

Reflections on Academic and Employability Skills Anthony Smith 1704559

by Anthony Smith

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Academic and Employability Skills

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Assignment on:

**Reflection on Academic and
Employability skills**

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Submitted by:

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Abstract

Over the course of this semester, several topics had been highlighted to help further academic skills, which will be required to successfully adapt to University and a working professional role. In This report, approaches to backing up data and keeping it secure were explored and on investigation, storing data in only one location can be hazardous, correct measures would be to utilize at least three devices.

Finding out traits and characteristics which will be used to assist personal growth appeared heavily predominant in this paper and involved action planning, personality tests and a self-presentation to underline an individual's goal and capabilities.

Once all evidence and knowledge were accumulated, a report was constructed, compiling all the techniques learned to complete a satisfactory paper, such methods included the use of conclusions, appendices and referencing.

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1. Analysis of Presentation

1.1 Constructing the Slide show

Having many years of memories and going through numerous life trials, filling a five-minute presentation become increasingly easy and the ideas were plentiful. The decision was made to concentrate more on family life and growing up, this is what separated the authors report from many of the other presentations and what they seemed to focus on.

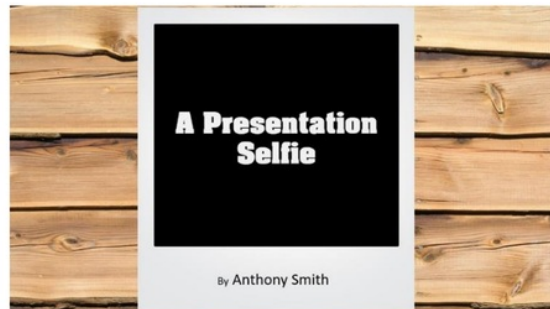


Fig [1] Opening slide

The idea of a life in pictures seemed abundantly clear and since selfies are the theme of the day, the use of a polaroid pinned to a wall, would make a great opening title and grab the attention of those who were watching [fig 1].

The aim was to produce a slide show that was visual as well as informative and basic backgrounds were used to make the images 'pop' as soon as they appeared and to make the wording legible. Subtle transitions were also used to merge slides together and to make pictures materialise at a click of a button. An unorthodox method was applied to the slide show, where duplicate slides were used to layer the pictures on top of each other while maintaining the original text and previous layers of pictures [fig 2,3].



Fig [2] Informative slide using layers



Fig [3] Transition overlay example



Fig [4] scrapbook styling with pictures overlapping and on angles.

In the layout of the slide show, a scrapbook styling was opted for, in keeping with the family album look. Keeping all the pictures regimented and formal did not seem to fit with laid back approach that hopefully matched the style of speech, so putting some of the images with a slight tilt added that extra dimension. [fig 4]

To create the oral presentation, the first steps where to write down exactly what was going to be said word for word and although this was hitting 5 minutes nearly every time (once the speed of speech had been established) there would be no way of reading it without looking like it was being read, which would look very unprofessional. It was then decided that short sentences in bullet point form would be better and used as a reminder of what to say when the slide was projected, but too much reliance where placed on these points and hitting the 5 minutes was virtually nil.

Closer to the time of the presentation, the bullet points where the favoured style, as nerves and being somewhat introvert gave no options for anything else.

1.2 The presentation

Before it was time for the PowerPoint to be delivered, listening to most of the other presentations was extremely helpful. Some seemed lazy and uninteresting, not by the contents of their PowerPoints, purely on the way they presented it. Most of them did identify that they were introverted and doing this assignment was possibly the most terrifying one to do, but overall, they seemed to be making it up as they went along.

There was one presentation that did stand out, but not all for the right reasons. It was full of bravado, this certain colleague decided that they would go all out and throw everything at it, comedy timing, props and shouting instead of speaking. Although it was very entertaining and quite informative and overall enjoyed by most in the class, it would not be replicated in the boardroom.

Overall, the presentation went well and the decision to discard the bullet points and go with a more freestyle approach worked. Most of the information that was highlighted in the preparations came across, although some material disappeared due to nerves. The theme and content of the presentation worked due to having so many beneficial details happen in 39 years of action. The inclusion of jokes landed a little flat, they worked in test speeches that were given to friends and family, but in the presentation situation they didn't even raise a smile. Unless the humour is widely based and not about a personal trait, jokes are one to leave on the cutting room floor. [fig 5]

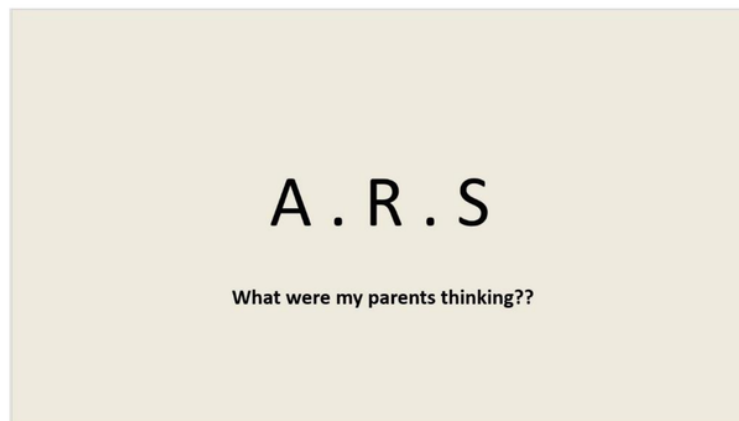


Fig [5] A not so funny Joke. My initials almost spell a certain word

The foundations of the PowerPoint were solid, and no changes would be made, although the 5-minute target was never reached, a solid 4:04 was attained. Eye contact was a little disappointing, too much time was spent looking at the screen rather than the audience, but this was down to reciting as much as possible off the visuals that were being projected and a bout of shyness, which will have to be eliminated.

2. Key skills for higher education and Employment

Just having a qualification in a chosen subject is not enough to succeed on the path to becoming an excellent employee. To become a great academic, it takes many more skills and qualities that should be refined from comprehensive education through to university life.

According to the University of Manchester[1], those skills required to succeed in higher education can be broken down in to 5 main groups:

- Networking
- Time Management
- Resilience
- Presentation Skills
- Leadership and Management

The similarities between achieving in higher education and what businesses are generally looking for in new personal are not to different, therefore, most universities will prepare their students for this eventuality.

CareersNZ highlight their 7 skills employers will be looking for when considering new members of staff[2]:

- Positive attitude
- Resilience
- Teamwork
- Communication
- Self-Management
- Willingness to learn
- Thinking skills

2.1 Networking / Teamwork

It can feel very awkward to communicate with a group of strangers or ask a tutor a question that may feel trivial, but team building and creating a network of individual personalities is one of the most important skills to acquire. Becoming a member of a team may involve

delegating different opinions while maintaining respect for those views and taking on group responsibilities. A positive relationship with fellow students or employees can help achieve educational goals and/or business targets.

2.2 Resilience

Setbacks and criticism are an everyday occurrence through life, not just in the workplace or lecture room. Most employers are looking at the resilience of their potential staff as this criterion can identify who can adapt to change and who can overcome work related issues.

