

Te Hoe Whakairi Kōrero

Department of Creative Industries and Digital Technologies

Bachelor of Information and Communication Technologies

Graduate Diploma in Information & Communication Technologies

BCIS309 Work Integrated Learning Project

Semester Two 2023

Assessment One

Written Assessment – Proposal and WIL agreement

Due: End of Week 5 - Friday 18 August 2023

This assignment is worth 10% of the total marks for this course. There is a requirement of at least 50% mark to pass before being allowed to proceed with the project.

Submissions received late (without prior agreement and/or negotiated extension) will be subject to a penalty of 10% of the student's mark per working day.

Ara and its faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that when submitting this assignment, it may be subject to submission for textual similarity review to Turnitin.com.



Aims

The aim of this assessment is for you to demonstrate your ability to gather, evaluate, plan and document how you will deliver a project that meets your client's needs. You will do this by creating a proposal document covering all the elements contained in the BCIS309 Project Proposal Template document available on Moodle.

Outcomes

The proposal is a formal agreement of the work you are committing to do for the Industry Supervisor/Client and the Academic Supervisor. You will submit the final proposal for grading by the Course Convenor.

After feedback and correction to your proposal, you will submit a Project Approval signoff document with the signatures of the Industry Supervisor/Client, Student, and Academic Supervisor to the Course Convenor for final signoff.

You must also submit a completed Work Integrated Learning (WIL) Agreement together with any other attachments from the industry to the Course Convenor for signing before project work commences. This should be completed as soon as possible to allow you access to the industry placement work site for the project duration.

For the first 5 weeks of the course, you will be researching, evaluating, documenting and adopting appropriate methodologies to produce the proposal, get approvals and obtain the contract signatures in the WIL agreement to allow you to commence the project development.

SUBMISSIONS – Upload final documents on Moodle

Draft Submissions

Draft submissions are encouraged for formative feedback on the areas you will be including in your assessment. You should seek feedback from your Academic Supervisor and Industry Supervisor/Client during your proposal development.

You will be expected to make any improvements advised before compiling your final submissions.

Submission

The final proposal document must be of a professional business standard, containing the sections indicated in the project proposal template with current APA referencing applied (as per the *Word Instructions and Quickguide* document on Moodle). Utilise the proposal template document, WIL agreement, and Approval document provided on the course Moodle site.

See the report section guide overleaf for the areas you need to cover.

Upload your final Proposal Document for Grading to the Moodle Proposal Dropbox.

Upload your signed Proposal Approval and WIL Agreements to the appropriate Moodle Dropboxes.

Report Section Guide

Assessment Item
Project Details, Project Scope, Project Plan – High Level, Project Plan - Detailed
Stakeholder Management
Student Skills
Risk Management Programme
Quality Assurance Programme
Methodology
Professionalism, Ethics, Sustainability, Inclusive Practice and Te Tiriti o Waitangi
Effective Written Communication, APA, and layout
Work Integrated Learning Agreement

You will also be marked on how well you apply report features and formatting including current APA 7 Referencing and Styles and the use of layout to achieve effective communication of the information.

Marking guide

See the BCIS309 Ass1 Marking Schedule 2023 S1 document on Moodle for a breakdown guide to the assessment marking.