2020, 61% of organizations experienced malware activity that spread from one employee to another. In 2021, that number [rose to 74%](#), its highest since the SOES survey began in 2016.’

2.2 Infection method

There is a number of methods used to infect a computer despite being careful. Below are some of the most common.

- Infected website
- Infected attachment on an email
- Text message

Infected websites can be an extremely common way for viruses to attack a device. This could be through a link on a website. One method used is for the website to look like a real website, the user is completely unaware of where they're putting the details into until quite often it is too late.

Most large organisations have a well-equipped security system for dealing with spam emails. As the user, you may not even know you received it. Even if it is not spam but from an outside or untrusted source it is good practice to have a warning. It is also common for links to be disabled on emails from external sources.

Even text messages. There is currently a royal mail scam in circulation where you need to click a link to release a parcel. Unfortunately, this is a complete scam and leaves the device used extremely vulnerable.

These are just some of the most common infection method. Many many more exist. New and more dangerous methods are being developed every day. Research by dataprot shows that [2]

‘560,000 new pieces of malware are detected every day.’

2.3 Removal of the virus

If working for a company that has an IT department it is very unlikely that as the user you will be removing the virus from any work IT equipment. This may not be the case for personal IT though.

Viruses can install themselves in a number of places on your PC, if you were to leave one by accident it may be able to multiply once again when you turn the PC back on making the whole process pointless. The recommended way to remove a virus is using specialist anti-virus software. The software is not expensive but will save you a considerable amount of time and effort.

2.4 CryptoWall

CryptoWall has been around since approx. 2013 and has been adapting with multiple new versions released since then. It is known to be one of the top ransomware threats encountered online. It is also often called a Trojan horse. CryptoWall is transmitted via emails through ZIP attachments where it is then hidden in a PDF file. It is very common for the email to be related to a bill or invoice for example as individuals are more likely to open the file. Once open it is too late. Once the device is infected the user is likely to receive a ransom for the files to be released. Once the ransom is paid it is unlikely the files will be decrypted. The below statistic from Forbes show how hard it is for data to be returned; [3]

‘Only 19% of ransomware victims who pay the ransom actually get their files back.’

CryptoWall is currently on version 5.1 which has slightly changed some of its programing. There is no sign of CryptoWall slowing down and with more and more devices in circulation it’s only going to increase.

2.5 Good practice

Following good practice is important both at home and at work. The following points have collated by McAfee who specilise in anti-virus software; [4]

- ‘Maintain backups of your data
- Clean up temporary files and cached content
- Uninstall application no longer used
- Update OS and remaining applications

- Check startup apps, disable unneeded apps
- Verify Security subscription status
- Confirm Security software is up to date.
- Use trusted sources: Do not download software from a source you do not recognize. Do not run unsolicited programs'

3. Conclusion

In conclusion, you can be the subject of a virus attack at home, at work or even at the bus stop. There is often no way to be completely safe so you must do what you can to avoid any of your devices being subject to an attack. You can identify what to look for and follow the good practice guidance to avoid being the target.

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