Life as a student can get increasingly difficult, but assignment critic is just constructive criticism, there to help you achieve a higher standard of work. “After all, it is an academic’s job to read other people’s work and find holes in it”, says Dr Angelia Wilson, Senior Lecturer, Manchester University[1].

Resilience does not mean that a student or employee has to just ‘sit there and take it’, but also be confident in the views that they hold, be motivated to get better and always stay calm under pressure.

2.3 Time / self-Management

It can be so easy to put off an assignment or specific job, instead of hitting the task there and then. An excuse of ‘there was no time’ can easily be remedied as long the time allocated is managed efficiently.

Time can be managed effectively, by following certain measures and it can all begin with self- management. Being in control of actions that are detriment to society such as speaking in a certain way that causes no harm to others. Turning up to a lecture or a business meeting on time and just being reliable.

The use of traditional calendars or Filofax can be used to plan day to day activities, even online programs such as google calendar and e portfolios can be beneficial. It is important to be organised and make sure enough time is available for research.

2.4 Communication / Presentation skills

There are many new ways to communicate, either through video chat, emails to social media, but there still tends to be a need for face to face communication. Whether in a lecture hall or at a meeting, getting views and ideas across to members of the team need to be clear and concise , as well as being able to listen to concepts from other members.

Presentation skills are invaluable for academics or senior management who need to present at a conference and it is not acceptable to whisper through a PowerPoint. All communication needs to be delivered in a confident manner, while acknowledging the audience the presentation was designed for. Practise can make this type of skill improve, the more training that is done, the vocally stronger students and employees become.

2.5 Leadership / Willingness to learn

Students and employees need to show willingness to learn new roles and perform them to the best of their ability. If any form of criticism is made towards their work, a need to try and learn new skills to improve their task must be made.

Leadership roles are not necessarily taken by the managers in a business hierarchy but can be taken by a member of a group that needs a project completed. From the very beginning of an academic career, the necessity to manage assignments and become a leader in that chosen field of learning is vital as collaborating in groups is inevitable. Leadership roles can develop from excellent project management skills and should be taken advantage of at the earliest opportunity.

A good employee or student should seek to take the lead on any given project and display the skills to motivate the team that maybe working with them. Being able to delegate and assign tasks to co-worker's setting reasonable deadlines and leading by example.

2.6 Thinking skills

To Utilise this skill, the student or employee must be competent at problem solving and decision making and find ways to complete tasks, instead of leaving it to somebody else.

Technology is constantly changing, giving staff less and less time to acquire the skills before a better version is released. Employees will need to adapt to changes and be able to think quickly, students on the other hand are learning how to learn.[3]

3. Self-Evaluation

The author has always been thought of as a hard worker, with the tenacity the to get the job done, but the realisation that so much more can be done to improve their overall productivity has come as a shock. Becoming a student has highlighted aspects that need improving, and one of the biggest is time management. Working a part time job and studying is no easy feat and with children factored in for good measure it is easy to lose track of time. Google calendar will defiantly be utilised as a way of keeping a plan of action and knowing what to do, at what time, on a daily basis. The fact that it can also be accessed remotely is an added advantage.

Although working in a group has never been a problem, and always having the confidence to air opinions and ideas, becoming a leader has never been a priority. Having the awareness that any forthcoming difficulties will land on someone else's shoulders has always been appealing, until now.

Being of a certain age and having learnt some life lessons, resilience comes naturally. Having an employer or scholar critiquing completed tasks and possibly needing to make changes, only increases the lust to perfect the work even more and produce it to a high standard .

4. Personality Test

It is very hard to say exactly what a personality can be and can differ in opinions from person to person. One might think towards extravert, while another will think it's totally the opposite. To take part in a personality test can be quite interesting. Although it may not be 100% accurate and can have conflicting results with other tests (see Appendix A for evidence of further tests), it can give you a broad sense of what your personality is made up of.

The following test [fig 6] is very close to the personality traits that were delivered in the PowerPoint presentation, and can be interpreted as this:

- Slight introvert
- Can be critical
- Is careful and diligent
- Highly traditional and conventional

Factor	Factor label	Raw score	Score percentile
I	Extroversion		33
II	Emotional stability		62
III	Agreeableness		35
IV	Conscientiousness		62
V	Intellect/Imagination		23

Big five personality trait scores calculated by openpsychometrics.org

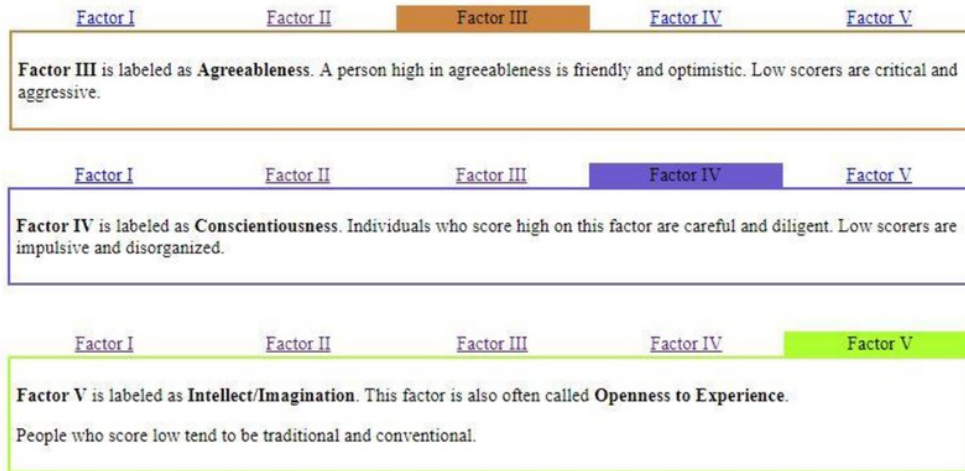
[Factor I](#)
[Factor II](#)
[Factor III](#)
[Factor IV](#)
[Factor V](#)

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 Neuroticism or Negative Emotionality (in these two cases interpretations are inverted, as Neuroticism and Negative Emotionality can be thought of as the opposite of Emotional Stability).



