

Reflection on Study Skills

by Libby Jones

Submission date: 15-Dec-2022 08:20PM (UTC+0000)

Submission ID: 192615606

File name: 43165_Libby_Jones_Reflection_on_Study_Skills_373507_2098757155.docx (5.34M)

Word count: 3507

Character count: 19009

Reflection on Study Skills

Libby Jones

L4 OME

ACDB4010

01/12/2022

Table of Contents

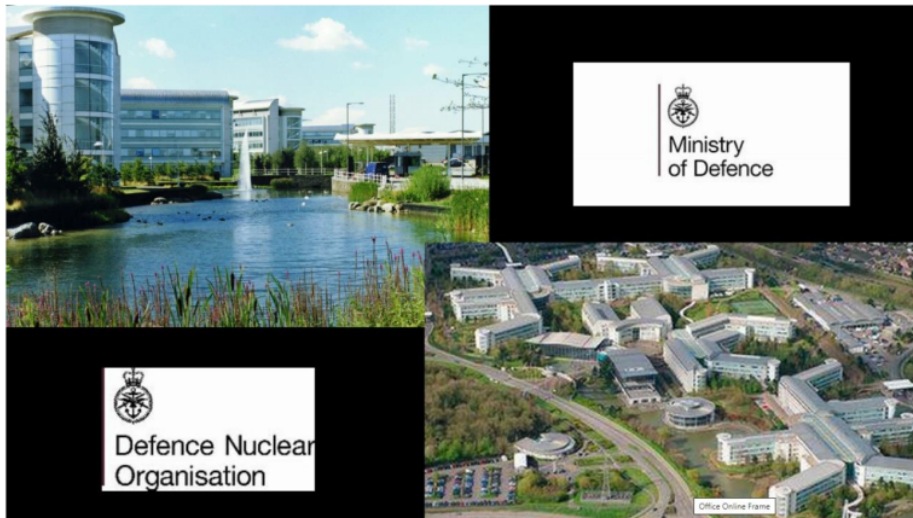
1. Section 1 – Presentation	3
1.1 Overview	3
1.2 Screenshots of Presentation.....	3
1.3 Key Learning Points.....	5
1.4 What to improve on for next week.....	5
2. Section 2 – Skills Evaluation	6
2.1 Skills required for higher education.....	6
2.2 Employee skills for prospective job.....	7
2.3 Self-evaluation exercise.....	8
2.4 Future goals.....	16
2.5 S.M.A.R.T plans for action.....	17
3. Section 3 – Application	18
3A.1 Backup Strategy.....	18
3A.2 Disaster Scenarios.....	18
3A.3 Ransomware brief.....	20
3B.1 Enhancement of Organisation.....	20
3B.2 E=Portfolio/PDP.....	21
4. Section 4 – Conclusion & Evaluation	22
4.1 Key Findings / Conclusions.....	22
5. Section 5 – Appendices	23

Section 1

1.1 Overview of Myself:

The presenter gave a brief yet detailed explanation of herself, she demonstrated her likes and dislikes, The presenter also had a strong understanding of her strengths and weaknesses and shared with the audience what she enjoys getting up to in her spare time and where she sees herself in the future. Libby was very passionate in the way that she spoke about traveling and that she enjoyed hiking while on her travels. Expressing A keen desire to Complete the degree course and eventually achieve a chartership in explosives safety.

1.2 Screenshots of Presentation:





STRENGTHS

- Self-Disciplined.
- Supportive/
reliable to others.
- Patient
with others.

WEAKNESSES

- Self-
Motivation.
- Lack
Confidence.
- Not Patient
with myself.



1.3 Key Learning Points:

- Sticking to the core message of the presentation and keeping the language simple for the audience to understand.
- Using professional slide templates to keep the slides uncluttered
- Attractive visuals help to keep the audience interested
- Limited the punctuation and avoided the number of words on each slide.
- The use of contrasting colours for text and backgrounds
- Having a clear structure, and ensuring the presentation meets a strong conclusion for the chosen subject.
- Always ensure time for the audience to propose questions and engage in discussions raised.
- Body language is key for a good performance, for example keeping eye contact and a straight posture.

1.4 What to improve on for next time:

For the next presentation, preparation would make it better. This would include making cue cards and including more slides. Another key point to

work on would be eye contact, avoiding looking at the slides and increasing eye contact. Doing this and facing towards the audience will make them feel more engaged with the presentation. Also, it's important that when presenting to not use pessimistic language as this can affect the way the audience view the presentation.

Section 2

2.1 Skills required for higher education:

Time management is a key skill that is required for higher education learning. This can involve prioritising a work life balance, you could do this by producing a weekly schedule. This can include time in class, studying, activities, work, meals, and time with friends [1]. From this it is very clear which goals could be set out to achieve and the time frame before completion of said tasks. Another fundamental factor of time management would be to block out distractions, this can be done simply by switching off your mobile phone, studying in a quiet area or setting allocated time to have breaks. Taking regular breaks can prevent headaches, eye strain and even muscle fatigue. All of which can then lose you valuable time.

Study Skills is absolute essential when it comes to skills needed for higher education. Knowing how to note take or simply read a textbook is so important. There are many different articles and training courses which are available online to everyone. Another easy way to improve study skills is by going to a Library. They are filled with multiple different resources, if used correctly they can be super effective.

Critical Thinking Skills is the ability to keep a clear and calm mind set under various pressures, being able to contemplate and understand the intended goal for both points of argument is vital for a good performance. An example of critical thinking is identifying biases. This is a tricky skill but vital for research and incredibly transferable [2]. This requires you to evaluate information without influencing personal feelings or opinions onto the matter. Having this set of skills helps you pre-empt possible problems you might encounter.

Communication Skills Are also a key skill for learning in a higher education environment because not only is this a transferable skill that would look great on your CV but also throughout life when opportunities such as working in a

team arises. Being able to admit that you need help is a big contribution to advocating yourself, this should be seen as a strength.

2.2 Employee skills for prospective job:

Creativity is a key transferable skill that employers look for in candidates. Being able to think outside of the box and having innovating ideas can push you to stand out against others. This can be for a new position, proposing a pay rise or if you are simply presenting to a group. By having something fresh and new can draw intended and positive attention your way.

