

CCT College Dublin Continuous Assessment

Programme Title:	BSc in Computing & IT		
Delivery Mode:	Classroom		
Cohort Details:	BScHons Sept 2021 - Semester 7		
Module Title(s):	Professional Development		
Assignment Type:	Individual	Weighting(s):	30% of total module assessment
Assignment Title:	Skills Gap Analysis and Personal Development Plan		
Lecturer(s):	Neil Doyle		
Issue Date:	30/09/2024		
Submission Deadline Date:	29/10/2024 @ 11:59pm		
Late Submission Penalty:	Late submissions will be accepted up to 5 calendar days after the deadline. All late submissions are subject to a penalty of 10% of the mark awarded . Submissions received more than 5 calendar days after the deadline above will not be accepted and a mark of 0% will be awarded.		
Method of Submission:	This assignment is submitted via Moodle.		
Instructions for Submission:	Please use the supplied Word template for completing your Skills Gap Analysis. Personal Development Plan video should be recorded, saved on your CCT Google Drive and a link uploaded to Moodle		
Feedback Method:	Results posted in Moodle gradebook		
Feedback Date:	2- 3 weeks after submission deadline date		

Assessment Outline

Description of Assessment Task

Students will have at this stage completed various self-assessment tools in class (e.g, Personality / Social Styles assessment, Emotional Intelligence test).

Using the learnings from these assessments, you must complete a Skills Gap Analysis for a job role of your choice.

Finally, you must record a short video (3 to 4 mins) outlining a Personal Development Plan that you feel will help you bridge the gaps that you have identified between your current skills & experience and the skills & experiences required for the job you have chosen.

Skills Gap Analysis (20%)

1. You must identify a current job / role that you would be interested in applying for upon completion of your Bsc in Computing & IT.

IMPORTANT: A detailed job description, including a list of the skills and competencies required for the role, must be included in Section 1 of your submission.

2. Using Section 2 of the template supplied on Moodle, you are required to complete a SWOT analysis which provides an overall inventory of your current skills.
3. Using Section 3 of the template, you are required to complete a Skills Gap Analysis **specifically for the job you have identified.**

Personal Development Plan (10%)

On completing your Skills Gap Analysis, you must now decide what skills and competencies 'gaps' you are going to focus on developing over the next 6 to 12 months.

1. You must record a selfie-style video of yourself lasting no more than 4 minutes. In the video you should explain the following;
 - a. Summarise your Strengths and Opportunities from your SWOT analysis
 - b. A description of the types of roles /careers that you would be interested in upon finishing your studies
 - c. Highlight the 2 most important 'soft-skills' that you feel you need to develop in order to be successful in your chosen career
 - d. Highlight 2 technical skills that you feel you need to develop in order to be successful in your chosen career
 - e. Outline what actions you will take over the next 6 to 12 months to grow your skills in the 4 areas you have identified for development.
2. Save the recording to your CCT Google Drive and share access with me (ndoyle@cct.ie)
3. Add the URL to the recording to Section 4 of the Skills Gap Analysis template

Marking Scheme

Skills Gap Analysis (20% Weighting)	
SWOT Analysis <i>List of your strengths, weaknesses, opportunities and threats in relation to your preferred career. Evidence of self-reflection and self-assessment in Strengths and Weaknesses.</i>	30 marks
Job Profile <i>Clear description of job chosen - Industry, Role Description, Skills Required, Experience levels</i>	10 marks
Skills Description <i>Main skills required for role have been identified, mix of soft skills and technical skills listed</i>	10 marks
Skill Levels Assessed <i>Evidence of self-reflection and self-assessment in assessment of current skill levels</i>	25 marks
Plans for Development <i>Actions for development listed, development activities well described, development activities / actions are SMART (specific, measurable, achievable, relevant and time-bound)</i>	25 marks
Total	100 Marks

Personal Development Plan - Video (10% Weighting)	
SWOT Summary <i>Clear and concise summary provided on each element of SWOT analysis, well articulated</i>	20 marks
Preferred Roles / Career <i>Clear description of the types of roles /careers that you would be interested in upon finishing your studies, well articulated</i>	20 marks
Skills identified for development <i>2 x soft skills and 2 x technical skills identified and described clearly</i>	20 marks
Action Plan <i>Evidence of SMART actions for skills development, clearly articulated</i>	20 marks
Quality of Video <i>Clear image quality, sound is clear and audible, all content covered</i>	20 marks
Total	100 Marks

Learning Outcomes:

This assessment addresses the following module learning outcomes for this module:

MLO 1 - Set achievable goals for career success (Continuing Professional Development)

MLO 2 - Self-appraise technical and transversal skills for the purpose of identifying strengths and weaknesses for skills planning development

MLO 3 - Critical evaluate further and higher educational programmes for the purpose of identifying and selecting suitable programmes of study for further success

Assessment Requirements

All assessment submissions must meet the following minimum requirements:

- Be submitted in the format outlined in the assignment summary table.
- Meet the minimum workload requirement [insert relevant workload indication e.g. Wordcount, size document, lines of code].
- Be submitted by the deadline date specified or be subject to late submission penalties.
- Be submitted via Moodle upload (or alternative if needed).
- Use Harvard Referencing when citing third party material.
- Be the student's own work.
- Include the CCT assessment cover page.

Statement of Acceptable Use of Artificial Intelligence

Use Prohibited
<ul style="list-style-type: none">• The use of generative AI tools (such as ChatGPT, DALL-E, etc.) is not permitted in this assignment.• Any assignment that is found to have used generative AI tools in an unauthorised way will be subject to college disciplinary procedures as outlined in the QA Manual.• When in doubt about permitted usage, please ask for clarification.

The Irish Grading System

The grading system in CCT is the QQI percentage grading system and is in common use in higher education institutions in Ireland. The pass mark and thresholds for different grade bands may be different from what you have experienced in the higher education system in other countries. CCT grades must be considered in the context of the grading system in Irish higher education and not assumed to represent the same standard the percentage grade reflects when awarded in an international context.

Please review the CCT Grade Descriptor available on the module Moodle page for a detailed description of the standard of work required for each grade band, and review the marking criteria outlined in this assignment brief for a breakdown of the marking criteria for this specific assignment.

Additional Information

- Lecturers are not required to review draft assessment submissions. This may be offered at the lecturer's discretion.
- In accordance with CCT policy, feedback to learners may be provided in written, audio or video format and can be provided as individual learner feedback, small group feedback or whole class feedback.
- Results and feedback will only be issued when assessments have been marked and moderated / reviewed by a second examiner.
- Additional feedback may be provided as individual, small group or whole class feedback. Lecturers are not obliged to respond to email requests for additional feedback where this is not the specified process or to respond to further requests for feedback following the additional feedback.
- Following receipt of feedback, where a student believes there has been an error in the marks or feedback received, they should avail of the recheck and review process and should not attempt to get a revised mark / feedback by directly approaching the lecturer. Lecturers are not authorised to amend published marks outside of the recheck and review process or the Board of Examiners process.
- Students are advised that disagreement with an academic judgement is not grounds for review.
- For additional support with academic writing and referencing students are advised to contact the CCT Library Service.
- For additional support with subject matter content students are advised to contact the [CCT Student Mentoring Academy](#)
- For additional support with IT subject content, students are advised to access the [CCT Support Hub](#).