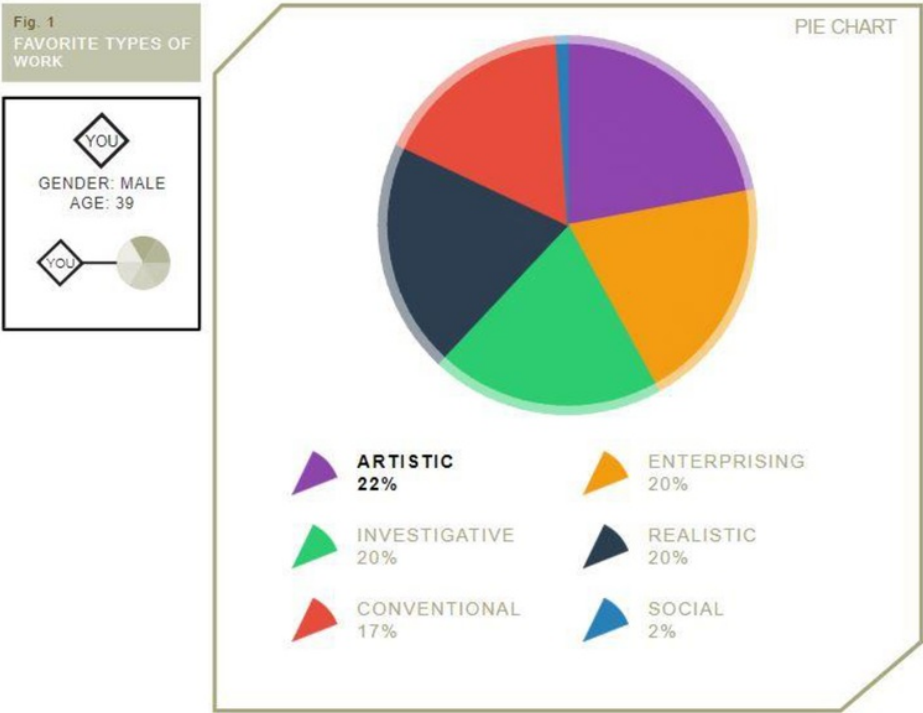
[Fig 6] Personality test results

5. Suitable Careers

Occupations can be identified by certain tests to suit individuals and are based off personality and persona. After asking specific questions the test [fig 6.1] calculated the answers and grouped them in to a personal preference. The test then gave a top 3 of recommended careers with descriptions [fig 6.2] and then a list of other occupations to match the preferences [fig 6.3]. Surprisingly, this test was very accurate and highlighted certain jobs that have been achieved before, such as video editing and also careers that might be on the agenda after university is complete like games designer. Overall there are plenty of potential jobs that are based around computing in this list.

Your personality type

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



[Fig 6.1] Personal Preference Pie Chart

Your list of suggested occupations

▼ Architect



Architects investigate, design, and oversee the construction and development of buildings, urban spaces, infrastructure projects, and social spaces. They design in accordance with the surroundings and regulations applicable in specific geographic areas, taking into account factors that include function, aesthetics, costs, and public health and safety. They are aware of social contexts and environmental factors, which include the relationships between people and buildings, and buildings and the environment.

Education level: Bachelor's degree or higher usually required

Read more: [Architect](#) ➔

▼ Video and motion picture editor



Video and motion picture editors are responsible for the assembly and cutting of raw footage into a logically and aesthetically either for movies, television series, or domestic purposes. They reorganize scenes that have been shot and decide which special effects are needed. Video and motion picture editors work closely together with sound editors and music directors.

Education level: Bachelor's degree or higher usually required

Read more: [Video and motion picture editor](#) ➔

▼ Landscape architect



Landscape architects plan and design the construction of gardens and natural spaces. They determine the specifications and distribution of the space. They combine an understanding of the natural space with a sense of aesthetics in order to create a harmonious space.

[Fig 6.2] Top 3 careers based on higher matching percentage



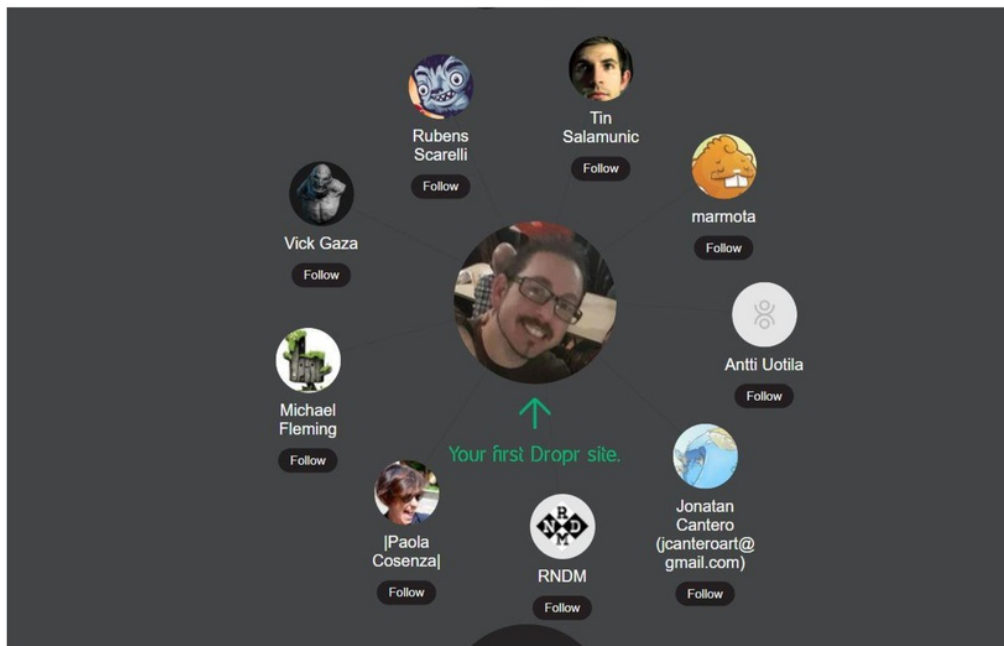
[Fig 6.3] A list of further Occupations to consider

6. Self-Organisation

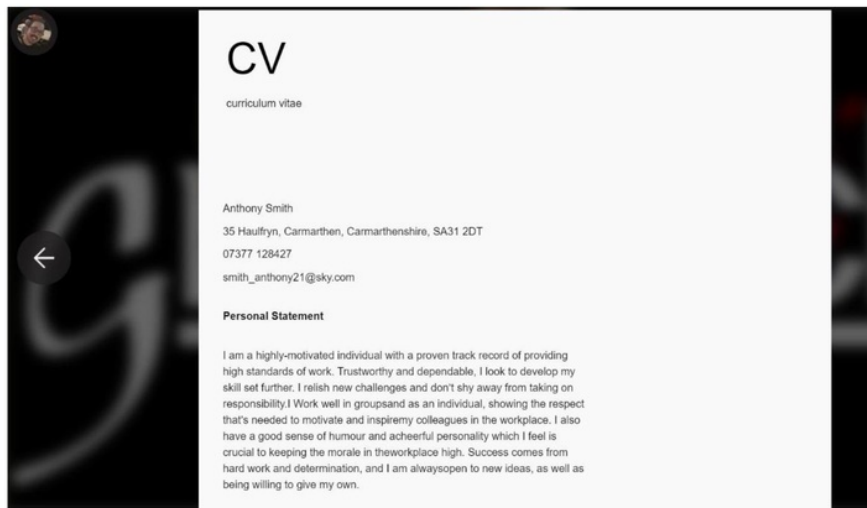
Having the ability to arrange and prioritise information, which may be required by fellow professionals can be daunting, but there is a way that all this data can be put in a single place and accessed by employers or other academics.

E-portfolios are a smart way of accumulating all the material that is created to promote an individual and put it in one place which can easily be accessed. Not only can it be viewed by the local population but is also visible to a worldwide audience, so job opportunities may well be vast and if the information in the E-portfolio is what a business requires, the student or employee may be highly in demand. There are a few different sites that operate an E-portfolio, but some charges may apply. One of the best options was Dropr, it allowed for 20 free uploads which can be quite enough for the amount of necessary information. Payments can be made on a monthly basis if more functions are needed, such as uploading music etc.