Time management. Similarly, to the skills required for higher educational learning, time management is a skill that employers look for in candidates. A work- life often requires you to meet intense deadlines in a short amount of time. Having this skill will allow you to balance different workloads in accordance to priority. It helps you make the most of your time to accomplish more in shorter periods [3].

Leadership is another key transferable skill that employers look for in candidates. This skill can be so important in many different aspects, this can simply be taking on extra work to help the workload in a team or by helping others when they are asking for help. Every team needs a leader or a coach that can assist them, supporting and empowering others is a unique skill to have that not many people can show on their CV.

Adaptability is a distinctive transferable skill that means you are able to adapt quickly to changes. During work life and specially in the MoD change happens a lot, this usually comes down to changes to the customer requirements or even changes to Regulatory Articles / legislation. This is the time when this skill would come into place. Being able to adapt to these changes and still work towards the end goal is so valuable to businesses. Adaptability is a good way to show you're flexible and eager to learn [3].

2.3 Self-evaluation exercise:

Libby is very motivated in not just a professional aspect but also a personal one. Strong self-discipline enables her to overcome any challenges she may face. This can be evidenced by her ability to make critical decisions while still demonstrating empathy towards others. Some may consider Libby to be an introvert due to her lack of confidence in public speaking or how she values one-to-one relationships, this then helps aid Libby to favour her independence and value her down time to be quiet and tranquil. A lack self-confidence has all ways been a flaw caused by a difficult and stressful upbringing. This has had a knock-on effect for Libby causing her to suffer low self-esteem and so tends to think more negatively than others. Inflicting unseemly high standards for herself that can't be met, causing a vicious circle of negativity. Self-awareness is a major strength for Libby, this is because she seeks a confident space that grants reassurance so that she may succeed in dealing with past trauma. To an extent allowing her mind to over think every situation allows her to think of all possible outcomes to every individual situation. Expanding this forward into a future career. Safety would suit Libby by reason of safety necessitates reducing risk, lessening threats, and improving standards. All things that Libby is an advocate for.

