



Assessment Brief

Module Code

HLT7032

Module Title

INDUSTRY PROJECT MANAGEMENT

Academic Year

22/23

Semester

2

Module Leader email

jreis@cardiffmet.ac.uk

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Assessment title	Abr.	Weighting
INDIVIDUAL REFLECTION PRESENTATION	PRES1	50%
Pass marks is 50% for postgraduate work		

Task/assessment brief:**PRES1 - Individual Reflection PRESENTATION****Submit via Moodle by** Friday 5th May 2023, 5pm.

This individual PRESENTATION should be approximately 2000 words equivalent in length. You should evaluate the planning and execution of your project and in particular, your experience of working in the team. Use theory to substantiate your main points where possible. Include suggestions for how the management process and your involvement could be improved if it were to be repeated.

Each student will be required to present a summary of their work via a powerpoint presentation. This should be pre-recorded and uploaded to Moodle. The presentation should last around 15 minutes and include scripted notes.

This presentation should not be a descriptive piece of work, but a critical evaluation and reflection of the processes employed to undertake the work.

Word count (or equivalent):

2000 WORDS

This a reflection of the effort required for the assessment. Word counts will normally include any text, tables, calculations, figures, subtitles and citations. Reference lists and contents of appendices are excluded from the word count. Contents of appendices are not usually considered when determining your final assessment grade.

Academic or technical terms explained:

n/a

Submission Details

Submission Deadline:	Friday 5 th May 2023	Estimated Feedback Return Date	This will normally be 20 working days after initial submission.
Submission Time:	By 5pm on the deadline day.		
Moodle/Turnitin:	Any assessments submitted after the deadline will not be marked and will be recorded as a non-attempt unless you have had an extension request agreed or have approved mitigating circumstances. See the School Moodle pages for more information on extensions and mitigating circumstances.		

File Format:

The assessment must be submitted as a pdf document (save the document as a pdf in your software) and submit through the Turnitin submission point in Moodle.

Your assessment should be titled with your:

**student ID number, module code and assessment ID,
e.g. st12345678 HLT7032 PRES1**

Feedback

Feedback for the assessment will be provided electronically via Moodle. Feedback will be provided with comments on your strengths and the areas which you can improve. View the [guidance](#) on how to access your feedback.

All marks are provisional and are subject to [quality assurance processes](#) and confirmation at the programme Examination Board.

Assessment Criteria

Learning outcomes assessed

1. Examine and assess THE industry-based issues/problems/innovations and present solutions/ideas to an individual organisation.
2. Effectively demonstrate individual learning enhancement alongside working with peers and developing stakeholder relationships.
3. Reflect critically upon practice and adapt that practice to a variety of contexts and challenges
4. Critically reflect upon and evaluate the approaches to project planning and implementation, and the learning process involved.

Other skills/attributes developed

This includes elements of the Cardiff Met EDGE (Ethical, Digital, Global and Entrepreneurial skills) and other attributes developed in students through the completion of the module and assessment. These will also be highlighted in the module guidance, which should be read by all students completing the module. Assessments are not just a way of auditing student knowledge. They are a process which provides additional learning and development through the preparation for and completion of the assessment.

- Problem Solving and Analytical Ability
- Flexibility and Adaptability
- Effective Communication
- Creativity and Innovation

Marking/Assessment Criteria

PRES1 Self Reflection Assessment Criteria

Assessment Area	Mark (%)
a) Summary of PM4SD project development process	/20
b) Critical reflection on team dynamics	/40
c) Critical reflection on own practice, using self reflection questionnaires completed in Weeks 1 and 11	/20
d) Suggestions for own improvement	/20
	TOTAL / 100

Further Information

Who can answer questions about my assessment?

Questions about the assessment should be directed to the staff member who has set the task/assessment brief. This will usually be the Module Leader (Jeanette Reis). They will be happy to answer any queries you have.

Staff members can often provide feedback on an assignment plan but cannot review any drafts of your work prior to submission. The only exception to this rule is for Dissertation Supervisors to provide feedback on a draft of your dissertation.

Referencing and independent learning

Please ensure you reference a range of credible sources, with due attention to the academic literature in the area. The time spent on research and reading from good quality sources will be reflected in the quality of your submitted work.

Remember that what you get out of university depends on what you put in. Your teaching sessions typically represent between 10% and 30% of the time you are expected to study for your degree. A 20-credit module represents 200 hours of study time. The rest of your time should be taken up by self-directed study.

Unless stated otherwise you must use the **HARVARD** referencing system. Further guidance on referencing can be found in the Study Smart area on Moodle and at www.citethemrightonline.com (use your university login details to access the site). Correct referencing is an easy way to improve your marks and essential in achieving higher grades on most assessments.

Technical submission problems

It is strongly advised that you submit your work at least 24 hours before the deadline to allow time to resolve any last minute problems you might have. If you are having issues with IT or Turnitin you should contact the IT Helpdesk on (+44) 2920 417000. You may require evidence of the Helpdesk call if you are trying to demonstrate that a fault with Moodle or Turnitin was the cause of a late submission.

Extensions and mitigating circumstances

Short extensions on assessment deadlines can be requested in specific circumstances. If you are encountering particular hardship which has been affecting your studies, then you may be able to apply for mitigating circumstances. This can give the teachers on your programme more scope to adapt the assessment requirements to support your needs. Extensions and mitigating circumstances policies and procedures are regularly updated. You should refer to your degree programme or school Moodle pages for information on extensions and mitigating circumstances.

Unfair academic practice

Cardiff Met takes issues of unfair practice **extremely seriously**. The University has procedures and penalties for dealing with unfair academic practice. These are explained in full in the University's Unfair Practice regulations and procedures under Volume 1, Section 8 of the Academic Handbook. The Module Leader reserves the right to interview students regarding any aspect of their work submitted for assessment.

Types of Unfair Practice, include:

Plagiarism, which can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples include:

- Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, where quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.
- Use of another person's words or ideas that have been slightly changed or paraphrased to make it look different from the original.
- Summarising another person's ideas, judgments, diagrams, figures, or computer programmes without reference to that person in the text and the source in a bibliography/reference list.
- Use of assessment writing services, essay banks and/or any other similar agencies (NB. Students are commonly being blackmailed after using essay mills).
- Use of unacknowledged material downloaded from the Internet.
- Re-use of one's own material except as authorised by your degree programme.

Collusion, which can be defined as when work that has been undertaken with others is submitted and passed off as solely the work of one person. Modules will clearly identify where joint preparation and joint submission are permitted, in all other cases they are not.

Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

How is my work graded?

Assessment grading is subject to thorough quality control processes. You can view a summary of these processes on the [Assessment Explained Infographic](#).

Grading of work at each level of Cardiff Met degree courses is benchmarked against a set of general requirements set out in [Volume 1, Section 4.3](#) of our Academic Handbook. A simplified version of these Grade Band Descriptors (GBDs) with short videos explaining some of the academic terminology used can be accessed via the [Facilitation of Learning](#) resource page.

We would strongly recommend looking at the [Study Smart](#) area of Moodle to find out more about assessments and key academic skills which can have a significant impact on your grades. Always check your work thoroughly before submission.

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