University of
Salford
MANCHESTER

Assessment Information/Brief 2025_26

Module title	**Career Development**
CRN	52790
Level	5
Assessment title	**Early Self-Assessment Report**
Weighting within module	This assessment is worth 30% of the overall module mark.
Module Leader/Assessment set by	Dawn Mather Email:d.m.mather@salford.ac.uk
Submission deadline date and time	**Friday 21/11/2025 16:00** The submission deadline is 21/11/2025 by no later than 16:00. Any submission received after 16:00 (even if only by a few seconds will be considered as late). Students with a Reasonable Adjustment Plan (RAP) or Carer Support Plan should check your plan to see if an extension to this submission date has been agreed.
How to submit	You must submit your assessment online through the module's Blackboard designated submission area. Your report must be a single **PDF file** whose name should be as follows: **<Your surname>_<Your first name>_<Your roll number> Assessment1.pdf** e.g. Smith_John_@0657865 Assessment1.pdf.
Assessment task details and instructions	This Early Self-Assessment Report is an opportunity for you to reflect on your *current* set of soft skills in a thoughtful manner. List the soft skills that you consider you possess now and discuss the extent to which you possess them, as well as what you think you need to develop further. A set of soft skills was described in the first lecture. As a starting point you can consider those soft skills (or a reasonable subset of those soft skills) in addition to any other soft skills that are relevant to you.

For those skills that you feel comfortable claiming that you possess, provide evidence (using examples) to back up your belief. Discuss also what steps (if you need any) you will take to further improve your level of that skill.

For those skills that you do not claim to be a part of your skills set, explain what steps you are taking, or will take, to improve each of those skills.

The skills audit in Week 3 and the personality / psychometric test in Week 7 will help to clarify your thoughts and to justify any conclusions that you can draw at this stage of the academic year.

Assessment Criteria

Key marking criteria for this report are: the range of skills considered, the honesty and depth of your self-reflection, and your plans for improvement. The structure, grammar and presentation of the report are also important factors.

For more detailed information, a marking guidance table for this Early Self-Assessment report is attached at the end of this assessment brief.

You should consult these assessment criteria to find out what we are specifically looking at during the assessment.

Assessed intended learning outcomes

On successful completion of this assessment, you will be able to:

1. Discuss the importance of soft skills to the IT business environment.
2. Critically reflect on your own soft skills development needed to increase your employability chances.

Employability Skills developed / demonstrated

You will develop a range of employability skills sought by employers through each assessment.

Through this assessment you will have an opportunity to develop and demonstrate the following employability skills:

Skill	I	U	A	D
Communication			X	
Critical Thinking and Problem Solving			X	
Data Literacy		X		
Digital Literacy		X		
Industry Awareness			X	

Innovation and Creativity		X		
Proactive Leadership	X			
Reflection and Life-Long Learning				X
Self-management and Organisation				X
Team Working	X			

I = You will have been introduced to this skill

U = You will have developed an understanding of this skill in the context of your subject

A = You will be able to apply this skill in the context of your subject

D = You will have demonstrated an enhanced understanding and application of this skill in a wider context

Using Artificial Intelligence (AI) Tools	All the text in this Early Self-Reflection report **must genuinely be your own**. For this assessment the use of tools, software, or features of software which use artificial intelligence to generate content such as text, images or data, **is not authorised.** The work you submit must be entirely your own, representing your own abilities and ideas. Use of AI to generate a response to questions in this assessment, or the assessment brief, is academic misconduct. Reliance upon AI tools will also become problematic for you both in further study and your future career as the knowledge, critical and analytical thinking required for this assessment are essential, foundational skills you are expected to acquire and develop independently.
Word count/ duration (if applicable)	Your report should be about 1500 words. This is about 4 A4 pages in regular size font (e.g. Arial 11) with section headings and single spacing between text lines.

You should not aim for less than the above word count. If you feel you need to exceed it (e.g. to describe additional skills) you will not be penalised, as long as you keep the additional text to a reasonable length (e.g. not more than another 500 words).