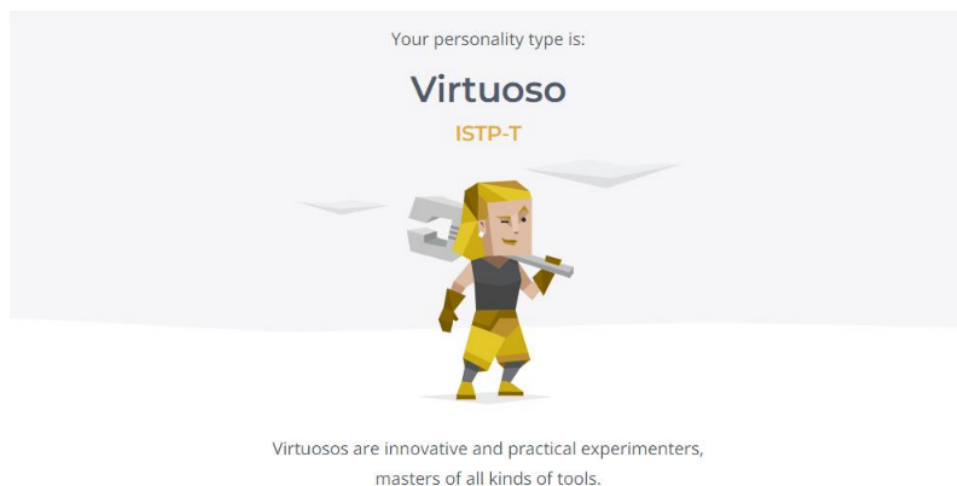


Figure 5 (Above) Libby's 16 Personalities Results 1

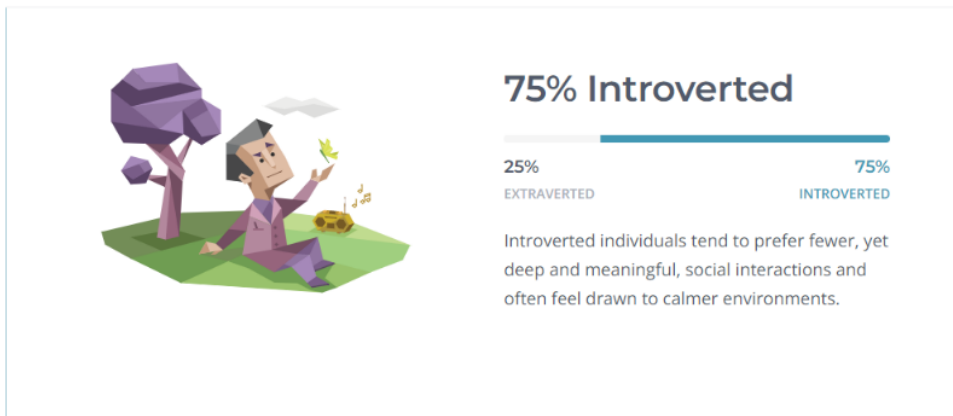


Figure 6 (Above) – Libby's 16 Personalities Results 2

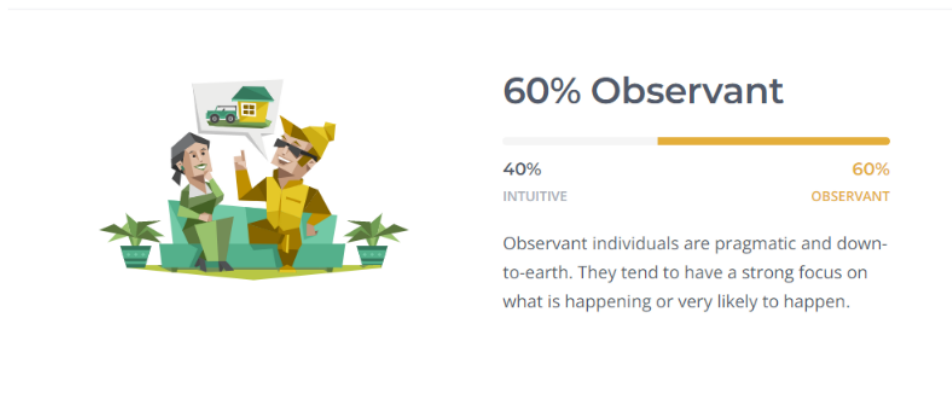


Figure 7 (Above) – Libby's 16 Personalities Results 3

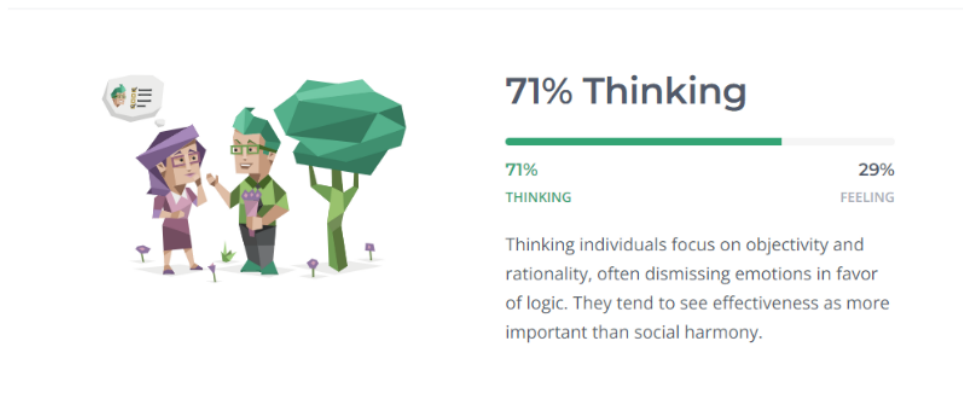


Figure 8 (Above) – Libby’s 16 Personalities Results 4

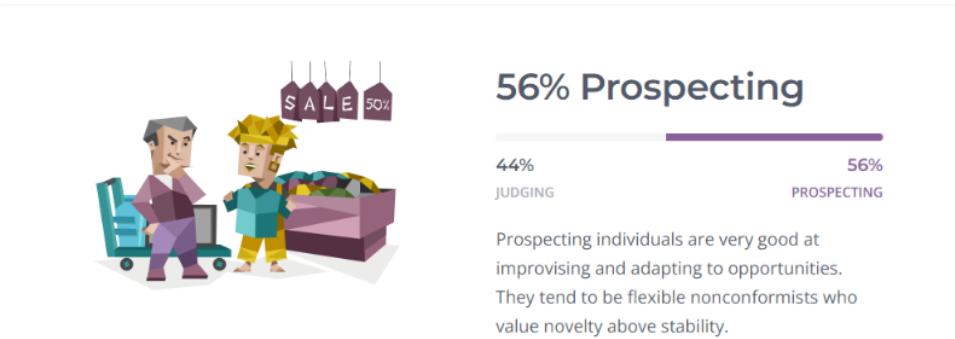


Figure 9 (Above) – Libby’s 16 Personalities Results 5

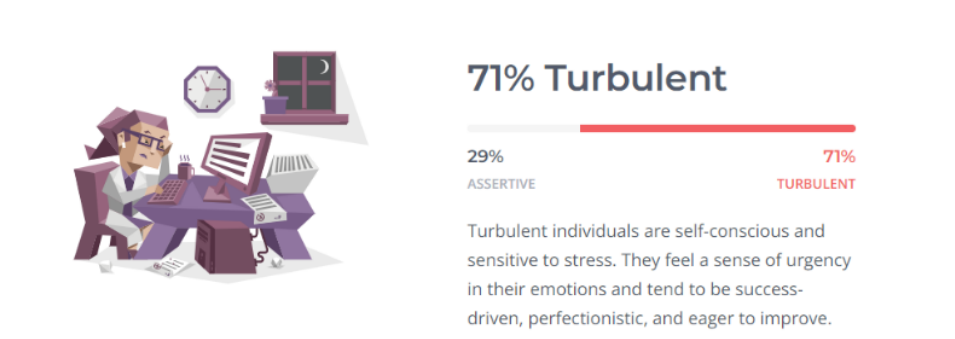


Figure 10 (Above) – Libby’s 16 Personalities Results 6

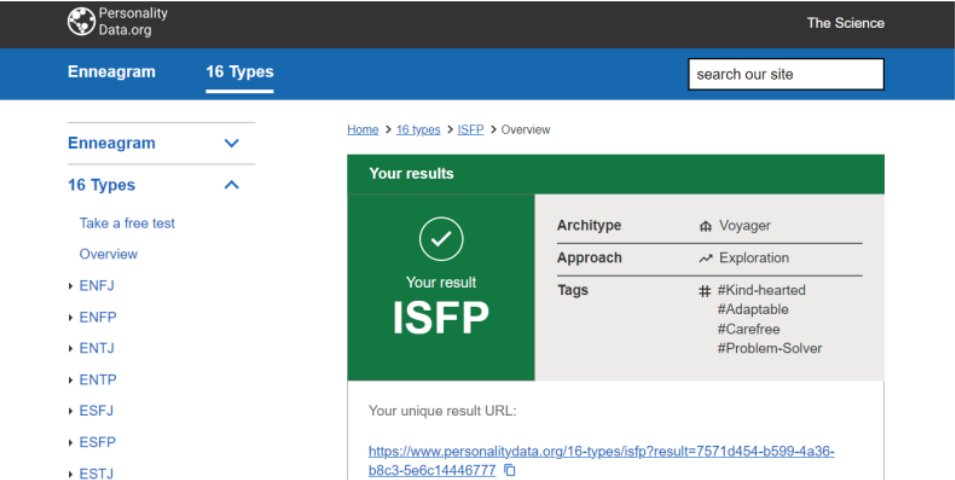


Figure 11 (Above) – Libby’s Personality Data.org Results 1

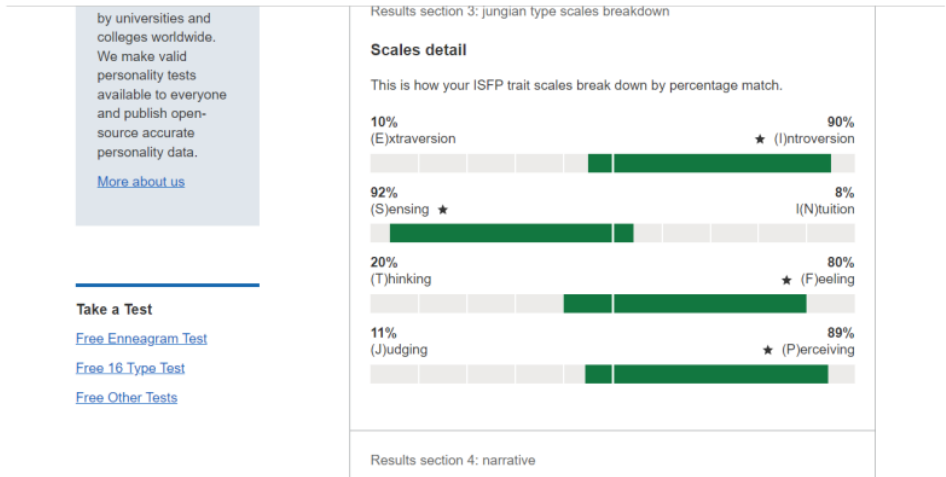


Figure 12 (Above) – Libby’s Personality Data.org Results 2

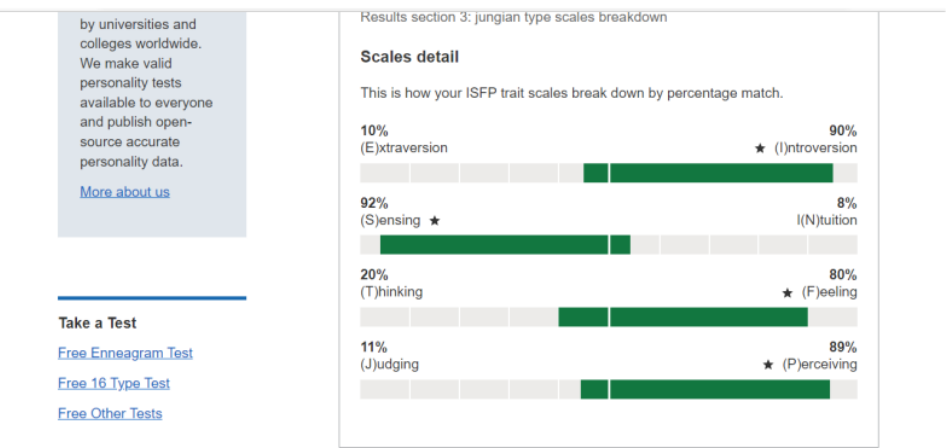


Figure 13 (Above) – Libby’s Personality Data.org Results 3

ISFPs are peaceful, caring and open individuals.

They stand on their own two feet and will carve their own path in the world, being entirely happy with living by their own set of rules and ideals, and not just content with following what people have done before. An ISFP's hidden creativity will take many people by surprise as they are modest in their quiet achievements and will harness their imaginative creativity as an expressive outlet. ISFPs are in touch with other people's feeling as much as they are with their own, instinctually seeing what lies just beneath the surface in their friends and family.

[Learn more about this type](#) 

Results section 5: your key traits

Key traits associated with your ISFP type

People with type ISFP are typically described as:

