

Kieran Study Skills assignment

by Kieran Wusthoff

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Reflection on Study Skills



By Kieran Wusthoff

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Section 1 (Presentation)

At the start of December, the subject carried out a presentation about himself. This was done so in front of his peers. The aim for this presentation was to give his peers more of an understanding about who he is. The brief also stated that it was important not to run over five minutes. The presentation included the following information: Where he's from, his hobbies, personality, strengths & weaknesses, and the future.

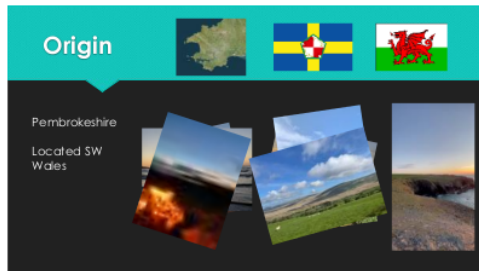


Figure 1

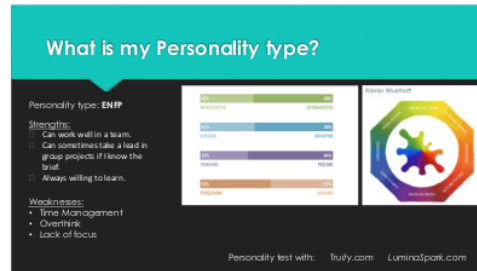


Figure 2

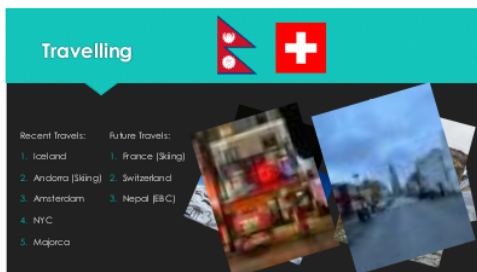


Figure 3



Figure 4

Here you can find four slides that was used in within the presentation. (See figures 1-4) Most slides contained minimal wording. Instead, he tried to use more images, icons, and pictograms. This was so he could keep the audience engaged with his presentation. He also used videos for the audience to watch whilst he talked over the slides. If he had used less images and more words, the presentation could be seen as boring, and he could lose the engagement with the audience.

Whilst developing this presentation it gave him a chance to play around with PowerPoint. By doing so he was able to come across animations, transitions, and different templates which he included in his presentation. Thankfully from previous experience he was able to use his presentation skills from previous education settings. This is where he had to speak in front of his peers about his discipline at the time (mechanical engineering).

During the presentation the lecturer and peers would take notes on how they think the presentation went. They would take note of what they thought went well and what they thought could've been improved with the presentation and how it was presented. For this presentation it was noted that the presenter had a great understanding of PowerPoint and used a variety of different tools (e.g., different colours, backgrounds animations and transitions) to aid them in giving the presentation. It was also noted that the presenter was well presented and showed confidence whilst presenting. One thing that could've been improved was their time management, as the presentation just went of the five-minute mark.

Section 2 (Skills Evaluation)

When moving into higher education there are many skills required in order succeed in your studies. In higher education you typically have two types of skills. These are known as soft skills and hard skills.

Soft skills are the everyday skills you use, skills that you would use in most work environment settings. These would be communication, teamwork, punctuality, time management and problem solving. Communication and teamwork are important skills for group projects and presentations. With sometimes multiple lectures throughout the day, online or in person it is important to be punctual. Time management is a very key skill in higher education. This is due to the amount of workload and assignments that get handed out during university. They usually have strict deadlines. Poor time management could result in missing these deadlines or worse still failing the module due to falling behind. Almost every subject will have an element of problem solving behind it. Whether it be mathematic equations or logistical problems, problem solving is very important in higher education. This can also tie in with working under pressure.

Hard Skills are skills that are picked up through practicality. Welding, cooking, driving, surgical proficiency and languages are a few examples of hard skills. Through university you will develop your hard skills with your discipline. For example, if you are studying to be a nurse you will develop the skills required to become a nurse over the period you are in higher education. This applies for other disciplines too. [1]

The skills that you learn and develop through higher education are almost always transferable skills that employers look for when hiring for new positions. The key skills that employers already want you to have are soft skills. These can be time management, teamwork (if teamwork is required), punctuality, communication, creativity, and adaptability to name a few. [2]

To conduct a self-evaluation the subject carried out multiple personality tests to find out strengths, weaknesses personality type and careers suggestions.

The first personality test they carried out was Lumina Spark Portrait [3]. Lumina spark was able to display the underlying, overextended, and everyday qualities of the subject.

