School of Business, Law & Entrepreneurship

INF20028 Professional Capabilities for a Digital World

Semester 2 2023

**Assignment 1 Part 1: Professional Me**

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| **Assessment Type** | Self-Reflective Evaluation |
| **Unit Learning Outcomes (ULO’s)** | ULOs that relate to this task:   1. 2) Evaluate the role of standards, codes of conduct and legislative/regulatory obligations on the level of professionalism of the ICT industry. 2. 3) Review the roles and responsibilities of ICT professionals in organisations and society from a range of perspectives such as work-life balance, mentoring and life- long learning. |
| **Group or Individual task** | Individual |
| **Weighting (%)** | 10% |
| **Due Date** | 11:59pm Friday 21st January 2024 |
| **Submission details/form** | Word document |

## Overview of your task

Reflection is a key component of the learning process. Reflecting on your understanding and skills also requires you to engage in critical thinking. You will have to analyse your knowledge and abilities, which is a valuable skill in itself. This task will give you the opportunity to become more aware of your current knowledge, skills, and attitudes. It will encourage introspection, allowing you to understand your strengths and weaknesses, and to identify areas where improvement or development is needed.

**In this assignment, you are to produce a reflective paper of 800 words that captures your current understanding, knowledge, and skills across two key professional domains:**

*Domain 1: Industry awareness*

*Domain 2: Organisational Competencies / Transferable Skills*

***Industry Awareness***

Industry awareness for a practicing professional goes beyond understanding the technical aspects of

one's specific job or role. It involves a holistic comprehension of the industry's landscape, including its

current trends, challenges, opportunities, and competitive environment. This would include the

regulatory environment, the cultural nuances, diversity and inclusion practices within the industry,

knowledge of the skills currently in demand in the industry and emerging roles and career

development opportunities. It would also include awareness of the environmental impact of the

industry and the steps being taken towards sustainability.

***Organisational Competencies / Transferable Skill***

Transferable skills, soft skills or professional skills, are a set of non-technical abilities and organisational

competencies that enable professionals to interact effectively and harmoniously with others. They are critical

for success in the workplace and complement hard or technical skills. For a practicing professional, these

skills allow them to navigate the complexities of organisational dynamics, lead and collaborate with teams, and

manage projects and initiatives efficiently.

These 2 domains will be explored through a series of prompts that you will respond to. Your

responses should provide a snapshot of your current competencies, understandings, and perspectives.

***Prompts***

*Industry Awareness: Reflecting on your knowledge and understanding of the IT industry:*

1. How would you describe your current understanding of the IT industry as a whole?

2. What is your current understanding of the latest trends and developments in the IT industry

and how do you stay updated on the latest trends and developments in the IT industry?

3. Can you identify any of the key challenges and opportunities in the IT industry today?

4. What aspects of the IT industry are you hoping to learn more about during this unit?

*Organisational Competencies, Soft Skills, or Functional Skills: Reflecting on your understanding and*

*awareness of your soft skills or functional skills.*

1. How would you define organisational competencies, soft skills, or functional skills?

2. Which soft skills do you believe are most important for a professional in the IT industry? Why?

3. Reflecting on your current soft skill competencies, which soft skills do you think you need to

improve or develop further?

4. What steps are you planning to take during this course to enhance your soft skills?

**Important information on referencing**

**You should support your reflection with 5 academic references.**

**APA 7th must be used as the referencing style.** If unfamiliar with the style, please visit the links to the Swinburne Library Referencing in the Canvas resources or from the Swinburne University Library website.

Be aware that only references mentioned within the reflection may be included in your reference list. This is the defining difference between a reference list and a bibliography. Sources should be based around a mix of academic publications such as books, journal articles, industry magazines, videos, newspaper articles (including online news items), blogs and other relevant items. Your ability to determine the validity and appropriateness of the source is also being assessed within this assignment.

**Other important information on submission requirements**

* + Assessments must be submitted via Canvas. Do not email the assessment to your Convenor.
  + No coversheet is required. The Declaration and Statement of Authorship is now located inside each Assignment Folder in Canvas.
  + Keep a backup of your submission. If your assessment goes astray, whether your fault or ours, you will be required to reproduce it.
  + Your submission is expected to be well edited for typos.

### Marking Criteria

A rubric for this assessment item will be available in Week 1 in Canvas in the Assignment 1 Folder and discussed by the teaching team in class. The onus is on the student to comprehend each element within the rubric. If unsure, seek clarity from a member of the teaching team.

### Extensions and Late Submission

Please reread the section on extensions and late submission in the Unit Outline. Extension requests will be strictly enforced.

### Assessment Help

If you have any queries or concerns, you may discuss them with the Convenor and/or tutor in person, in class, inside the Canvas discussion board for this assignment or by email.

Technical assistance can be obtained from the Swinburne Service Desk: [servicedesk@swin.edu.au](mailto:servicedesk@swin.edu.au) or (03)9214 5000.