



## **Systems Design: Self-Reflection**

The following questions are to help you reflect on your experience of the System Design Project and to consider what skills you have developed during the course.

**What aspects of the course do you feel that you did well?**

**What aspects of the course did you find challenging? How did you cope with these challenges?**

**Within your group, what was your role? How much did you participate in your group?**

**Did your group face any particular challenges or difficulties? If so how did you tackle these?**





**Briefly summarise the skills that you think you have developed or improved during the course**

**Was there any other learning for you? For example if you were taking the course again is there anything you would do differently?**

**Can you identify any areas for your own development (weaknesses) or areas you'd like to improve on?**



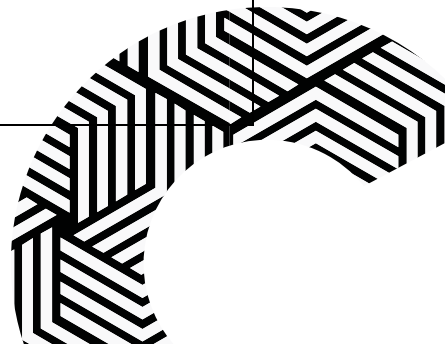


### Systems Design: Group discussion on skills

Now you've thought about skills you've developed during the course you should discuss these in your groups and identify some examples of how each skill has been developed

#### Summary of group discussion on skills developed during Systems Design:

Skill	Examples of how this has been developed



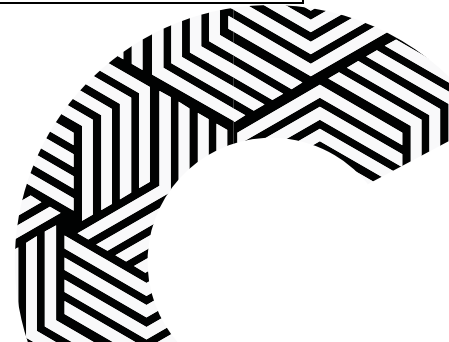


### Systems Design: Mock interview activity

Choose ONE option from EACH of questions 1 and 2 below and prepare your answers to the two questions you have chosen. Challenge yourself by choosing the questions you would find most difficult!

Question 1	Preparation
<p><b>Can you tell me about a time when you .....</b></p> <p>...came up with an innovative solution to a problem?</p> <p><b>or</b></p> <p>...worked as part of a successful team?</p> <p><b>or</b></p> <p>...used your communication skills to persuade someone / a group of your point of view?</p> <p><b>or</b></p> <p>...have had to make a difficult decision?</p>	<p><b>Context (Situation and Task):</b></p>          <p><b>Action:</b></p>          <p><b>Result/Learning:</b></p>

Question 2	Preparation
	<p><b>Context (Situation and Task):</b></p>          <p><b>Action:</b></p>          <p><b>Result/Learning:</b></p>





### Guidelines on observing and giving feedback

**Giving feedback** should always be a positive process as it is not about criticising someone's performance, but looking at what was done well and discussing any points for development.

Question 1	(tick)	I would like to suggest / comments
Did they answer the question (using CARL/STAR)?		
Could you hear their answer clearly?		
Did they: make a positive impression? maintain good eye contact? look interested? appear enthusiastic? seem to be confident?		

Question 2	(tick)	I would like to suggest / comments
Did they answer the question (using CARL/STAR)?		
Could you hear their answer clearly?		
Did they: make a positive impression? maintain good eye contact? look interested? appear enthusiastic? seem to be confident?		





## Providing evidence of your skills: Using CARL/STAR

When you're providing evidence of your skills on job applications or at interviews it's useful to use a framework to help you structure your responses such as STAR or CARL. These frameworks ensure you cover all the essentials but still keep your answers concise.

**Situation** – what was the context? For example working individually or as part of a team? Something from academic study, part time work or extra-curricular activities? Make sure the context is clear but keep things brief.

**Task** – what did you have to do? For example submit a report, deliver a presentation, organise an event? Again make things clear but be brief – don't get bogged down in too much technical detail!

**Action** – how did you deal with the situation? What things did you do? The bulk of your answer should focus on this part of the framework. Explain step by step what you did. If it's a team example be really clear about YOUR contribution to that team.