Lumina Spark was able to convert the data into easy-to-understand charts and graphs. Once the subject has completed the twenty-minute questionnaire they are then presented with the data. This personality test went into great depth, creating more than thirty-five pages of information on the subject. It discussed strengths and weaknesses and suggested how the subject could on his weaknesses. For example, he is more introverted, people focused, and down to earth than he is inspiration driven and a big



Figure 5

picture thinker. (See figures 5-6) Another example shows that in my everyday qualities he is more logical and purposeful than empathetic and adaptable. This is just a small look into the Lumina Spark personality test.



Figure 6

The next personality test that was conducted was with 16Personalities [4]. This was done so to find out their specific personality type. After 10 mins and a series of questions the subject completed the personality test. 16Personalities determined that the subject's personality is *ENFP*. 16 personalities states "Campaigners (ENFPs) are true free spirits – outgoing, openhearted, and open-minded" [4]. This personality type is known to be "enthusiastic, creative, energetic, and highly imaginative" [5]. Enthusiastic, perceptive, good communication and curious are a few examples of the subjects' strengths. Examples of their weaknesses are People-pleasing, disorganisation, and being overly optimistic.

To discover the suitable careers for the subject, they carried out a career test with 123Test.com. This is a free aptitude test which works out which careers are best for you by answering questions. Once the test is complete, they suggest up to 20 careers that should suit you. The top 5 suggestions were as follows: Sales engineer (93% Match), Fur animals' breeder (85% Match), Construction Manager (85% Match), Refinery shift manager (85% Match), and House Builder (85% Match) [6].

Having completed the different tests the subject is able to understand what they should work towards to improve themselves in the future. Before the self-evaluation exercises the subject wasn't entirely sure what his personality type is and only had a small understanding of his strengths and weaknesses. The Lumina Spark was able to display how his personality affects him and others in different personality settings (e.g. social & Professional). From this he can see where he thrives in these settings and where he can improve. With the tests displaying similar findings it shows that they are consistent. To improve for the future the subject should try to maintain his current strengths and develop his weaknesses. For example, with being disorganized one of his weaknesses he could improve this by setting frequent realistic and achievable goals.

The subject has two types of goals these are short term and long-term goals. His short-term goals are to complete the upcoming assignments, exams, and the HNC in OME to the best of his ability. His long-term goals are to continue discovering what other opportunities are available to him within the company he works for, keep an open mind for new opportunities (outside of a work setting) and to continue to travel as much as he can.

A table has been created to show how the subject is going to achieve their short term, long term, professional and personal goals (*See appendix 1*). They have done this by following the SMART format. SMART stands for Specific, Measurable Achievable / Assignable, Realistic and Time-Related.

Section 3

Application Looking After Your Data

To keep documents and files safe, the subject follows the 3-2-1 rule. This is where you maintain **3** different copies of the data, **2** copies stored at separate locations and **1** copy stored in the cloud. The 3 examples of storing your data are USB drive, the cloud (OneDrive, iCloud, GoogleDocs) and the computer hard drive. By following this rule, it provides a robust

level of protection for the work that the subject completes. For example, if your USB drive corrupts or malfunctions due to wear and tear, there will still be 2 locations where your documents are unaffected. Likewise, if you encounter a problem with saving in the cloud there will still be 2 other locations where the data is safe. And in the unlikely event that you lose 2 locations you will still have 1. It is important to follow this rule throughout time in university so that no work is lost before submission deadlines.

There are many different types of disaster scenarios which can affect stored data and documents. A few examples are corrupted hard drives, malicious activity, natural disaster, inadequate maintenance, human error, and equipment failure. Hard drives corrupt when they become damaged. A USB stick is an example of a hard drive. Water, heat, and physical damage can cause hard drives to corrupt. However, it's not always physical damage which cause them to corrupt, it can also be down to viruses and human error. It can even be down to incorrectly removing the device from the laptop or PC. If there is data or documents within the hard drive when it corrupts then it can become very difficult to restore the data on it. An example of malicious activity is hacking. Hackers can target cloud-based servers where documents and data can be stored. If they do so, then you could lose all work in which you save to the cloud, and it's very unlikely you'd get all your data back. However, by saving data to the cloud there is no need to worry about losing or damaging hard drives. Natural disasters can also pose a threat to data. There have been previous reports of earthquakes and hurricanes which have damaged and destroyed data servers around the world. Human error is another example of how data can be lost. When moving files around into different folders it's very easy to lose documents or misplace them. As well as accidental deletion of data. In fact, according to PC world "Up to 75% of data loss is caused by human error" [7]. Equipment failure can be down to lack of maintenance. For example, if a server holding cloud data is not correctly maintained or serviced then the server can potentially break down losing all data. This can also apply to a laptop or PC. If they become damaged, then you may lose the data on the hard drive. By regularly backing up data following the **3-2-1 rule** the subject is will very unlikely lose data and documents. They will regularly save their work to OneDrive and then simply copy and paste files over to a hard drive and their computer.

