**Unit 1 Reflection.**

Group tech project;

What the aim was

how we set about it

what I learnt

what I need to improve

what I did well

Maths

What I learnt

What I need to improve

How i will improve it

What i did well in

IT

What we did

What I learnt

What i need to improve

Communications

What we did

what i learnt

what i need to improve

Conclusion

How the unit went

What I found easy

What i found hard

What i continue to work on

Group technology project

The aim of the group technology project intertwines into the other units that support it.

This gives it an overriding importance over the others as it is almost the measure of success for the others the skills from which you use to complete and complete to a high standard the tasks imposed by the group technology project.

We set about the group technology project by splitting into groups of 4, this meant that we had people to bounce ideas off and gauge our progress on not just the group work but the portfolio work against. We were given set tasks to complete working as a group or individuals but to compare results at the end. This meant a lot of the work was used to just cross check against each others, while some was done by splitting the workload between 4 of us.

I learnt (improved ) my ability to work in a team in terms of splitting up the work load evenly and in turn create a more coherent and effective work group. I also learnt the different characteristics of those in my group, what they were good at, what their weaknesses were and how as a group we could best complete tasks together.

I need to improve my organisation when it comes to work, as I am a lazy person I find myself leaving to much work to be done close to deadlines, or the end of a session and find myself rushing through bits of work.

I helped organise my group well, and the work in sessions I made sure to complete to a high standard. I feel this is one of my strengths and best attributes.

In the maths unit I relearnt a lot of the maths i had previously done while at school, this was largely remembering how to do long subtraction, division etc, I also relearnt algebra.

Although a lot of the maths has come back to me after 4 years not doing any I still need to improve some of my algebra as I feel I am to slow at solving the more complex equations and am a bit slow when it comes to remembering negatives and positives from different equations.

I aim to improve this by continuing to do a small amount of work on it each week.

I did well when it came to mental maths, and surprised myself in speed to solve problems quickly and correctly in my head.

When it came to IT we went through basic program functions for word processors, data bases and presentation software. This included basic formatting, how to’s and simple formulae.

I learnt very little in the IT section, other than you can draw a house on word. I feel this is a reflection of this section being to simple.

In the communications section of the course we looked at a large range of different communications and, I feel, more importantly, systems at the university. These included getting to know our class mates by doing a small presentation about yourself, moving onto using the library ( a valuable learning tool), we also covered how the tours and moderators go about marking work, which i feel was the most useful section as this gives us the best idea on how to pitch our work and how best to edit bits to achieve the best mark. We set about doing this by marking example answers and then going through them with our tutor.

I learnt about the library system and how to go about finding books and borrowing them, as well as gauging ,y work from a tutors perspective in terms of marking and assessment.

I need to check how to borrow a book by doing so, and gauge how what my work is achieving by going through some of it with the tutors. This isn't an improvement to make as such more of a check of where i currently stand.

Overall the unit went well for the first unit I feel.

I have found the IT section easy given that it is done in a way to get everyone to the same proficiency in IT, although this made it somewhat dull to me I do understand the need for it.

The maths i found easy until we got onto algebra, where I found my weak points. In the group technology project I found the work easy, most of it being simple maths and construction task, with one experiment which was pre setup. Working as a group was fairly easy but complicated by peoples different levels of organisation.

The communications section was all well within my capabilities as it didn't require a huge amount of work, and was more about guidance than learning new skills or bringing people to a certain level of proficiency.

As touched on above I found some of the algebra more taxing as it is a skill i have never been very good at, requiring me to work the most at it. Another bit I find hard and am still trying hard to improve on is the organisation with my portfolio folder and how it needs to be kept, as well as forcing myself to sit down and just work (an issue i have always had, and part of the reason I am on the foundation course).

I continue to work on organisation, time management and, keeping concentration on the course and not outside distractions.