**Result** – what was the outcome? Were you successful and how do you know? For example you might have achieved a good mark for an assignment or met a deadline or target you'd been given. Perhaps you got some good feedback from a team mate or manager. It's important to sum things up after you've given your evidence so don't miss this step in the framework!

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**Context** – summarise the context and task you had to do

**Action** – summarise how you dealt with things

**Result** – summarise any outcomes and success

**Learning** – summarise any learning from your experience – what did the experience teach you? Did you develop any new skills? Would you do things differently next time?

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### Quick tips when using STAR/CARL

- Make the evidence varied
- Use recent examples as much as possible
- Focus on the actions taken and outcomes
- Answer every part of the question
- Describe YOUR input – use "I" not "We"
- Be specific and avoid generalities





## Systems Design: Example CVs:

Below are two example CVs which include details of skills developed during the Systems Design Project

### 1. Skills based CV

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Joe Smith

123 High Street, Edinburgh, EH1 1AA TELEPHONE: 01316504670

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[JoSmith@gmail.com](mailto:JoSmith@gmail.com)

#### Relevant skills

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##### Problem Solving:

- As an integral part of my degree, I developed strong problem solving skills through mathematical problems and practical problems in my experiments.
- Through my rock climbing, I frequently work out how to use my body effectively to climb up various routes.

##### Teamwork:

- Working in a team of eight in a group project as part of the System Design Project to develop a robot to play two-a-side football, based on the Robocop competition. Working collaboratively with other team members to divide up the work, organizing regular meetings to review and discuss progress with the support of a mentor. Communicating regularly with team members to ensure project is completed on time and to a high standard.
- Worked alongside colleagues at Bolton Library to deliver IT skills classes to inexperienced learners. Delivered some classes in partnership with another colleague; divided work up between us to ensure all class material was covered during the sessions.

##### Communication:

- Frequently explaining difficult concepts and methods to classmates when working on academic problems.
- Delivering a presentation to classmates, academic staff and professionals from industry for the Systems Design Project
- Delivering instructions at an appropriate level and adapting communication style as a computer mentor to ages between 6 and 60+.

##### Report Writing:

- Writing reports for various academic courses as part of my degree programme including a user guide and technical report for the Systems Design Project.

##### Time management and organization:

- Working largely independently in my degree programme in order to complete all coursework and assignments on time whilst also fulfilling my extra-curricular commitments and activities including University societies. Planning and prioritizing my own workload to meet deadlines.





## Education

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### **University of Edinburgh – BSc Computer Science (Expected 2:1) 2014 - Present**

Courses include: Computation and Logic, Functional Programming, Introduction to Software Engineering, Introduction to Computer Systems, Systems Design Project.

### **Bolton School Boys' Division 2007 - 2014**

A2 - Mathematics (A), Further Mathematics (A), Physics (A), Computing (A\*)

GCSEs – 3A\*s, 3As & 3Bs

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## Technical Skills

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- Programming: Java, JavaScript, C, C++, C#. PHP, OPL, CSS, Ruby
  - Databases: MySQL, SQL Server, Interbase
  - Microsoft Office: Access, Excel, PowerPoint, Word
  - Network construction & admin: Windows Service 2008/2012, AD Configuration, Exchange Server, Linus OS
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## Work Experience

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### **IT Support Technician (University of Edinburgh Summer Internship) 06/2016 - 08/2016**

Worked in the HR Department of the University as part of the University's summer internship scheme. Installed and configured computer hardware systems and software.

### **Bolton Library - Computer Mentor 12/2012 - 04/2014**

Taught basic IT skills to inexperienced people on a one-to-one and group basis. Aiding learners to use different features of a computer and answering their queries.

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## Personal Interests

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- Regularly rock climb in local centres and gyms.
- Active member of Edinburgh University Athletics Club where I train at least once a week with them.