(See Appendix 3 for CryptoWall report)

Time Management & Self Organisation

To improve productivity the subject takes note of upcoming events and assignment deadlines. When an event or deadline is given, they input this into their digital calendar. By doing so he can keep track of what's upcoming and prioritise what needs to be done first. This helps him improve on his organisation and time management. In future, to further assist him in his organisation and time management he could also set reminders and notifications for upcoming events. (See appendix 2).

The subject has compiled an e-portfolio to help him organise any work he completes throughout his time at university. It is important to keep an e-portfolio as it can help him store and find work easily. His e-portfolio is kept Microsoft OneDrive. His e-portfolio mainly consists of his current and upcoming modules for university. For example, the folders within this e-portfolio are chemistry, EPA (end point assessment) mathematics, study skills and OME. (See figure 7)

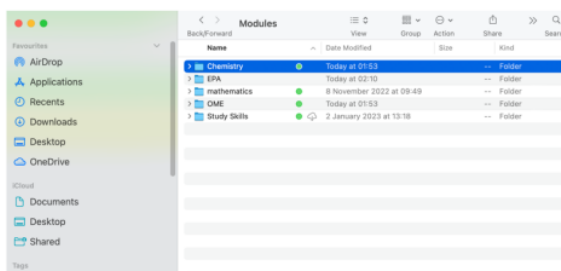


Figure 7

The subject also created a Personal Development Plan. A PDP helps you to create understand the goals you set yourself. By recording your strengths and weaknesses and tracking your progress you are able to see how develop over time. (See appendix 3 for swot analysis). The plan consists of the following. In life the subject wants to be able to strive in his area of study and expertise. He will do this by working closely with mentors and others which have the relevant experience in that field. His hearts desire is to work his way up the ranks taking on opportunities that appeal to him along the way. In life he wants to achieve the best possible result when it comes to his education and work. He will do this by aiming for the highest grades and completing work / assignments to the best of his ability.

Section 4 Conclusion & Evaluation

Throughout this assignment the subject has been able to discover a lot about himself. By taking part in personality tests, he can build a better understanding about his personality type, skills, strengths, and weaknesses. The presentation gave him an

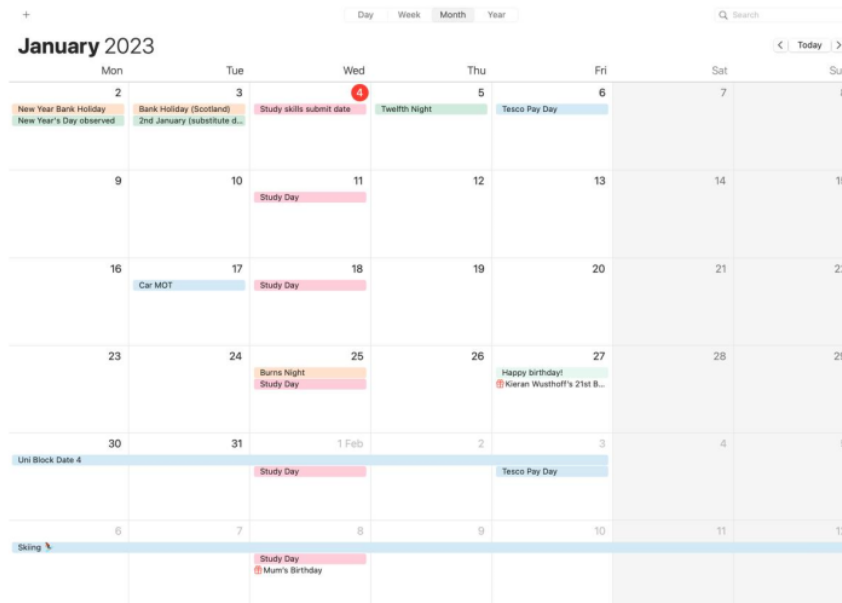
opportunity to show his findings to his peers. This also prepared him for potential future presentations within university. Once the presentation was over feedback was handed to him where he could see he performed well and where he can improve for next time. These findings helped him to create a personal development plan giving himself a clearer view of what lies ahead for him. By Creating an E-portfolio and using a digital calendar he is more self-organized and can manage his time in a more efficient way. By carrying out research during the CryptoWall report and learning about the 3-2-1 rule he can store data in a which should not be affected by any threats. This task also helped him gain an understanding of the CryptoWall threats. Now that he is aware of his goals, skills, strengths, and weaknesses, he can work towards developing them even further.