Once signed up to Dropr and ready to go, it will suggest people who may have the same interests, hobbies or links to shops [fig 7].

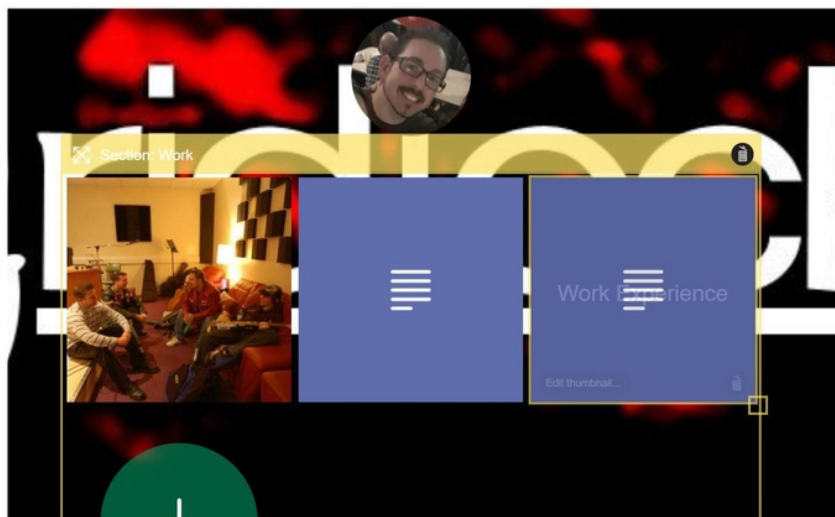


[Fig 7] Displays people who may be of interest.



[Fig 7.1] CV uploaded to E-portfolio Dropr

The data entered in to the portfolio must be relevant and explain all achievements, goals and work experience amongst others [fig 7.2]. Uploading a CV is a great way of showing potential viewers the important information and an excellent way of self-promotion [fig 7.1] (see Appendix C for full CV).



[Fig 7.2] separated sections which can be filled with information

Such as a personal statement or work experience.

7. Short term / Long term Goals

Setting short- and long-term goals can be a motivating way to plan an achievable course and establish the actions needed to fulfil those targets. A common method of organising the chosen goals, is to use the S.M.A.R.T action plan. To obey the criteria set by SMART, certain steps need to be followed:

S – Specific

M – Measurable

A – Attainable

R – Realistic

T – Time Based

Let's take in to account goals selected by the author, which seem perfectly possible to reach. They are:

1. Complete this Assignment
2. Get through the delivery load at work
3. Complete University with a First degree
4. Watch my Children grow up

The use of a SMARTER Goals action plan, created by Project smart, who deal in project management[4] will be implemented , with goals supplied by the author of this report. (please note – Only the first 5 steps will be applicable in demonstrating this exercise).

Setting SMARTER Goals in 7 Easy Steps

Name	Anthony Smith
Goal	Complete this assignment (short-term)
Date	1 / 12 / 2018
Reason this goal is important to me	To pass Academic and employability skills

Step	Concept	Description
1	<u>Specific</u> Exactly what is it you want to achieve in your business or personal life? A good goal statement explains the what, why, who, where and when of a goal. If your goal statement is vague, you will find it hard to achieve because it will be difficult to define success.	Complete this assignment before Christmas so I can spend time with the family.
2	<u>Measurable</u> You must be able to track progress and measure the result of your goal. A good goal statement answers the question, how much or how many. How will I know when I have achieved my goal?	Complete 2 pages of section 1 by Thursday
3	<u>Attainable</u> Your goal must be relevant to your stakeholders and agreed with them. Examples of people to agree your goal with are your line manager, employees and customers.	All research has been collected and a thorough read of the assignment brief has been done.
4	<u>Realistic</u> Your goal should be stretching, but realistic and relevant to you and your company. Make sure the actions you need to take to achieve your goal are things within your control. Is your goal achievable?	3 pages on section 1 should be enough
5	<u>Time-Bound</u> Goals must have a deadline. A good goal statement will answer the question, when will I achieve my goal? Without time limits, it's easy to put goals off and leave them to die. As well as a deadline, it's a good idea to set some short-term milestones along the way to help you measure progress.	It will all be finished by the 20 th of December
6	<u>Ethical</u> Goals must sit comfortably within your moral compass. Most people resist acting unethically. Set goals that meet a high ethical standard.	
7	<u>Recorded</u> Always write down your goal before you start working towards it. Written goals are visible and have a greater chance of success. The recording is necessary for the planning, monitoring and reviewing of progress.	

Actions plans can be revisited if targets have not been met and it is possible to revise and change the plan if something has gone wrong. (see Appendix B for further SMART action plans).

8. Backup Data Strategy

It is becoming more important to safeguard data, as more possible ways of losing it increases. Although backing up your system can be mundane, it's a practise that should be carried out regularly ,as you never know when a potential threat can arise.

Strategies that will protect you from complications such as human error, hacking and computer errors can differ depending on whether the data is created for personal use or business related.

The 3 main types of backup which will be evaluated are:

- External Hard drive
- Flash Drives
- The cloud

8.1 External Hard Drive

This type of hard drive in essence, is exactly the same as the one that you will find built in to your laptop or desktop pc, except that it sits independently from the main housing. It can be somewhat large and heavy, but with the advances in modern day technology, they have become smaller and portable. Storage space can be a large focal point when choosing your hard drive with 1TB on certain models all the way up to 16TB if money is no object.

NAS units or Network Attached Storage are a highly robust way of backing up and protecting your data and are essentially multiple hard drives encased in a single unit, and act like a personal cloud. As they can be very expensive, this system is ideal for small to large businesses that need a large capacity to store data, but for home use, they can be a little difficult to set up, nonetheless , if technical ability is not a problem, they will be worth the investment.[5]

When purchasing a hard drive, it is worth taking note of its safety features, and considering if they are adequate to the consumer's needs. Fireproof and waterproof cases are available and storing the back-up drive away from the premises will protect the data from physical threats, while installing anti-virus software will help shield it from incoming cyberattacks.

8.2 Flash Drives

A very portable way of storing data, as they can be very small and carried in your pocket, bag or even hanging off car keys. They can be taken anywhere and ideal if working remotely, they are compatible with most systems making files easy to drag and drop on to the drive. A quick plug and play device which connects via USB.

8.3 The Cloud

The cloud is becoming the more popular way to back up data files, and utilises online servers based in data centres, that you upload your files to, via the computer. These data centres are based off site and run by cloud storage companies which sell individuals or business organisations storage space. The cloud can be accessed from anywhere, regardless of the device being used and as long as an account has been established with a provider. If the internet is available, so is the cloud.

Certain vendors will give limited amount of space for free but if more storage is required fees may be charged, usually on a daily or monthly basis.

Although storage capabilities are substantial, one of the biggest concerns is the lack of security, however businesses are continually in the process of moving massive amounts of data to the cloud[6].

