**SCHOOL OF COMPUTER SCIENCE AND INFORMATICS**

**COURSEWORK ASSESSMENT PROFORMA**

***DRAFT ASSESSMENT***

**MODULE& LECTURER:** CM2106: Enhancing your Employability

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**SUBMISSION ARRANGEMENTS:**

***Reflective Report:***

You will need to submit your *Professional Portfolio Reflective Report* to Learning Central by midday Friday 13th December 2019.

You will also need to ensure that the following Evidence documents have been submitted: *CV*, *Skills Matrix,* and *Journal/LinkedIn Article or blogpost*.

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| --- | --- | --- | --- |
| **Description** | | **Type** | **Name** |
| Coversheet | **Compulsory –** *(in Reflective Report)* | .pdf file | [student number].pdf |
| Reflective Report | **Compulsory –** *(in Reflective Report)* | .pdf file or .docx | [student number] ReflectiveReport.docx or  [student number] ReflectiveReport.pdf |
| Commercial Awareness – CV & proof of attendance for at least 1 careers event \*\*  Articulating Skills – Skills Matrix  Role of Technology – Journal or LinkedIn article or Blog post | **Compulsory –** *(in Supporting Evidence folder)* |  |  |

***\*\*note – if you have attended an event run by the university (e.g. STEM Fair, Speed Dating, RedHat LEGO lab, Laravel etc.) you will NOT need to provide proof of attendance.***

**TITLE: Professional Portfolio Reflective Report**

This coursework is worth 100% of the total marks available for this module. The assessments will not be marked anonymously. The penalty for late or non-submission is an award of zero marks. You are reminded of the need to comply with Cardiff University’s Student Guide to Academic Integrity.

**LEARNING OUTCOMES ASSESSED:**

1. Create a professional presence using a variety of skills, techniques and tools
2. Demonstrate an understanding of professional ethics and legal requirements relating to employment
3. Demonstrate industrial and commercial awareness of the technology sector and the role of technology in other industries
4. Develop and maintain a portfolio of work including reflection on their continuing professional development

**INSTRUCTIONS**

The *Professional Portfolio* *Reflective Report* should be a summary of your progress made in your exploration of your own skills and employability. The report should typically be around 1000-1500 words.

Your report could be marked down (by up to 5%) if it contains excessive unnecessary detail and exceeds the maximum word count by more than 800 words. If you are significantly below the minimum word count then check to see that your examples are reflective and that you have good coverage of each of the required sections.

It is strongly recommended that you use the headings and sub-headings suggested to structure your report. Make sure you cover all sections. It is a good idea to review your work against the marking criteria in the coursework feedback form to see if there are any improvements you can make before submitting your report.

You **must** submit any supporting evidence in the folder provided on Learning Central.

**PROPOSED REPORT STRUCTURE**

1. **Introduction**

An overview of the report and its main purpose. This should outline the main aim of your report and what it will cover. *Please note: this section is marked under scholarship*

**2. Commercial Awareness**

**2.1. *Researching the Job Market***

* Reflect on how attending a careers event has enabled you to develop your commercial awareness and the type of roles you would be eligible to apply for as a student studying a Computer Science degree. This **must** include the attendance of at least **one** appropriate careers event.

***2.2. Targeting for a role***

* Provide an overview of a role that would be suitable for you to apply for. Give a critical evaluation of how you would target your CV to match the skills required for that role. This **must** include a copy of a targeted CV.

**3. Understanding & Articulating Skills**

*Students* ***must*** *complete and submit a SFIA skills matrix.*

***3.1 Example of Employability Skills***

Provide discussion on **ONE** interesting reflective example that demonstrates how your work or academic experience has developed your employability skills. Your reflective example can cover one or more different competencies detailed in the skills matrix. Your discussion should include where you have mapped yourself and provide details to support that mapping.

***3.2 Identifying Skills Gaps***

Provide discussion on **ONE** interesting reflective example that demonstrates where you feel you have gaps in your employability skills. Your reflective example can cover one or more different competencies detailed in the skills matrix. Your discussion should include where you have mapped yourself and why. This section should include what level you would like to achieve and detail how you might develop your skills to achieve that level.

**4. Understanding the Role of Technology in a Changing World**

***4.1. The Article***

* You should write a LinkedIn article or blog post related to a field of technology. This should focus on the role of that technology in a changing world and **must** cover the legal, ethical and social implications of that technology.

***4.2. The Article Reflection***

* You should write a reflection on why you chose the technology featured in your written article and its impact in society. Your reflective discussion should also include details of the companies using this technology and how you feel this would be developed in the future.

**5. Conclusion On-going Professional Development**

* Discuss how your research in completing the sections in this report have enabled you to develop your employability skills and provided insight into how you may apply those skills in the future – *Please note: this section is marked under scholarship*

**MARKING**

The Weightings for the assessment are given below:

**CRITERIA FOR ASSESSMENT**

Feedback on your performance will address each of the criteria indicated on the *Coursework Marking & Feedback Matrix (attached).* It is a good idea to review your work against these criteria to check that you have met the expectations for each part of the report.