Appendix

(Appendix 1)

<u>G</u>oals	<u>S</u>	<u>M</u>	<u>A</u>	<u>R</u>	<u>T</u>
Long Term	Complete the HNC qualification / apprenticeship	Complete each assignment and exam to the best of their ability.	They have the necessary skills and qualifications to complete the course	Start assignments as soon as possible and finish them in the allocated time	Finish in 2025
Short Term	First year of HNC qualification	Revise for mathematics on the notes taken in class	They will do it as they have taken notes and finished past papers in class	Revise for maths 1 hour each evening	By the 1 st exam date (May 2023)
Personal	Continue to travel	Research locations before traveling to build an understanding	Use current knowledge to assist them in future travels	Travel to at least 2 locations per year	At least 2 weeks per year
Professional	Develop their understanding and education of the sight at which they work	Work closely with peers and mentors around site	They can do this because they know where to go to find help	Regularly check and ask questions in with peers and mentors	Throughout time as an apprentice (2025)

(Appendix 2)



(Appendix 4)

<u>Strengths</u> • Can work well in a team. • Can sometimes take a lead in group projects if I know the brief. • Always willing to learn.	<u>Weaknesses</u> • Can come close to deadlines which sometimes causes unnecessary stress.
<u>Opportunities</u> • Will take an interest into most subjects. • I will try to find further opportunities that I think will benefit me.	<u>Threats</u> • Time management.

(Appendix 3)



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Introduction

This document will provide information on what CryptoWall is, and different types of Ransomwares. It explains the difference between viruses & trojan horses. It will also feature how you can avoid getting infected with viruses and what you should do if you are.

Kieran Wusthoff

Viruses and Trojans

Viruses and trojans are a type of malware. The definition of malware is “software such as a virus specifically designed to damage or gain access to a computer system without the user knowing” [1].

A computer virus is a type of software or code which is deliberately designed to alter the computers operating system. It is designed to spread to multiple computers, and it does this by disguising itself as a genuine link. However, behind this link which is about to be clicked is the code for the virus. If this link is clicked, then the download of the virus has started. An example of where you may find one of these links is through email which may look like it's from a genuine source or company. Once the computer or PC is infected with the virus it can corrupt files, view your passwords, and spam your email contacts. [2] It is important to note that viruses **cannot** be remotely controlled.

A Trojan works in a similar way to a virus. It can be disguised as a link in emails or text messages just like viruses can. However, trojans can be much more malicious in that they **can** be controlled remotely by a hacker from the other side of the world. A Trojan is designed to steal information and data whereas a virus is designed to modify. They can also export and delete files and modify any data.

Ransomware / CryptoWall

Ransomware is defined as “a type of software that is designed to block access to a computer system until a sum of money is paid” [3]. Ransomware uses encryption to hold a victims documents data and information at ransom until a ransom fee is paid. The idea is that once the fee is paid then information will be released back to the user. However, this is rarely the case. Even if the fee is paid, they tend to keep the money along with the data its holding at ransom. For this reason, if you become infected with ransomware you should never pay. To avoid being a victim to ransomware you can; regularly back up data, use only secure networks and use security software to keep your device connected. [4]

CryptoWall is a type of ransom malware. “It encrypts files on an infected computer and demands a ransom in exchange for a decryption key” [5].

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Kieran Study Skills assignment

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

61 /100

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PAGE 6



Comment 2

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GRADING FORM: SMU GENERIC_GJ

KIERAN WUSTHOFF**61****RESEARCH-INFORMED LITERATURE**

Only two literature source were provided to support HE/employment skills analysis. Other parts of the report supported by literature. Properly cited and referenced text. IEEE followed

13**KNOWLEDGE AND UNDERSTANDING**

Very good reflection on the process of preparing and giving a presentation. The recommended personality tests were not undertaken.

12**ANALYSIS**

Sound analysis of HE/employment skills Ability to critically analyse the test results and connection to self-perception are both clearly demonstrated. .

11**PRACTICAL APPLICATION AND DEP.**



Skills in preparing/delivering ppt and in writing professionally structured reports are both demonstrated. Good approach to data backup
Missing Gantt chart Sound understanding of SMART goals, e-portfolio and PDP.

12

SKILLS FOR PROFESSIONAL PRAC.



Very good attempt to write in 3rd person. Next time try to use passive voice. Abstract and introduction properly included. Sections should be numbered and divided into subsections for clarity. All pictures should be titled, listed in Table of Pictures and clearly described in the report. Very good word count.

13