As part of your writing skills development, try to be concise but without omitting anything important. Unnecessarily long or repetitive reports do not score highly. |

Feedback arrangements	You can expect to receive your marks and written feedback through Blackboard, 15 working days after your submission deadline. If for some reason this is not feasible, you will be informed of the revised date in good time.
Academic Integrity and Referencing	Students are expected to learn and demonstrate skills associated with good academic conduct (academic integrity). Good academic conduct includes the use of clear and correct referencing of source materials. Here is a link to where you can find out more about the skills which students need: [Academic integrity & referencing](#) [Referencing](#)
	Academic Misconduct is an action which may give you an unfair advantage in your academic work. This includes plagiarism, asking someone else to write your assessment for you or taking notes into an exam. The University takes all forms of academic misconduct seriously.
Assessment Information and Support	**Support for this Assessment** You can obtain support for this assessment during the lecture times using the chat or by emailing the Module Leader. Responses to chat will be immediate while replies to email will usually be made within 48 hours.
	You can find more information about understanding your assessment brief and assessment tips for success [here](#).
	Assessment Rules and Processes You can find information about assessment rules and processes in the Assessment Support module in Blackboard.
	Develop your Academic and Digital Skills Find resources to help you develop your skills [here](#).
	Concerns about Studies or Progress If you have any concerns about your studies, contact your Academic Progress Review Tutor/Personal Tutor or your Student Progression Administrator (SPA).
	askUS Services The University offers a range of support services for students through [askUS](#) including Disability and Inclusion Service, Wellbeing and Counselling Services.
	Personal Mitigating Circumstances (PMCs) If personal mitigating circumstances (e.g. illness or other personal circumstances) may have affected your ability to complete this assessment, you can find more information

about the Personal Mitigating Circumstances Procedure [here](). Independent advice is available from the Students' Union Advice Centre about this process: https://www.salfordstudents.com/advice/centre

In Year Retrieval Scheme	Your assessment is not eligible for in year retrieval.
Reassessment	If you fail your assessment, and are eligible for reassessment, you will be able to find the date for resubmission on your module site in Blackboard. For students with accepted personal mitigating circumstances for absence/non submission, this will be your replacement assessment attempt. We know that having to undergo a reassessment can be challenging however support is available. Have a look at all the sources of support outlined earlier in this brief.

Early-Self Reflection report marking grid

Mark range	General description	More details

90+	Outstanding	- Has all the attributes of the 80+ category as well as
		   ○ **Very extensive** range of key skills identified and detailed
		   ○ Spades of personality
		   ○ Very enjoyable reading

80+	Excellent	- Excellent structure & organisation - Very well-thought out - Enjoyable reading - Honest - Original - Extensive range of key skills identified and detailed - Weaknesses as well as strengths detailed in depth using real world examples - Areas for improvement(s) identified with plans for taking action for said improvement(s) - Projects some personality - No mis-spellings or typos - No padding out or repetition
70-79	Very good	- Excellent structure & organisation - Well-thought out - Honest - Excellent range of key skills identified and detailed - Weaknesses as well as strengths detailed in depth using real world examples - Areas for improvement(s) identified with plans for taking action for said improvement(s) - Projects a little personality - Few mis-spellings or typos - No padding out or repetition
60-69	Good	- Very good structure & organisation - Thought out - Very good range of key skills identified - Strengths listed with some detail using examples - Needing more reflections - Few mis-spellings or typos - Little padding out or repetition

50-59	Fair	• Good structure & organisation • Good range of key skills identified • Strengths listed with some detail using examples • Needing more reflection • Some mis-spellings or typos
40-49	Adequate	• Little structure & organisation • Average range of key skills identified • Strengths only listed or in basic detail • Needing more thought & work • Some mis-spellings or typos
30-39	Needs improvement	• No or little structure & organisation • Poor range of key skills identified • Strengths only listed or in basic detail • Missed the whole point of reflecting • Many mis-spellings or typos
20-29	Needs significant revision	• No or little structure & organisation • Very poor range of key skills identified • Few strengths & only listed • Completely missed the point • Needing much more thought & work • Many mis-spellings or typos