8.4 Potential Disasters

No matter what form of storage technology is available, there is always a possibility that something can go wrong at any given time, which can be problematic to stored data. The following complications, whether physical or virtual can occur:

- Hacking
- Flooding
- Fire
- Loss/ stolen
- Cloud storage company closure
- Device failure
- Data corruption

To combat these eventualities, it is highly advised to back up data to at least three devices, reducing the chances of permanent loss of files.

USB flash pens can become corrupted or simply breakdown over time, losing the ability to access the stored data. Due to their inexpensive price tag, they can be easily replaced, but it would be highly unlikely to be used as the only type of storage for financial data or important documentation such as university assignments and bank information. What makes the Flash

drive such an attractive option, can also make them inadequate for long term storage, their meagre physical size can make them easy to misplace or result in them being stolen.

Hard drives can also suffer from device failure after being used for long periods of time, but the vast majority of users generally keep the hard drives on site or in another building which can succumb to environmental tragedies such as fires and floods. It is now possible to acquire waterproof and fireproof cases to keep the physical drive protected and all the data retrievable.

The cloud is also susceptible to data loss with the possibilities of small organisations that supply storage means can unfortunately go out of business. Once this happens the data that was stored will no longer be accessible from that account. Cloud services can also be prone to cyberattacks as there is very minimal security measures in place and the likes of viruses such as trojans and Malware can easily be installed, which can lead to data being corrupted or held to ransom. (See Appendix D for more information on the effects of Malware).

Having data backed up on the three devices mentioned previously, will secure data as much as what's currently possible, although technological breakthroughs are happening at a rapid rate. Hard drives placed away from the systems location can always be accessed and protected from the elements. The data stored can be accessed all around the world and can be so portable, a copy can be taken anywhere. As long as the 'in 3 different places' rule is abided by, all potential problems can be highly reduced.

9. Conclusion

Having covered so many topics, and presented in some of them, the realisation that academia involves plenty of subject matter is evident.

After completing self-assessments and presenting a self-presentation the author has found, that certain details about their personality and perceived thoughts of what peers may think have been enlightening. Considering that talking to people was not at the top of the personal agenda, performing the presentation about life and trying to come across confident came easy, partly due to having a musical background. The self-assessments had plenty of 'I didn't know that' moments and highlighted many little quirks that must have been buried deep under the surface, such as potentially being critical to others.

The key skills have always been applied to work and University and great pride in a job well done is always the main aim. If a little self-criticism can be used, it is the lack of aspiration to climb the managerial ladder but completing the assessments has made this problem hit home and a different outlook will take place.

The facilities to schedule tasks such as google calendar and a function to put all personal information together like Droppr , is one way of making work and hitting targets possible, while reducing stress levels, as knowing the 'when' and 'what time' can be a calming factor.

Once the information has been gathered and placed in the E-portfolio, it will be much easier to revise, add or edit the data and then it will be accessible for job opportunities all around the world.

The idea to backup data on at least 3 devices is just down to common sense and should be a natural operation whenever important data has been created on the computer. What is interesting and may need a little more investigation is the use of NAS drives. The concept of having multiple drives in a single unit , which can be told to backup or make a clone of the OS and be accessed remotely is defiantly an option to look in to.

SMART action planning is a system that needs to be utilised to its full potential. Having never done it before, the thought of taking a life goal, whether short or long-term and cutting it up in to workable points to help reach that goal, felt time consuming. But after completing a few, to see achievable goals written on paper made it seem more reachable and a lot more plausible.

10. Appendix

Appendix A	Further Personality Test Results
Appendix B	SMART Action Plan
Appendix C	CV
Appendix D	Malware Report

Appendix A

Further Personality Test Results

Introversion (I)		Extroversion (E)
Introversion-Extroversion is your cognitive orientation. Introverts centre themselves inside their bodies. Extroverts centre their attention outside their bodies. [more]		
Sensing (S)		Intuition (N)
Sensing-Intuition is the first pair of cognitive functions and the preference for how you prefer to be served information; through the five senses or from the subconscious. [more]		
Feeling (F)		Thinking (T)
Feeling-Thinking is the second pair of cognitive functions, the judging functions, which are used to evaluate goals; either through personal values or objective principles. [more]		
Judging (J)		Perceiving (P)
Judging-Perceiving is what pair of cognitive functions you prefer to use; Judging is a preference for a structured lifestyle and the use of feeling and thinking while perceiving is the preference for a flexible lifestyle and the use of sensing and intuition. [more]		



Your Jung personality type

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

- Introverts tend to be reflective, reserved and private. A popular misconception is that Introverts are shy - this is not necessarily so. They draw their energy from their own thoughts and the time they spend alone. Introverts do not need people around them all the time.
- 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.
- Judgers prefer a lifestyle that is decisive, planned and orderly. They like a life that is organized and controlled.

An ISFJ at-a-glance

You are warm, generous and super dependable. You have many special gifts to offer - in particular, sensitivity and a strong ability to keep things running smoothly. You are careful and thoughtful. In relationships you can be hesitant until you know people well. On occasions you can be infuriatingly modest!

Your ISFJ personality type indicates that you are hard-working and very responsible. You follow through on both work and leisure activities with your own brand of precision and meticulousness. People depend on you. They know you are not frivolous and will not constantly change your mind. You form a solid core of consistency in people's lives which creates a high degree of trust.

When making decisions, developing ideas and taking action, you have the ability to excel at processing a tremendous amount of facts, data and information. Not many other Personality Types have this talent. And, most importantly, one of your most charming characteristics is your sense of humor. Your dry wit is appreciated by many. 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 - ISFJ.

- Likes tackling projects with here-and-now benefits to people.
- Desires privacy, peace and quiet and few interruptions, yet also views working with others as important.
- Is practical, people-oriented and serves others. Appreciates praise and rewards for work well done.
- Is dependable with strong follow through skills.
- Looks out for the needs of others.

On a team

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:

- Provides clear directions, organizational skills and a practical mindset.
- Is a great *do-er* at achieving team results.
- Offers concrete and factual input.
- Respects others' viewpoints, ideas and suggestions.
- Keeps a written record of team progress and activities.

Hands-on: 10

Your ideal work is mainly about engaging with the physical world, for example building, cooking, craft, DIY, working with animals, plants and machines, sports and hands-on therapy. Example jobs include: sports coach, physiotherapist, engineer, LGV driver, builder, mechanic, veterinary nurse.

Information and research, processes and systems: 12

Your ideal work is mainly about researching or managing information. This will include analysis, cataloguing and database management, but may include investigating topics in depth, IT, science, maths, quality control, systems and regulations. Example jobs include: accountant, scientific researcher, investigative journalist, legal assistant, book-keeper, health and safety officer, purchasing professional.

I get a buzz out of ...

Influencing, negotiating, communicating: 14

Your ideal work is mainly about persuading other people to do something, buy something or believe in your cause. This includes driving others, influencing, persuading, lobbying, motivating, selling. Example jobs include: sales person, recruiter, fundraiser, event manager, estate agent, public speaker.

Creative use of ideas, materials or situations: 12

Your ideal work is mainly about working imaginatively with ideas or designs. This includes jobs in the arts, performing, creative writing, and also visual design, lateral thinking, business creativity, adapting or coming up with new ideas, working in situations where no rulebook exists. Example jobs include: graphic designer, training consultant, wedding planner, public relations.

