

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:	CV, Cover Letter and Presentation	Weighting(s):	40% of total module assessment
Assignment Title:	Skills Gap Analysis and Personal Development Plan		
Lecturer(s):	Neil Doyle		
Issue Date:	21/10/2024		
Submission Deadline Date:	17/11/2024 @ 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

Part 1 - CV and Cover Letter (20%)

Students must create and submit their own CV and cover letter for an employment position of their choice. Students must choose from one of the job profiles posted on the Professional Development Moodle page.

Both the CV and cover letter must be tailored to the job you are applying for in order to maximise your marks for this assignment.

Requirements:

- Students **must state clearly on their cover letter** the specific job which they are applying for. Failure to do so will result in a loss of marks.

Marking Scheme

CV and Cover Letter (20% Weighting)	Marks Allocated
CV includes all headings from Sample CV provided and content is updated	20
CV includes evidence of Class Projects (Outlined in detail including Aims, Objectives, Results, Findings, etc)	20
CV has been tailored to specific role applied for (skills and competencies updated and relevant to job profile)	20
Links to any external sites included and working, with content updated on external links (e.g. LinkedIn, GitHub, e-portfolio)	10
Cover letter tailored to role (references exact role applied for)	10
Evidence of skills related to the role applied for (in CV and cover letter)	10
Spelling, grammar and format of CV and cover letter (font style and size match on both)	10
Total	100 Marks

Part 2 - Recorded Presentation (20%)

Students must record a presentation to support their job application. The title of the presentation is;

“Why I am the best candidate for this position”

Requirements:

- Presentation must be a minimum of 2 minutes, but no longer than 3 minutes.
- The recording must show your full body in frame (from head to feet) and you must be standing when presenting.
- Please ensure the sound and picture of your video is of a good quality. If I can't see or hear you properly you will lose marks.
- No slides are required - it is a verbal presentation only.
- Recording must be saved to your CCT Google Drive and access shared with me (ndoyle@cct.ie).
Please only upload the Assignment Cover Sheet (with URL link included) to Moodle for this part of the assignment.

Marking Scheme

Recorded Presentation (20% Weighting)	Marks Allocated
Confident Body Language displayed (eye contact, hand-gestures, facial expressions, posture etc)	40
Confident Tone, Pitch and Pace of Voice	20
Clear articulation of words	10
Communicated with Impact (emphasis, pausing, use of powerful words etc)	20
Overall quality of video (clear picture, good sound quality, good lighting)	10
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 4 - Design and develop professional Curriculum Vitae and cover letters for specific roles and organisations, and develop a professional online presence

MLO 5 - Confidently communicate and articulate knowledge, skills and competences for the purpose of employment interview and presentation settings

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](#).