**MODULE M11 ASSESSMENT DETAILS**

**1. Rationale**

This model serves to remind you that the project is not over until the assessment has been made, a mark given, and feedback provided.

**2. Definition**

Assessment is defined as a system of marking and grading individual pieces or work. This process uses uniform testing methods in which levels of performance are reflected fairly in the marks.

**3. Advantages**

In this system marking and grading is not only fair but is seen to be fair.

**4. Action Points**

* Marks are given for the proposal at the start of the project
* At the end of the project three different marks are given
* Marks are awarded to the written business plan, the presentation and the reflective report
* The project will be marked by two tutors
* Assessment regulations are made to ensure fairness
* Sign the declaration of originality
* Project will be regarded as confidential
* Pay attention to the quality of presentation, verbal and written.

**5. Do’s and Don’ts**

Don’t plagiarise.

**6. Thought Provoking Questions**

Q1. How can you maximise your marks?

Q2. What will I gain from this project?

**7. Best Sources for Help**

Practise, practise, practise

See references.

**MODULE M11 PERSONAL DEVELOPMENT RESPONSIBILITIES**

**REMEMBER…….**

**Who is responsible for**

**your development?**

**ONLY YOU!**

**MODULE M11 PERSONAL OUTCOMES**

|  |  |
| --- | --- |
| **OUTCOMES** | **ASSESSMENT CRITERIA** |
| **1. Undertake responsibility for his/her own personal and career development.** | * Identify, review and assess own performance of current management skills. * Conduct a self-assessment inventory. * Devise a personal development plan to achieve personal targets and short and long term learning objectives. |
| **2. Evaluate the progress and achievement of personal development and learning targets.** | * Evaluate learning and development with original aims and objectives set in the development plan. * Reset objectives in the light of evaluation and feedback. |
| **3. Develop a range of interpersonal and transferable skills.** | * Create or identify solutions to a range of work based problems. * Communicate in a variety of styles and appropriate manner at various levels. * Identify a range of effective time management strategies. |
| **4. Demonstrate self managed learning in a professional context.** | * Apply an awareness of how people learn to identify suitable methods for development. * Suggest ways in which lifelong learning could be encouraged. * Use a range of research methods and sources. * Give a presentation evaluating progress in achieving learning objectives outlined in the personal development plan. |

**MODULE M11 RECORD OF EVENTS**

#### To aid your planning please enter the key events in the eCommerce Project

|  |  |
| --- | --- |
| **DATE** | KEY EVENTS |
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**MODULE M11 WEEKLY ‘LEARNINGS’**

#### PLEASE KEEP A RECORD OF YOUR WEEKLY ‘LEARNINGS’ FOR DISCUSSION WITH YOUR TUTOR. PHOTOCOPY OR WORD PROCESS FURTHER COPIES.

|  |  |
| --- | --- |
| **RECORD** | PRIORITIES |
| Your Name: …………………………………….  Date Written: …………………………………..  Period Covered: …………………………….… | 1. -------------------------------------------------------  2. -------------------------------------------------------  3. --------------------------------------------------------  4. --------------------------------------------------------  5. --------------------------------------------------------  6. --------------------------------------------------------  7. -------------------------------------------------------- |
| COMPUTING LEARNINGS | MARKETING LEARNINGS |
| 1. -------------------------------------------------------  2. -------------------------------------------------------  3. --------------------------------------------------------  4. --------------------------------------------------------  5. --------------------------------------------------------  6. --------------------------------------------------------  7. -------------------------------------------------------- | 1. -------------------------------------------------------  2. -------------------------------------------------------  3. --------------------------------------------------------  4. --------------------------------------------------------  5. --------------------------------------------------------  6. --------------------------------------------------------  7. -------------------------------------------------------- |
| **E COMMERCE PROJECT LEARNINGS** | PERSONAL DEVELOPMENT LEARNINGS |
| 1. -------------------------------------------------------  2. -------------------------------------------------------  3. --------------------------------------------------------  4. --------------------------------------------------------  5. --------------------------------------------------------  6. --------------------------------------------------------  7. -------------------------------------------------------- | 1. -------------------------------------------------------  2. -------------------------------------------------------  3. --------------------------------------------------------  4. --------------------------------------------------------  5. --------------------------------------------------------  6. --------------------------------------------------------  7. -------------------------------------------------------- |

**MODULE M11 SKILLS AUDIT**

**Please complete at the beginning of the project:**

|  |  |
| --- | --- |
| **NAME** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **SKILLS AT PRESENT** | **PERSONAL EVIDENCE** | **ACTION PLAN TO IMPROVE** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILL AREA** |  | **ACTIONS** | **REVIEW DATE** |
| **Planning** |  |  |  |
| **Ability to follow instructions** |  |  |  |
| **Self discipline and management** |  |  |  |
| **Communications:**  **Verbal** |  |  |  |
| **Communications:**  **Written** |  |  |  |
| **Using mathematics** |  |  |  |
| **Using IT** |  |  |  |
| **Working with others** |  |  |  |
| **Problem solving** |  |  |  |
| **Computing**  **knowledge/ skills** |  |  |  |
| **Marketing**  **Knowledge/ skills** |  |  |  |
| **E Commerce**  **Knowledge/skills** |  |  |  |

**MODULE M11 SKILLS REVIEW**

**Please complete at the end of the project:**

|  |  |
| --- | --- |
| **NAME** | **DATE** |

|  |  |
| --- | --- |
| **I have been proud of:** |  |
| **I believe I am good at:** |  |
| **I think I need additional help in the following:** |  |
| **Evidence of my ability to self manage:** |  |
| **Evidence of my numeracy skills:** |  |
| **Evidence of my IT skills:** |  |