Supporting people: 10

Your ideal work is mainly about working with people, with their wellbeing and development as the main focus of your work. Example jobs include: teacher, life coach, therapist, nurse, learning and development, career coach.

Making new things happen: 8

Your ideal work is mainly about achieving things with and through other people. This may involve organisational change, planning, managing projects, leadership, creating a new business, shaping teams, getting results. Example jobs include: project manager, team leader, operations manager, sales manager, business developer.

Appendix B

SMART Action Plan

Setting SMARTER Goals in 7 Easy Steps

Name	Anthony Smith
Goal	1. Get through the delivery load at work 2. Complete University with a First degree 3. Watch my children grow up
Date	1 / 12 / 2018
Reason this goal is important to me	1. Complete a full rotation of stock in work 2. Increase the chance of high paid work 3. Family is the most important priority

Step	Concept	Description
1	<u>Specific</u> Exactly what is it you want to achieve in your business or personal life? A good goal statement explains the what, why, who, where and when of a goal. If your goal statement is vague, you will find it hard to achieve because it will be difficult to define success.	1. Get through the whole delivery before my shift ends at 11am 2. Graduate with a first to become more employable in higher paid work 3. spend as much free time with my kids as possible until they are 18 yrs. old
2	<u>Measurable</u> You must be able to track progress and measure the result of your goal. A good goal statement answers the question, how much or how many. How will I know when I have achieved my goal?	1. Work 1 pallet every hour 2. Plan 2-3 hours a day for self-study 3. Keep every Saturday for family time
3	<u>Attainable</u> Your goal must be relevant to your stakeholders and agreed with them. Examples of people to agree your goal with are your line manager, employees and customers.	1. usual delivery quantity inspected, and tools gathered 2. complete all assignments on time 3. no work or University on Saturdays

4	Realistic Your goal should be stretching, but realistic and relevant to you and your company. Make sure the actions you need to take to achieve your goal are things within your control. Is your goal achievable?	1. 5 pallets in 6 hours should be achievable 2. Once assignments set, complete 1000 words a day 3. 10 hours on Saturdays possible
5	Time-Bound Goals must have a deadline. A good goal statement will answer the question, when will I achieve my goal? Without time limits, it's easy to put goals off and leave them to die. As well as a deadline, it's a good idea to set some short-term milestones along the way to help you measure progress.	1. Will be completed within the 6-hr shift 2. Graduate July 2022 3. Spend plenty of time with them for the next 11 years
6	Ethical Goals must sit comfortably within your moral compass. Most people resist acting unethically. Set goals that meet a high ethical standard.	
7	Recorded Always write down your goal before you start working towards it. Written goals are visible and have a greater chance of success. The recording is necessary for the planning, monitoring and reviewing of progress.	

Appendix C

CV

Anthony Smith

35 Haulfryn, Carmarthen, Carmarthenshire, SA31 2DT

07377 128427

smith_anthony21@sky.com

Personal Statement

I am a highly-motivated individual with a proven track record of providing high standards of work. Trustworthy and dependable, I look to develop my skill set further. I relish new challenges and don't shy away from taking on responsibility.

I Work well in groups and as an individual, showing the respect that's needed to motivate and inspire my colleagues in the workplace. I also have a good sense of humour and a cheerful personality which I feel is crucial to keeping the morale in the workplace high. Success comes from hard work and determination, and I am always open to new ideas, as well as being willing to give my own.

Qualifications

English GCSE	1990 - 1997	Q.E Cambria	C
Maths GCSE	1990 - 1997	Q.E Cambria	D
Science GCSE	1990 - 1997	Q.E Cambria	D
Art GCSE	1990 - 1997	Q.E Cambria	B
I.T GCSE	1990 - 1997	Q.E Cambria	B
Business Studies GCSE	1990 - 1997	Q.E Cambria	C
Business Studies GNVQ	1990 - 1997	Q.E Cambria	Merit
Photography As	1990 - 1997	Q.E Cambria	Pass

Skills Acquired

I am currently studying BSC Software Engineering in Swansea University to increase my knowledge of a subject I have a great interest in and to also extend on the qualification I currently hold which is the Comptia A+ in computing and networks.

Health and Safety level 3 has also been reached to further my skill set. I have also become proficient in customer service and communication skills.

Key Skills and Achievements

I have worked and dealt with people from all ages and backgrounds, showing respect, as well as a caring and compassionate nature towards them. Meeting targets has been a pivotal role for me and I have consistently achieved them. I thrive on situations of trust such as handling important information and banking money, and as I live in town it makes me a very flexible worker.

Employment History

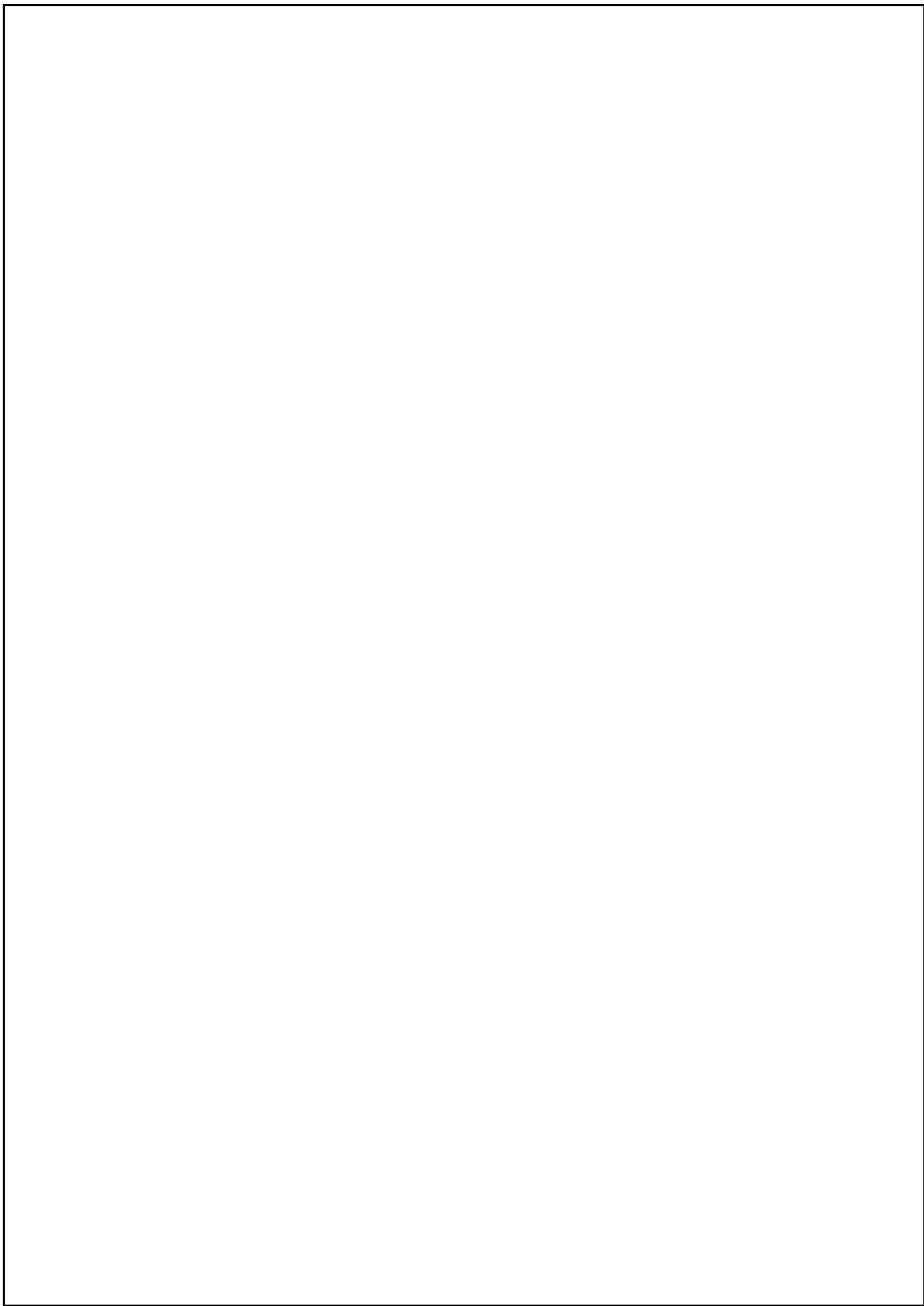
Francis Photographic	1997 - 2006	Sales Assistant
A1 Plumbing	2006 - 2007	Labourer
Casino Royale	2007 - 2011	Assistant Manager
W M Morrisons	2011 - Present	Sales Assistant