#Kind-hearted

#Adaptable

#Carefree

#Problem-Solver

Figure 14 (Above) – Libby's Personality Data.org Results 4

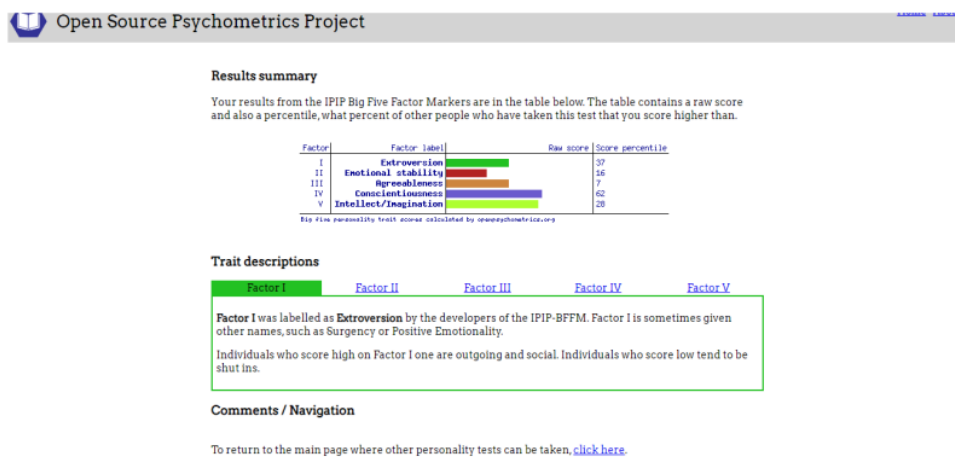


Figure 15 (Above) – Libby’s Openpsychometrics.org Results 1



Figure 16 (Above) – Libby’s Openpsychometrics.org Results 2

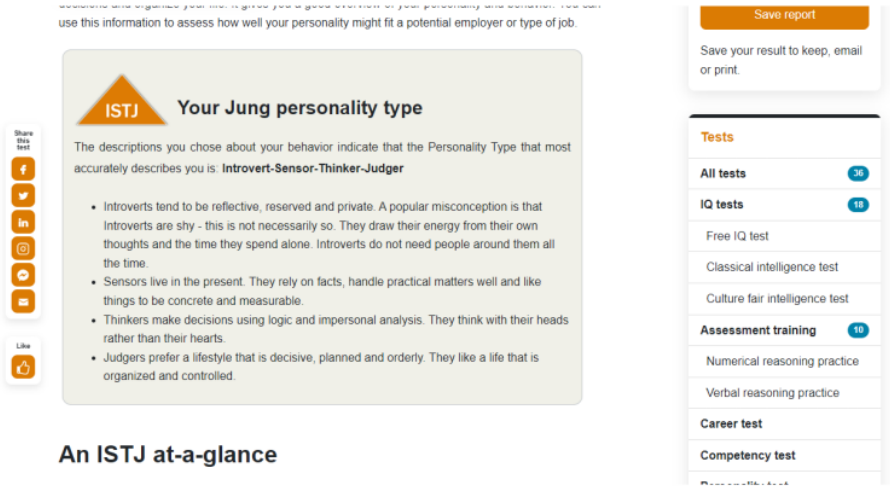


Figure 17 (Above) – Libby’s 123test Results 1

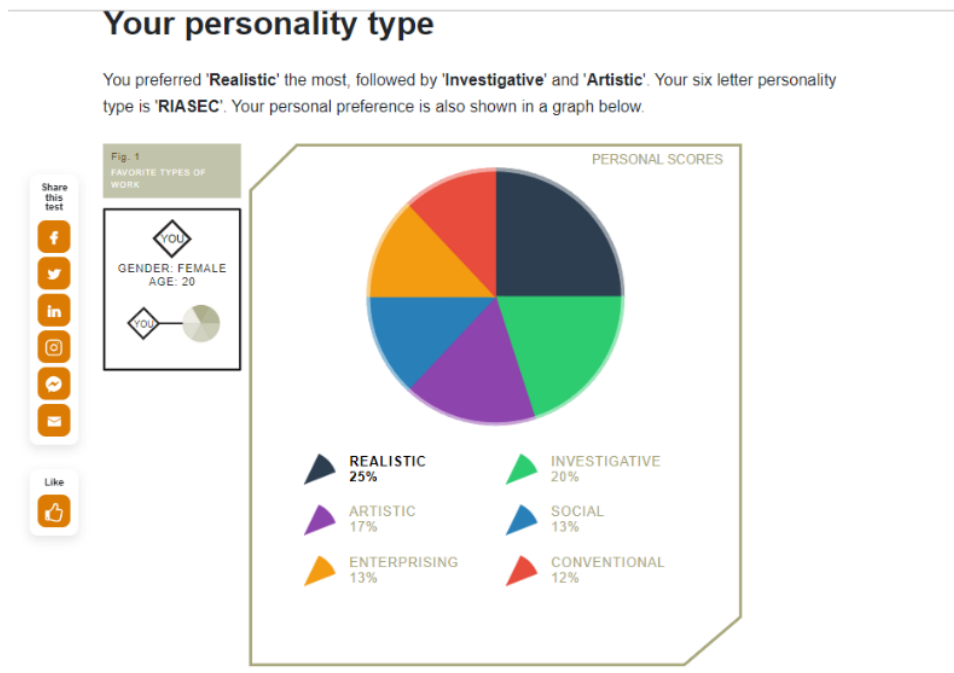


Figure 18 (Above) – Libby's 123test Results 2

Tests 38 ▾ Articles ▾ List of profes

3. **Civil engineer**

Match: 81%

Civil engineers design, plan, and develop technical and engineering specifications for infrastructure and construction projects. They apply engineering knowledge in a vast array of projects, from the construction of infrastructure for transportation, housing projects, and luxury buildings, to the construction of natural sites. They design plans that seek to optimise materials and integrate specifications and resource allocation within the time constraints.

Education level: Bachelor's degree or higher usually required

Civil engineer: Open positions

Find the job of your dreams on [talent.com](https://www.talent.com), one of the world's largest job portals.

Open positions: [talent.com](https://www.talent.com)

Figure 19 (Above) – Libby's 123test Results 3

Share this test

Facebook

Twitter

LinkedIn

Instagram

WhatsApp

Email

Like

Archaeologist: Open positions

Find the job of your dreams on talent.com, one of the world's largest job portals.

Open positions: [talent.com](#)

9. **Electronics engineer**

Match: 73%

Electronic engineers research, design, and develop electronic systems such as circuits, semiconductor devices, and equipment that use electricity as a source of power. They work with capacitors, transistors, diodes or resistors to create electronic circuits and applications of use in fields such as telecommunications, acoustics, instruments, and control.

Education level: Bachelor's degree or higher usually required

Electronics engineer: Open positions

Find the job of your dreams on talent.com, one of the world's largest job portals.

Open positions: [talent.com](#)

Figure 20 (Above) – Libby’s 123test Results 4

Or wrong answers, but try to use the full range rather than scoring everything in the middle.

I get a buzz out of ...

Your scores:

Hands-on: 14

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: 13

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.

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,

How to use these scores

Look at your top three scores. Your ideal career path may be a combination of

Figure 21 (Above) – Libby’s The Guardian Results 1

Introversion, self-awareness and adaptable were all common descriptive words in the results of most the self-evaluation tests, like the evaluation written above. The results read clear she is committed, adaptive to change and problem solving. 'Carefree', was shown to be a characteristic that didn't occur regularly, similarly this did not occur in the self-evaluation written above but instead was described to have a 'strong self-discipline'. A suggested career path from these results also corresponds to the written self-evaluation in that engineering would be a good route to follow as they will optimise the plans that they design. This would correlate to how in the self-evaluation Libby states she is an advocate for improving standards. During this exercise Libby has learned that she is an introvert meaning that she centres herself inside her body and that she is not an extrovert, she does not centre herself outside of her body. Another lesson learnt is that she is her worst critic and that she will try to improve on her habits and encourage a healthier, happier mind set in the future.

2.4Future goals:

Short term goals:

- Sleep at least 8 hours every night.
- Improve my Stamina.
- Eat healthier.
- Save the remainder of my house deposit.
- Achieve ten thousand steps a day.
- Attend the gym at least three times a week.

Long term goals:

- Buy a house.
- Complete the three-peak challenge.
- Complete my ordnance, munitions, and explosives degree.
- To achieve chartership after my degree.
- Learn to speak fluent German.
- Begin learning to speak Spanish.

2.5 S.M.A.R.T plans of action:

Gaining a happier, healthier mind

S. Specific Gaining a clearer mind set to result in being happy.

M. Measurable keep a personal diary to record all thoughts and feeling.

A. Attainable Meditation has already been undertaken.

R. Relevant dedicating time to gaining a happy mind leads to a healthy lifestyle and all-round improved wellbeing.

T. Time bound There is always time to improve your health and so there is no time bound.

Buy a house

S. Specific Purchase a house.

M. Measurable keep track on spendings and savings

A. Attainable Saving for a house began at the beginning of last year.

R. Relevant Owning a house provides freedom and safety.

T. Time bound Next year as the housing market is due to crash.

Complete the three-peak challenge.

