

Assignment front sheet

Qualification		Unit number and title	
Pearson BTEC Higher Nationals in Computing and Systems Development		Unit 3: Employability and Professional Development	
Student name		Assessor name	
		Dr Derek Peacock	
Date issued	Completion date	Submitted on	
13 th September 2016	26 th May 2017		

Assignment title		03-1: Continuous Professional Development			
O	Learning outcome (LO)	AC	In this assessment you will have the opportunity to present evidence that shows you are able to:	Task no.	Evidence
LO 1	Be able to take responsibility for own personal and professional development	1.1	reflect on own current skills and competencies against professional standards and organisational objectives	1	
		1.2	evaluate own development needs and the activities required to meet them	1	
		1.3	devise a personal and professional development plan based on identified needs	2	
		1.4	reflect on own development against original aims and objectives set in the personal and professional development plan	3	

Learner declaration

I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.

Student signature:

Date:

In addition to the above PASS criteria, this assignment gives you the opportunity to submit evidence in order to achieve the following MERIT and DISTINCTION grades

Grade Descriptor	Indicative characteristic/s	Contextualisation
M1 Identify and apply strategies to find appropriate solutions	an effective approach to study and research has been applied	<i>A realistic development plan was created and implemented successfully and on schedule</i>
M2 Select/design and apply appropriate methods/techniques	appropriate learning methods/techniques have been applied	<i>Each goal in the personal development plan was achieved on the first attempt</i>
M3 Present and communicate appropriate findings	Not in this assessment	
D1 Use critical reflection to evaluate own work and justify valid conclusions	Not in this assessment	
D2 Take responsibility for managing and organising activities	substantial activities, projects or investigations have been planned, managed and organised	<i>A personal portfolio has been created, updated and structured to clearly display personal skills and abilities</i>
D3 Demonstrate convergent/lateral/creative thinking	self-evaluation has taken place	<i>The personal portfolio clearly shows a realistic evaluation of all the main relevant skills and abilities</i>

Assignment brief

Unit number and title	Unit 3: Employability and Professional Development
Qualification	Pearson BTEC Higher Nationals in Computing and Systems Development
Start date	
Deadline/hand-in	
Assessor	Dr Derek Peacock

Assignment title	03-1: Continuous Professional Development
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Purpose of this assignment

To provide learners with the opportunity to acquire employability skills required for effective employment and to manage their own personal and professional development.

Scenario

Valerian Software is a small software development firm newly established that is looking to develop novel dynamic interactive websites that make use of modern web development best practices.

You have been recently appointed as an IT Support Technician and you are required as part of your job to complete an on-going CPD program which will last two years.

You have been asked by your manager to create a personal portfolio which contains a detailed evaluation of your skills and competencies, a professional development plan and evidence that clearly shows which of your skills and competencies are up to professional standard, and which still need to be improved.

Task 1 – Evaluate your professional development needs (U03-1.1, U03-1.2)

Create a personal portfolio, and record in that portfolio your current level of competency in all the essential skills required of you as an employee of Valerian Software. To do this you will need to assess your competency in the following skills:-

- | | |
|--|--|
| <ol style="list-style-type: none">1. HTML52. CSS 33. Bootstrap4. jQuery5. C# | <ol style="list-style-type: none">6. JavaScript7. Database Design8. UML Design9. ASP.NET10. Personal transferable skills |
|--|--|

After assessing your competency, evaluate your professional development needs in a meeting with your manager, and record the conclusions in your personal portfolio.

Task 2: Professional Development Plan (U03-1.3)

Create a professional development plan for raising your competencies in at least three of those skills where your current standard is considered too low. Decide on the best way to develop those skills and a time frame for each development. Discuss the plan with your manager who will suggest amendment if necessary before approving it.

Execute the plan, and record the results and update the plan as necessary.

Task 3 Self-Reflection and Appraisal (U03-1.4)

Create a professional profile on [Linkedin](#) which summarises your qualifications, professional skills, and personal profile.

Evaluate the progress you are making in developing your professional skills, and arrange for an appraisal meeting with your manager. After the meeting summarise your current performance, future needs, opportunities and threats to your career progression. Add a summary of this meeting and your own reflection to your personal portfolio.

Evidence checklist	Summary of evidence required by student	Evidence presented
Task 1	A personal portfolio summarising your professional development needs and the results of your skills assessment so far.	
Task 2	A project plan for your professional development of at least three selected skills over the first year which is continuously updated.	
Task 3	A link to your Linkedin professional profile, and a summary of your self-reflection and personal appraisal meeting	

Achievement Summary

Qualification	Pearson BTEC Higher Nationals in Computing and Systems Development	Assessor name	Dr Derek Peacock
Unit Number and title	Unit 3: Employability and Professional Development	Student name	
Criteria Reference	To achieve the criteria the evidence must show that the student is able to:	Achieved ? (tick)	
LO 1.1	reflect on own current skills and competencies against professional standards and organisational objectives		
LO 1.2	evaluate own development needs and the activities required to meet them		
LO 1.3	devise a personal and professional development plan based on identified needs		
LO 1.4	reflect on own development against original aims and objectives set in the personal and professional development plan		
Higher Grade achievements (where applicable)			
Grade descriptor	Achieved ? (tick)	Grade descriptor	Achieved ? (tick)
M1: Identify and apply strategies to find appropriate solutions		D1: Use critical reflection to evaluate own work and justify valid conclusions	Not Available
M2: Select/design and apply appropriate methods/techniques		D2: Take responsibility for managing and organising activities	
M3: Present and communicate appropriate findings	Not Available	D3: Demonstrate convergent/lateral/ creative thinking	

Assignment Feedback

Formative Feedback: Assessor to Student

Action Plan

Summative feedback

Feedback: Student to Assessor

**Assessor
Signature**

Date

**Student
Signature**

Date