Interests

Music and going to the movies, but I am also passionate about photography, technology and trying to keep up with the latest trends.

References

Available on request



Malware Report

**Malware
and it's Effects**

By

Anthony Smith

Abstract

Issues with data loss brought on by cyberattacks is a deep-rooted problem affecting businesses globally. The need to understand certain forms of malware is highly important, as businesses can suffer financially and even be forced to cease trading. Although all hacks can be unwelcome, the CryptoWall Trojan encrypts data and holds the end user to ransom. It is Difficult to crack as its constantly mutating with every version that's released and very easy for this virus to go unnoticed.

Security measures such as installing Anti-virus software, need to be taken to limit this trojans success, and regular backups carried out on multiple data storage devices.

November 2018

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1. Introduction

Virus - “an infective agent that is too small to be seen and is able to multiply within a host. A harmful or corrupting influence”[7].

Since 1986, when it was discovered that a floppy disk contained an executable code that would run every time you started up the computer, it was realised that a replacement code could be installed and once executed would sit in the memory of the drive and duplicate on every disk that would use that drive thereafter[8].

To this present day, more and more intricate types of viruses are being devised to deceive unenlightened users and separate them from confidential information or affluence. There may be no bigger threat for a business organisation than computer hackers and having advance warnings and knowledge of what is currently detriment to their survival is of the utmost importance.

2.What is Malware?

The most significant operation of this type of virus is to cause damage to the integrals of a device, in the hope of gaining access to important documentation or taking control of the computer system. Malware comes in many guises which can include:

- Trojans
- Adware
- Ransomware
- Spyware

While all these types of malware can be highly damaging and cause disruption, the focus of this report will centre on Trojans and Ransomware.

2.1 Trojan

According to Dr Alan Solomon, a trojan is an unauthorised code contained in a legitimate program that performs extra functions that can be potentially damaging for the user[9]. Most Trojan creators have an intent, which more times than not are malefic and can install those pieces of code in any file form they wish, including file directories, registries and word files. To summarise, a Trojan can be found in anything and vigilance is key to maintain virus intrusion is at a minimum.

Trojans are discovered on computer systems so regularly, that they have been deemed a major security concern. This type of virus can imbed itself so far in to the system, that the user may not know exactly how far it goes, and unless the latest software used to remove viruses is applied, simply reinstalling the operating system may not be enough, and the trojan will reactivate and cause the problems to persist.

2.2 Ransomware

This is the name given to hostile program, purely designed to attack a computer system and block access until the user has paid the hacker money to allow entry once more. This is carried out by encrypting the data stored on the system and promising to decrypt it on payment being made.

This type of virus can infiltrate a computer system in many different ways, either through emails, social media and in an identical way the Trojan gains access. Often relying on anxious users, the cybercriminal can masquerade as someone in trouble or even a person in high authority such as policeman or government officials.

Their ransom message asserts that the system has been blocked, or the data encrypted, because the victim is running unlicensed software or has accessed illegal content, and that the user must make a payment. The hacker can possess a key to activate the decoding process, but this is not always true and most of the time the data stored will be lost.[10]

2.2.1 The CryptoWall Trojan

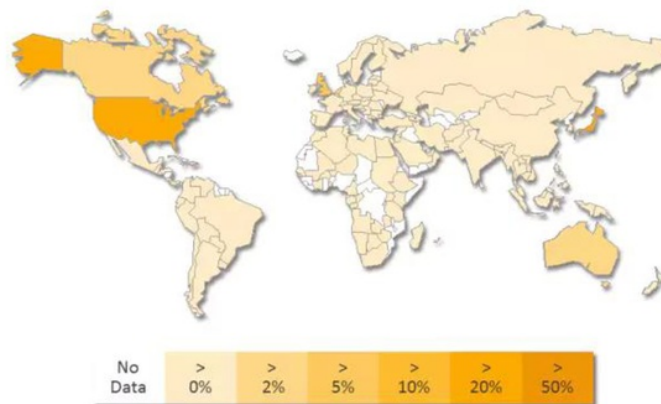
This is a variant of Ransomware, in the way that the files on a computer system will be encrypted and a demand for payment to release the files will be made. But CryptoWall has one defining characteristic, it does more than just encrypt your files, it also tries to hide inside the operating system and attach itself to the start-up folder. This Trojan has had many upgrades and versions released, making it harder and harder to detect. The current version deletes the volume copies of the files on the system, making it almost impossible to restore the data, while also collecting your passwords and any forms of currency details stored.[11]

The most common ways this Trojan can get access to the system is via phishing emails and zip attachments that are wrapped inside a pdf file. These PDF files can look like a common everyday file, to fool the unsuspecting user such as invoices, business communications or statements. As soon as these imitation PDF's are open it will start to download the CryptoWall which in turn will start to scan the system for target files to encrypt. Any drive that is connected to the computer and assigned a letter will become a victim to this trojan, not just in the computer itself.[12]

Ransomware viruses are becoming increasingly popular with cyberattackers and now around 40% of attacks are related to this type of virus. CryptoWall itself has caused over \$325 million in damages since it first appeared in 2014. Several reasons for the popularity amongst hackers, is that CryptoWall is very cheap to create and simple to use, and the income generated can be astronomical. The virus can spread quickly and most users that are infected generally pay the ransom in a hope that their system files can be saved.[11]

3.Cause and Effects

Unfortunately, no one is '100% safe' from becoming a victim of cybercrime, whether it is basic home internet use, or a major corporation using all the latest protection methods. A leading Anti-virus software company has been observing the distribution of the CryptoWall threat, and although the virus seems to be generated in certain parts of the world, the reach is far and wide (see fig 1)[13]. What can cause these infections to spread, and what are the implications (effects) to a business if such viruses go unnoticed?