S. Specific Climb the three tallest mountains in the United Kingdom in twenty four hours.

M. Measurable Train on a weekly basis.

A. Attainable Purchasing the correct kit to achieve this.

R. Relevant Aids health and wellbeing, this goal helps sustain these.

T. Time bound Be prepared by June 2023.

Sleep at least eight hours of sleep at night.

S. Specific To gain a minimum of eight hours of sleep per night.

M. Measurable Head up to bed at a sensible time with the intent to wake up at a certain time.

A. Attainable Reducing time spent on the mobile phone before going to sleep.

R. Relevant Will improve health and wellbeing.

T. Time bound Before there are exams to prepare for.

Section 3

3A.1 Backup Strategy:

The most effective way to store your data is to use the 3-2-1 backup rule. This requires you to store and maintain three copies of data. This can be one master copy with two additional copies being saved into separate folders. Two other copies should then be stored on either hard drives or onto a cloud and a final copy should be stored offsite, you can do this by using a USB.

For university work, three copies of assignments / documents will be stored on the onsite laptops. These copies will be stored in three separate folders within the documents section of the laptop. Two additional version of the same document will then be stored via the university cloud. This also means these documents can be accessed from external locations. The final copy of the assignment / document will be stored on a USB. This will allow the data to be stored away from the onsite location and means it can then be edited / updated offsite. By using this method, it provides a very robust level of data protection as in total there will be 6 versions of the same document available at any given time. This ensures that the data will still be accessible in case of a disaster.

3A.2 Disaster Scenarios:

- 1. Fire or Flood onsite:** This disaster can occur at any point and cannot be planned for. A fire or flood will most likely result in you losing your onsite desktop / laptops, potentially a server which your cloud is stored too and any hard drives. This therefore means that your only available backup data type would be the USB. The USB data copy would then be saved onsite once all equipment has been replaced / repaired.
- 2. Human Error:** This disaster could happen in any part of the backup data system. Data could be accidentally deleted onsite, hard drives, from the cloud or one the USB. The likelihood of the data being deleted from each

of these backups is very slim. Like with fire or flood if the data is deleted it can simply be uploaded again onto the backup type that had it deleted on, so this backup strategy would be effective against this disaster scenario.

3. **File Corruption:** Can happen at any random point given and usually can occur when processing, reading, writing and the storing of data. This is most likely to occur to the Master copy that would be stored onsite as this is the main editing document. So, this could have the potential to lose some new and updated data / information in the master document. File Corruption could also occur at other point in the backup strategy but can be easily resolved by deleting the corrupted folder and saving a non-corrupted file in place of it. The backup strategy would be effective against this disaster scenario.
4. **USB or Hard Drive Lost or Broken:** The loss of your Hard Drive could be quite significant as this would be your off-site data backup gone as well as the additional external copy stored on the hard drive. If Fire and flood would happen at the same of this, then you would completely lose your data. However, in this scenario if you just lost your USB and Hard drive then copies stored on the cloud and on-site desktop computer / laptop would remain. This would then allow you to copy and paste this back onto a new hard drive and USB. So, the backup strategy would still be effective against this disaster scenario.
5. **Malware/ Hacking:** Is the exploitation of openings and weaknesses in the systems in devices. This is almost always carried out with the intent to take control of the device or to expose data within the device. In the backup system this will most likely affect the onsite desktop computers / laptops or the cloud which can therefore mean that data can be exposed, stolen, or deleted. The data stored onto the hard drive or USB will mostly likely been unaffected meaning that any data loss can be simply fixed by copying it other to the onsite computers and back onto the cloud, so the backup strategy would again be effective against this disaster scenario.
6. **Computer Virus:** A computer virus copies its code to your devices coding. Resulting in your data corrupting and being replaced with the viruses'

code. This can cause changes in your documents and systems. This can happen effectively anywhere but will usually involve a human to intervene for the corruption to begin. These can be seen easily or can be hidden spreading in the background of your systems. A way to protect yourself from this would be to have anti-virus software installed within your systems or on devices.

3A.3 Ransomware Brief:

Threats to your data occur more than you might first come to realise, whether it be a text message from a courier service that you didn't use wanting you to click a link. Perhaps an unexpected email from a friend wanting to share a digital file with you. Many of these types of messages are malware, trying to exploit you for financial gain. Computer viruses can come in many forms. All viruses will contain malware. This is a digital system that has no authorisation to use your information but will find any weakness in your devices security to obtain your details. These exploitations can be data such as usernames, web history or even passwords. Hackers will do this so they can either sell your details on to the highest bidder, or to take away your access and as a result get money by selling your data back to you. This type of malware is called "ransomware". This can cause serious threat to your data, although one weakness malware has is that it needs human intervention to be able to replicate and obtain any data. Therefore, if no links or files are accessed your data will be safe. Another precaution you can take is to install an antivirus software for another layer of protection.

Section 3B

3B.1 Enhancement of organisation:

One must not rely on motivation to enhance productivity as being not motivated on days will lead to having no productivity. Self-discipline on the

other hand leads you to being productive. If you produce a schedule that has planned tasks telling you when, where and for how long you are going to be performing said tasks then you will always have time to fit a balanced lifestyle. This could be an electronic calendar or diary. Organising will lead to less stressed giving you that work hard, play hard performance. With saying this, regular breaks during work benefits to a more productive day as your giving your body and mind chance to have the rest it needs to produce an optimal performance.

