**Process Areas**

Category 1 - Requirements Development and Management

Volere template  
Requirements Testing

Category 2 - Design & Development

Storyboards, graphics

**Communication**

Category 3 - Listen actively, to others' views and understand their point of view

Resolving guests problems in work

Staff issues

Group work

Category 4 - Present ideas to different audiences using appropriate media

Talking in front of people

Group chats

email

Creating documentation to explain things

Organizing Christmas dinner for work

**Improving own learning and performance**

Category 5 - Manage and prioritize time to meet deadlines  
PERT, ERD, GANTT Charts etc

Category 6 - Reference materials using an appropriate system   
Harvard – Any assignment I ever did uni or tech.

**Problem Solving**   
Category 7 - Initiate, take decisions and act resourcefully  
As a supervisor I am responsible for many things that happen in the restaurant resolving any issues that a guest may have, resolve any cash discrepancies, manage staff to ensure effective operations of the restaurant, that task are being completed, problems resolved, acquiring resource when they are short, ordering stock etc.  
Supervisor, managing staff, ordering stock, cash handling (petty cash)

Something in the group work maybe

Category 8 - Set down and carry out a systematic sequence of activities  
opening, closing restaurant  
writing any code and writing any report.

**Team Work**

Category 9 - Operate in a range of supportive roles within teams  
I have lots of team work experience as I worked for a Reed Recruitment Hospitality and Catering that sent me to different kitchens and restaurants to work, in each place I went to there were lots of difference and the position I was to fill differed everywhere I went.

I also have experience working in several BHS restaurants where I was in both a staff member and sometimes the most senior member at times.

I then moved to Burger King where I have worked in many different restaurants doing many different jobs, eventually getting promoted to supervisor where I have many responsibilities effectively managing staff roles to ensure fast safe and friendly service.   
  
I have worked as part of a group in both university and college for several project the most recent 2 would be embedded electronic systems and Website something – Fix -. In the embedded electronics assignment Sarah and myself took responsibility for the input side of the project and Christopher and James took responsibility for the output both sides of the project had to ensure communication between the devices

Category 10 - Take initiative and lead others  
I was promoted to supervisor in August 2016 in Burger king, which involved many new responsibilities. One of which was the authority to lead other members of staff in operating the restaurant in accordance of my other responsibilities. I would have to demonstrate the initiative to complete tasks and resolve issues.

Course representative – evidence certificate

I have been the representative to my course from second year, I have reported several issues reported from members of my course, provided feedback to the course director through the sscc and attended several students union meeting.

Category 9 or 10 or delete - take responsibility and carry out agreed tasks  
Group work  
Project charter  
Supervisor

**Security and ethics**Category 11 - Security threats and countermeasures

Covered this throughout university how to make your code less vulnerable

Key holder for work

Category 12 - Social, legal and ethical considerations  
Food safety

Work environment BKU for proof

Covered this in first and second year of uni state things learned and marks I got

2 skills each category

evidence their possession of key skills associated with undertaking a final year capstone project

systematic collection of student work and related material that depicts a student's activities, accomplishments, knowledge and achievements

evidence will be collected from the modules on the course but work experience and other experiences should also be used. Try and balance.

Evidence evidence evidence

Twelve skills in total should be evidenced allowing a maximum mark of 60 (thereafter commuted to a percentage).