**Process Areas**

Requirements Development and Management

Volere template  
Requirements Testing

Design & Development

Storyboards, graphics

**Communication**

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

Resolving guests problems in work

Staff issues

Group work

Present ideas to different audiences using appropriate media

Talking in front of people

Group chats

Creating documentation to explain things

Organizing Christmas dinner for work

**Improving own learning and performance**

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

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

**Problem Solving**

Initiate, take decisions and act resourcefully  
Supervisor, managing staff, ordering stock, cash handling (petty cash)  
Something in the group work maybe

Set down and carry out a systematic sequence of activities  
writing any code

**Team Work**

Operate in a range of supportive roles within teams  
reed recruitment  
group work  
bk

take initiative and lead others  
supervisor  
course representative – certificate  
take responsibility and carry out agreed tasks  
Group work  
Project charter  
Supervisor

**Security and ethics**Security threats and countermeasures

Covered this throughout university how to make your code less vulnerable

Key holder for work

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.