## 2. Chronological (Conventional) CV

Joe Smith  
123 High Street, Edinburgh, EH1 1AA  
TELEPHONE: 01316504670  
[JoSmith@gmail.com](mailto:JoSmith@gmail.com)

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### Education and qualifications

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#### University of Edinburgh – BSc Computer Science (Expected 2:1) 2014 - Present

- **Courses include:** Computation and Logic, Functional Programming, Introduction to Software Engineering, Introduction to Computer Systems, Systems Design Project.
- Developed skills in **problem solving**, **teamwork** and **communication** in particular through involvement in System Design Project in third year. Project involved working in a group of eight to develop a robot to play in a football tournament and submitting a user guide and technical report at the end of the project along with delivering a presentation to an industry panel.
- Developed strong **time management** skills by managing a demanding workload of academic assignments and coursework alongside extra-curricular activities including the University Athletics Club

#### Bolton School Boys' Division 2007 - 2014

- **A2 Levels:** Mathematics (A), Further Mathematics (A), Physics (A), Computing (A\*)
- **GCSEs:** 3A\*s, 3As & 3Bs
- Developed skills in **working under pressure** and **time management** by taking demanding A level courses and volunteering at Bolton Library at the same time.

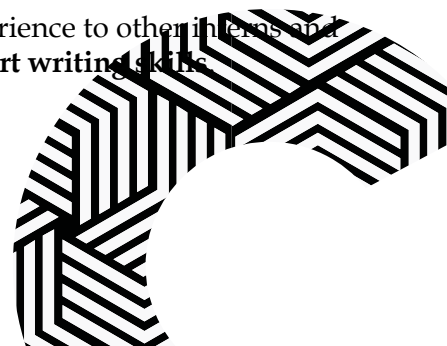
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### Work experience

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#### IT Support Technician (University of Edinburgh Summer Internship) 06/2016 - 08/2016

- Based in the University's HR Department for a summer internship as part of the University's internship scheme for students.
- Worked as IT support technician which involved installing and configuring computer hardware systems and software.
- Developed skills in **teamwork** and **communication** in particular; quickly had to establish myself as a new member of the team and worked with various members of the department to help them solve their IT problems.
- Delivered a final presentation and written report on my internship experience to other interns and managers in the University which developed my **presentation** and **report writing** skills.





### Bolton Library - Computer Mentor

12/2012 - 04/2014

- Taught basic IT skills to inexperienced people on a one-to-one and group basis alongside other colleagues in the Library.
  - Helped learners to use different features of a computer and answered their questions.
  - Developed **teamwork** skills by working alongside library colleagues to design and deliver IT skills lessons
  - Developed **communication skills** by explaining IT and computing terminology to learners from a wide range of ages (6 to 60+ years)
  - Developed my ability to **work under pressure** and **manage my time** as I took on this role at the same time as studying for A levels
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### Technical Skills

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- **Programming:** Java, JavaScript, C, C++, C#. PHP, OPL, CSS, Ruby
  - **Databases:** MySQL, SQL Server, Interbase
  - **Microsoft Office:** Access, Excel, PowerPoint, Word
  - **Network construction & admin:** Windows Service 2008/2012, AD Configuration, Exchange Server, Linus OS
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### Personal Interests

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- Regularly rock climb in local centres and gyms. This has helped me develop my problem solving skills
  - Active member of Edinburgh University Athletics Club where I train at least once a week with them. This has helped me develop my time management skills
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### **Further help and resources from the Careers Service**

We have a wide range of resources to help you with all stages of the job application process including support with CVs, covering letters, application forms, interviews and assessment centres.

#### **Careers Service website:**

[www.ed.ac.uk/careers/application-interview-advice](http://www.ed.ac.uk/careers/application-interview-advice)

The CVs, applications and interviews advice section of our website has lots of resources including:

- Short online talks on CVs, covering letters, application forms and interviews
- Free downloadable booklets on 'Effective Applications' and 'Successful Interviews' which are full of useful advice, example CVs and common interview questions
- General advice on what employers want to see on a CV
- Advice on common interview questions and how to handle them
- Advice on preparing for assessment centres and what to expect at an assessment centre
- Advice on how to create a LinkedIn profile including an example student profile

#### **CV and application feedback:**

We can give you feedback on your CV, cover letter, application form or LinkedIn profile. Simply book an appointment in MyCareerHub at a time to suit you and bring a copy with you.

<https://mycareerhub.ed.ac.uk>

#### **Practice interviews:**

If you have an interview coming up you can book a practice interview to help you prepare – these are very useful if you want to build your confidence in answering interview questions. Book in MyCareerHub and upload your application documents when you book.