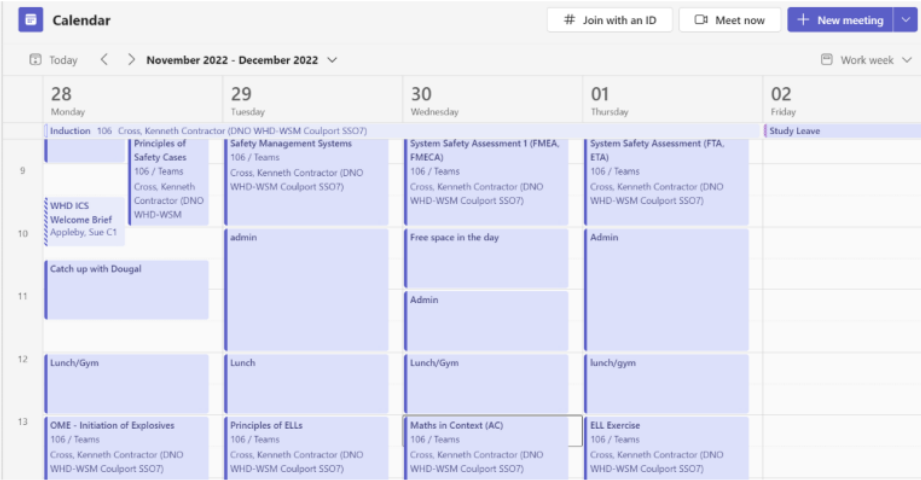


Figure 22 (Above) – Libby’s Calendar

3B.2 e-Portfolio/PDP:

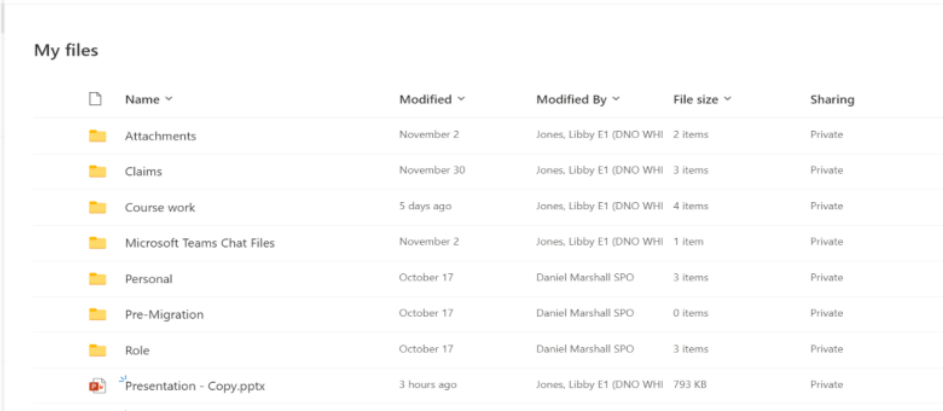


Figure 23 (Above) – Libby’s e-Portfolio/PDP

Section 4

4.1 Key Findings / Conclusions

Through evaluating all sections of the report they're many key findings throughout. Self-understanding and development were amongst the key findings. As an example, Libby recognising strengths in which she can take with her and build on in the future, such as self-motivated, on the opposite side of the scales weaknesses that she has acknowledged and will continue to develop into her career, this could be expanding her social circle. Overall, a very good understanding of data programs was met such as malware and the threat caused if your data security was to be compromised. Many life skills have been obtained such as time management, how to succeed and achieve learning in a higher level of education environment. Self-organisation and what skills to obtain to increase your chance of employability. As a recommendation for Libby's further field of study perhaps engineering or safety due to the introverted nature of Libby, she would add a lot to the role. For this Libby could with the successful completion of her bachelor's degree become chartered or go on to complete a master's degree.

Section 5

5.1 References and Citations:



This document certifies that

Libby Jones
OME Apprentice
MOD

has successfully completed

Prevent awareness course
on
14 December 2022

This e-learning course provided an understanding of what radicalisation, extremism and terrorism is. It covered how to identify and explore concerning behaviours and how to raise concerns.

<https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal/awareness-course>

Issued on: 14 December 2022 10:23

Reference Number: 23CH-3AT4-E83M

Figure 24 (Above) – Proof of completion of the Prevent Duty Training (Radicalisation)

Ransomware

Libby Jones
L4 OME
ACDB4010
01/12/2022

Figure 25 (Above) – Libby's Ransomware Report

Table of Contents

1. Section 1.....	3
1.1 Overview of malware.....	3
1.2 What is a crypto wall trojan.....	3
1.3 What will a crypto wall trojan do to your company.....	4
2. Reference List / Bibliography.....	4

Figure 26 (Above) – Libby’s Ransomware Report

Section 1

1.1 Overview of Ransomware:

Malware is a configuration of data or programming usually described as software. This deliberately causes disturbance to any kind of device or server that will run, it is effectively a computer bug, trying to gain unauthorised access to information or systems that interfere with the user's privacy or security of their computer. Malware's purpose is to cause harm and can propose a serious threat to businesses or individuals. Ransomware is a form of malicious software. This type of malware targets sensitive or personal data to either publish or permanently remove user access unless the owner of the data pays a ransom. Crypto Wall is a particularly nasty form of ransomware [1] When you are first infected with Crypto Wall it will scan your computer for data files and "encrypt" them using RSA encryption so they are no longer able to be opened [2].

1.2 What is a crypto wall trojan:

A trojan horse is a ransomware that gets its name from the story of the battle between the Greeks and the Trojans. This legendary conflict between the early Greeks and the people of Troy in western Anatolia, dated by later Greek authors

Figure 27 (Above) – Libby’s Ransomware Report

1.2 What is a crypto wall trojan:

A trojan horse is a ransomware that gets its name from the story of the battle between the Greeks and the Trojans. This legendary conflict between the early Greeks and the people of Troy in western Anatolia, dated by later Greek authors to the 12th or 13th century BCE [3]. Being unable to gain entrance into Troy the Greeks built a giant wooden horse structure as a piece offering pretending to lay away to the war as Troy was impenetrable. Little did the Trojans know that once the structure was inside the city and all their army had gone to sleep, the Greek army were hiding inside the horse, waiting for their moment to infiltrate the city. The Greeks had used a weakness in the security of Troy to gain full control. Like this the trojan ransomware disguise itself to look innocuous. Appearing to be something along the lines of an email attachment of a fake advertisement, these forms of intrusion only have access through human interference meaning you would have to click on the link to give this malware access to your personal or business data.