(Fig 1. Geographic distribution of this threat.)

3.1. Unusual and Suspicious Files

Most users need to be aware of how attackers use Social engineering Techniques and use methods to entice them in to opening files that they usually would not. Avoid opening attachments or links in emails that were sent by unknown recipients.

The average hacker is an opportunist and may randomly send the Trojan that adheres to a user's vulnerability which in turn will install the malware on to the system. This can take the shape of an Adobe Flash player that states that it needs to be downloaded, to use other functions on the computer. Site redirection is another tool used by hackers, which leads the individual into thinking they are on a legitimate web page, but are just on a duplicate of the webpage created by the cybercriminal to dupe the user.[13]

3.2. Business Losses

More and more businesses are in a competitive environment and need to further their customer base and increase sales. Many companies are taking full advantage of the internet to broaden their growth and get their employees working more efficiently.

But now, companies are facing more threats and are considerably more vulnerable from online attacks. Two types of losses can occur from a Trojan Virus, they are:

1. Direct loss -The result of damage to the computer system and its files.
2. Consequential loss - This might occur from the effects of the direct loss, (e.g.)

- Loss of customers
- Loss of earnings
- Bad reputation
- Loss of competitive advantage

Consequential loss usually accounts for 90-95% of the overall losses, brought on by cyberattacks.[14]

According to British insurance company Lloyds, the financial damage to businesses caused by hacks is over \$400 billion per year, and this does not include the attacks that go undetected or the hacks that go unreported due to the worries of Consequential loss.[15]

4.How to protect your business

Not all hacks lead to loss of data which is not recoverable, but it can result in recruiting IT professionals that can cost the business plenty of time and money. In other instances, a hack can lead to data never being recovered, making data loss prevention more important. Data loss can be a problem for any business and there are numerous ways in which to protect an organisations intranet and many of them are simple to enforce as well as economical, such preventions can include:

- Hard drive Partition
- Avoid using links
- Up to date browser

4.1 Internet in the Workplace

The use of BYOD has become a big problem amongst organisations, especially the use of smartphones being used on the intranet. Recently, 16 million mobile devices worldwide were infected by malware[15] undetected by the owner. Employees connecting to the businesses intranet could then pass along the malware from their phone to the system, infecting it. This is just one possible scenario. A simple policy stating rules which BYOD users must abide by can easily reduce this kind of problem, such as installing antivirus software on their phones.

Training should be made available to staff, highlighting the potential dangers, and what to look out for. Most business only use certain types of files, so if any link or email wants the employee to access a file that's NOT used by the organisation it should be avoided.

4.2 Anti- Virus and Firewalls

Anti-virus software is a simple and effective way of reducing the risk of attacks and should be updated frequently to keep up with the latest threats.

The use of a firewall can also stem cybercrime by controlling which networks can be trusted and which cannot. It acts like a barrier between the system and the internet.

5. Backup Solutions

Although every precaution can be taken to stop viruses infecting the computer system, some hacks may still get through the cracks. The most crucial and effective way to recover encrypted data and remove the financial burden that can occur is to back up all the files and documents of importance.

With backing up data, you will have at least one extra copy, but having more copies on different formats will secure that data further. For extra safeguard, keep the backups in different locations and do not leave them constantly connected to the system. There are several useful ways to backup data, and an option to use all of them would not be an error of judgement:

- Physical Drive (external)
- USB sticks or pens
- Cd rom
- Network attached storage (NAS)
- Solid state Drives (SSD)
- Cloud Storage

According to CTI 'Cloud Storage is also an effective means of backing up data as it stores data remotely and is easily accessed from any device through the Internet. Cloud storage often has more space than a traditional server and does not pose risks of crashing' [16].

Although Cloud storage is beneficial as it can be remotely accessed from any computer, it can still be vulnerable to attacks, it should still be used for backup, but NOT a source solely for that purpose.

6. Conclusion

Cyber-attacks are becoming more frequent and more aggressive, costing businesses billions of pounds every year. An attack can appear in many guises, most of which are unforeseen by the end user, until it is too late. Will Yakowicz of INC states that “Global spending on cybersecurity is floating around \$77 billion this year, market research firm Gartner estimates. By 2020, companies around the world are expected to spend around \$170 billion--a growth rate of nearly 10 percent in the next five years”[15]. While this amount of expenditure is achievable for large organisations, for the smaller businesses, any form of hack could force them in to closure. It is so important to do all that can be achieved in reducing the risks of cyberattacks, making sure Anti-virus software is installed and up to date, putting a security policy in place which is thoroughly explained to employees. But the most important security measure to implement is to make sure all financial files and private information is backed up as many times as possible, and then securely put away for safe keeping.

It's impossible to stop any kind of cyberattack, but by becoming vigilant and taking the right precautions, you can limit its success.

11. Main body of work

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Reflections on Academic and Employability Skills Anthony Smith 1704559

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

51/100

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ANTHONY SMITH

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ENGAGEMENT WITH LITERATURE



Some research sources used, but this needs to be more extensive, comprise more independent sources (not ones provided to you during the course of the module), and show in more detail how your reading has influenced or backs up your own comments (and where possible, this needs to be done through ALL sections of the assignment) Put the reference list for the main assignment straight after the end of the main text, but before any appendices.

40

KNOWLEDGE AND UNDERSTANDING



A reasonable level of understanding demonstrated in most areas. However including more additional independent research material and showing how these are influencing your thoughts and decisions would have allowed you to obtain additional marks in this section.

55

COGNITIVE AND INTELLECTUAL



A large theme of the module as a whole is 'reflection'. This aspect hasn't really been implemented in enough depth and instead, its just commenting on things, rather than analysing what they actually mean, and what you can do to change, improve, or make decisions based on the information etc. Often too much reliance on simply presenting data. Need to use this information and extract meaningful conclusions or new recommendations etc. Research/Data/information collection is one thing, but what you do with it is also important. E.g. how do all your findings relate specifically to YOU and what might you do to change things or improve? (including action plans do do these things!) Weak analysis of the data loss scenarios - doesn't really do what the brief asked for in terms of explaining exactly what you would need to do to recover your system, how long this might take etc. (doesn't really do what the brief asked in terms of explaining exactly how your system would be affected and exactly

PRACTICAL APPLICATION



Some content to show that all the various aspects have been attempted, however some areas lacking in evidence to describe what steps are going to be taken to improve/change in view of the findings or actually showing evidence to demonstrate things are actually being put into place (e.g. evidence of actually USING a calendar/diary system, rather than just mentioning it) Weak PDP implementation. Could have done much more in this area. You have described different types of backups, but the

assignment brief specifically asked for you to describe what YOUR custom backup strategy is – this had not really been done.

TRANSFERABLE SKILLS



Why center justify the abstract? Generally well laid out and presented. Good use of formatting and breaking the report down into sensible nested numbered sections that follow the numbering convention detailed in class. Keep working on your writing skills. The report is readable, but in places, it does have flaws in the grammar and the general style is sometimes 'odd' for a formal report.

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