Design, Media & Management

Department of Computing

Assignment Brief (2018-19)

Module Title:	Work-Related Project	Module Code:	CO599
Assignment No/Title:	Coursework 1 – Reflective Portfolio	Assessment Weighting:	40%
Submission Date:	Interim Review on Thu 28th March 2019 (in class) Final Submission on Thu 2nd May 2019	Feedback Target Date:	+ 3 weeks
Module Tutor:	Dr Derek Peacock	Course Area	Comp

Submission Instructions:

1. **This assignment must be submitted electronically using Blackboard** by 2pm on the submission date.
2. To submit electronically you must upload your work to the e-submission area within the Blackboard module concerned. Simple instructions are provided within the module.
3. Please do not attempt to submit assignments direct to lecturers as this is not allowed and will result in a non-submission being officially recorded.
4. You will receive a digital receipt as proof of submission. This will be sent to your Bucks e-mail address; please keep this for reference.
5. You are reminded of the University's regulations on cheating and plagiarism. In submitting your assignment you are acknowledging that you have read and understood these regulations.
6. Late submission within 10 working days of the deadline will result in the mark for the assignment being capped at 40%. Beyond this time the work will not be marked.
7. You are reminded that it is your responsibility to keep an electronic copy of your assignment for future reference.

Instructions to Students:

Coursework 1 – Reflective Portfolio

Within this module, you will need to take significant responsibility for your learning and development, planning and achieving personal objectives, and reflecting on your performance and any progress made.

Your 'Reflective Portfolio' will contain several parts compiled in the form of a written report or an e-Portfolio. The main contents are described in more detail under THE ASSIGNMENT TASK, and should be discussed with the tutor throughout the module.

This assignment tests the following Learning Outcomes for the module:

LO1. Compile and present evidence of their personal and professional development.

LO2. Articulate and explain their achievements, experiences and competencies, in order to review and plan their own continuing development.

LO4. Communicate effectively, with well-structured verbal and written reports, as demanded in academic and professional domains.

The Assignment Task:

The portfolio will contain the following parts:

1. **Introduction (3 marks)**
   - To provide background, context, intentions, and also a summary of the contents

2. **Personal Development (34 marks)**

   2.1 Assessing Your Skills (21) – use the table attached to evaluate your strengths and weaknesses, including relevant reference to examples. You may add additional IT specific skills if required.

   2.2 Action Plan (5) – based upon your evaluation in 2.1, identify and justify FIVE priority areas for improvement, and produce appropriate action points for your learning and development. At the end of the module (academic year 2), describe what you have done to fulfil your action plan.

   2.3 Course Learning Experiences (8) – for the various modules on your Foundation Degree course, highlight key things that you have learned; this should include appropriate reference to technical and general skills.

3. **Presenting Yourself to an Employer (18 marks)**

   3.1 Context (3) – to describe your career ambitions, and to explain your choice of job for this part of the portfolio.

   3.2 Job Description (1) – it is essential to include the job specification to show how you have tailored the covering letter and CV accordingly.

   3.3 Covering Letter (4) – to present yourself as a good candidate for the position.

   3.4 CV (10) - production of an up-to-date and professional CV.

4. **Technical Development Objective (20 marks)**

   4.1 Explanation for Choice (3) – explain why this objective has been selected; to be discussed and agreed with the tutor (for example, technical training programme from Lynda.com).

   4.2 Description and Discussion of Learning Achieved (17) – summarise the key things that have been learned; this should take the form of a PowerPoint presentation handout, with approx. 10 slides describing the main topic ideas.

5. **Discussion and Analysis (10 marks)**

6. **Conclusion (5 marks)**

   Appendices (as appropriate) to provide related evidence and information.

The tutor will also give a maximum of **10 marks for overall engagement**, including progress meetings.

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TOTAL MARKS AVAILABLE = 100

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Assessment Criteria:

A (Distinction)
A thorough piece of work, demonstrating a dedicated approach in all aspects. Clear evidence of careful reflection and analysis, including the expression of priorities and action planning. A variety of examples from different contexts have been referenced when undertaking the skills evaluation. Good articulation of learning and development in the context of modules and other personal objectives. The CV is carefully tailored to match the chosen job, in a professional format. High quality presentation and organisation of material.

B (Merit)
A well-presented assignment, showing mostly good examples to explain the full set of skills ratings. Evidence of reflection and evaluation, with mostly good derivation and description of developmental priorities and associated action points. Much of the learning and development in modules has been captured. The CV is clearly constructed, but may be missing some pertinent details.

C (Pass/Merit)
Presentation requires general improvement, and may suffer from a lack of organisation or coherence. Examples supporting the skills evaluation table are brief and mostly from one context (e.g. education). Reflection and evaluation is only partially achieved, meaning that identification of priorities and action points lacks detail and/or justification; meanwhile, the articulation of achievements is not fully explained. The CV is of a satisfactory standard but is likely to contain generic content without the necessary tailoring to fit the job specification.

D (Pass)
Presentation is of a fairly basic standard. Sloppy or untidy workmanship may be seen alongside omissions and weak analysis. Ambiguity and lack of clarity is apparent in the examples used to support the skills evaluation. Limited analysis, with little or no justification for incomplete action points. The CV is incomplete.

E (Marginal Fail)
Narrow failure to meet the expectations required for a Pass (D).

F (Fail)
The assignment requirements have only been partly addressed, with the work being of a generally poor standard and with several major omissions.

**IMPORTANT: REFER TO THE MARKING CRITERIA IN YOUR STUDENT HANDBOOK
FOR GRADING GUIDELINES**

Quality Assurance Record

Internal Approval: | | External Approval: |

Assessing Your Skills – Learning Skills

Learning Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
1. Organising yourself and your time									
2. Note taking									
3. Gathering information from journals/books									
4. Gathering information from Internet/databases									

	Estimate your current level of skill					Priority for improvement			
5. Making judgements about accuracy and relevance of any information found									
6. Revising and preparing for passing professional standards certification									

Assessing Your Skills – Communication Skills

Communication Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
7. Writing, using the correct grammar, punctuation and spelling									
8. Researching, creating and Structuring reports									

	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
9. Using standard professional referencing systems									
10. Making and delivering a presentation									

Assessing Your Skills – Teamwork Skills

Teamwork Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
11. Working with others in a group									
12. Taking part in discussions									

	Estimate your current level of skill					Priority for improvement			
13. Negotiating and assertiveness									

Assessing Your Skills – Information Technology Skills

Information Technology Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
14. Managing and organising information on a computer system									
15. Producing and sharing documents Microsoft Office									
16. Maintaining, designing and developing IT systems									

	Estimate your current level of skill					Priority for improvement			
	1	2	3	4					
17. Effective use of IT communication systems including email									

Assessing Your Skills – Numeracy Skills

Numeracy Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
18. Understanding numbers, measurements, stats and units									
19. Doing calculations and routine mathematics									

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Assessing Your Skills – Problem Solving Skills

Problem Solving Skills	Estimate your current level of skill				Evidence and examples (why you have rated your current skill as shown)	Priority for improvement			
	1	2	3	4		1	2	3	4
	High			Low		High			Low
20. Problem solving									
21. Coping with pressure									