Figure 28 (Above) – Libby’s Ransomware Report

1.3 What will a crypto wall trojan do to your company:

A Trojan Horse is malicious computer program which will mislead you of its true intent [4] A trojan is a vessel to carry the different applications of malware, these are designed to exploit your businesses sensitive information, breaching your security usually without you or your company recognising this. After successful control been taken the malware will use your device as a tool to then spread to others causing a chain effect, this is due to the trojan containing some form of worm allowing this to replicate itself. This can be done through your emails, phone messages and free to download files. Hackers design Trojans to carry spyware or key loggers meaning a remote third party can spy on things such as your internet history or usernames for websites and even passwords. Adware is another within the Trojan this can be very profitable to hacker as every time your device displays an advertisement the hacker will get paid. This will result in your screen getting an overload of pop-up display adds. To prevent this type of malware avoid opening any suspicious or unfamiliar links/emails. Anti-virus software is available to purchase as another added level of security.

Figure 29 (Above) – Libby’s Ransomware Report

Section 2:

Citations



- [1] "The State of CryptoWall in 2018," Varonis, [Online]. Available: <https://www.varonis.com/blog/cryptowall>.
- [2] "CryptoWall and HELP_DECRYPT Ransomware Information Guide and FAQ," Bleeping Computer, [Online]. Available: <https://www.bleepingcomputer.com/virus-removal/cryptowall-ransomware-information#CryptoWall>.
- [3] Britannica, "Trojan War," [Online]. Available: <https://www.britannica.com/event/Trojan-War>.
- [4] T. Antivirus, "Top 10 Best Free Trojan Removal Software (2023)," [Online]. Available: <https://www.trustedantiviruscompare.com/trojan-horse-removal>.

Figure 30 (Above) – Libby’s Ransomware Report

Reference 1: Libby’s Presentation

Reference 2: helpfulprofessor.com

Reference 3: 16Personalities.com

Reference 4: personalitydata.org

Reference 5: openpsychometrics.org

Reference 6: 123test.com

Reference 7: theguardian.com/uk

5.2 Figure References:

1. Figure 1 – Libby’s Presentation
2. Figure 2 – Libby’s Presentation

3. Figure 3 – Libby’s Presentation
4. Figure 4 – Libby’s Presentation
5. Figure 5 - <https://www.16personalities.com>
6. Figure 6 - <https://www.16personalities.com>
7. Figure 7 - <https://www.16personalities.com>
8. Figure 8 - <https://www.16personalities.com>
9. Figure 9 - <https://www.16personalities.com>
10. Figure 10 - <https://www.16personalities.com>
11. Figure 11 – <https://www.personalitydata.org>
12. Figure 12 – <https://www.personalitydata.org>
13. Figure 13 – <https://www.personalitydata.org>
14. Figure 14 – <https://www.personalitydata.org>
15. Figure 15 – [Openpsychometrics.org](https://www.openpsychometrics.org)
16. Figure 16 – [Openpsychometrics.org](https://www.openpsychometrics.org)
17. Figure 17 – <https://www.123test.com>
18. Figure 18 – <https://www.123test.com>
19. Figure 19 – <https://www.123test.com>
20. Figure 20 – <https://www.123test.com>
21. Figure 21 – <https://www.theguardian.com>
22. Figure 22 – Libby’s Calendar
23. Figure 23 - Libby’s e-Portfolio/PDP
24. Figure 24 – Completion Certificate
25. Figure 25 – Libby’s Ransomware Report
26. Figure 26 – Libby’s Ransomware Report
27. Figure 27 – Libby’s Ransomware Report
28. Figure 28 – Libby’s Ransomware Report
29. Figure 29 – Libby’s Ransomware Report
30. Figure 30 – Libby’s Ransomware Report

Citations

- [1] C. University, “Essential Skills for College Students,” [Online]. Available: <https://www.clarke.edu/campus-life/health-wellness/counseling/articles-advice/essential-skills-for-college-students/>.
- [2] UniAdmissions, “UniAdmissions,” [Online]. Available: <https://www.uniadmissions.co.uk/application-guides/6-essential-skills-for-university-students/>.
- [3] HM Government, “5 transferable skills that employers are looking for,” [Online]. Available: <https://skillsforlife.campaign.gov.uk/5-transferable-skills-that-employers-are-looking-for/>.

Reflection on Study Skills

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

57 / 100

Instructor

To prepare for any further assignment, make sure that you read the brief very carefully and follow the instructions/guidance/hints within.

If you addressed all points from the assignment brief and supported your writing with literature the mark would be higher as in what you have submitted I can see skills and capability.

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

PAGE 6

PAGE 7

PAGE 8

PAGE 9

PAGE 10

PAGE 11

PAGE 12

PAGE 13

PAGE 14

PAGE 15

PAGE 16

PAGE 17

PAGE 18

PAGE 19

PAGE 20

PAGE 21

PAGE 22

PAGE 23

PAGE 24

PAGE 25

PAGE 26

PAGE 27

GRADING FORM: ACDB4011 STUDY SKILLS

LIBBY JONES

57

CRITERIA 1

(20%) Engagement with Literature Skills



IEEE format not followed at all. Only three sources referenced to describe skill sets needed to be successful in higher education and employment and four for Cryptowall report. Only websites

6

CRITERIA 2

(20%) Knowledge and Understanding Skills



Competent knowledge of preparing and giving presentation. Bullet points provide clarity. Although important skills are described, they are not supported by literature. Basic understanding of self-evaluation process. Instead of pasting the original results from the websites, the student was expected to analyse them and describe in his own words. SMART objectives well understood and addressed.

12

CRITERIA 3

(20%) Cognitive and Intellectual Skill



Good reflection on the further improvement of the presentations and presenting process. Sound self evaluation but insufficient reflection on the results of the tests. No reflection on learning style.

12

CRITERIA 4

(20%) Practical Application Skills



Ability to prepare and deliver ppt presentation was clearly demonstrated. A good approach proposed to enhance productivity but limited to only two aspects (calendar and e-portfolio), no stress management for example. Not clear plan for further improvement. No Gantt chart. Notes from reading the journal article not included.

13

CRITERIA 5

(20%) Transferable Skills for Life and Professional Practice



Detailed, well structured TOC.

Sections/subsections properly numbered. Page numbers included. No abstract nor introduction.

Good attempt of 3rd person writing and using passive voice. Pay more attention to grammar and punctuation. Use Grammarly.

14