

IT2100 : Employability Skills Development

Year 2, Semester 2

2025

Assignment Title	Personal Development Plan
Learning outcomes covered	LO 1: Demonstrate self-awareness and reflective thinking. LO 2: Develop and articulate a strategic Personal Development Plan (PDP). LO3: Apply monitoring and communication skills.
Assignment Mode	Offline
Maximum Marks	100
Contribution to the Final Grade	30%
Date published	Tuesday 26 th August 2025
Deadline for submissions	Thursday 23 rd September 2025
Mode of Submission	Online, upload PDF format on Courseweb

Assignment description

Employability Skills Development module will require all its Year 2, Semester 2 students to work on a report to come up with their Personal Development Plan (PDP) to help bridge any employability gap identified. The plan will have six (6) mandatory sections and an optional section as below with a total minimum number of 800 words.

1. Self-Assessment (20%)

Objective: This is to evaluate how well students reflect on their current state. We will look for honesty, depth of reflection, and use of any frameworks like SWOT, Johari Window, or MBTI (if appropriate). This section should cover (but not limited to)...

- **Strengths and weaknesses** (academic, personal, professional)
- **Personality traits**, learning styles, values
- **Skills audit** (e.g., communication, teamwork, time management, technical skills)

2. Goal Setting (20%)

Objective: This is to assess the clarity and relevance of goals. These goals should logically follow from the self-assessment above. This should include thing like...

- **SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound)
- Short-term, medium-term, and long-term personal and professional goals
- Link between self-assessment and goals

3. Action Planning (20%)

Objective: Is to evaluate the plan to achieve the goals. They should be realistic and actionable. They must include...

- Concrete **steps or activities** to improve skills or achieve goals
- **Timeline or milestones**
- Resources or support systems identified (e.g., courses, mentors, workshops)

4. Monitoring and Evaluation Strategy (15%)

Objective: Is to check how students intend to track progress. This should demonstrate self-regulation and adaptability. This section should include...

- Methods for **reviewing progress** (e.g., journals, check-ins, feedback)
- Plans for **adjusting** the PDP based on new insights

5. Personal Insight and Motivation (10%)

Objective: This is to look at personal drive and engagement. It will make the PDP feel more personal and authentic. It can include...

- Reasons for chosen goals
- Passion, career vision, or life purpose
- Evidence of **self-motivation**

6. Presentation and Communication (10%)

Objective: This is to evaluate the clarity and professionalism of the submission. Well-presented plans show care and communication skills. Important points to focus on include...

- Structure, formatting, coherence
- Grammar, spelling, and language
- Use of visuals (optional): e.g., Gantt charts, mind maps

7. Use of Supporting Tools and Evidence (5%)

This section is optional but adds quality. You can include...

- Use of career planning tools (e.g., CV, LinkedIn profile screenshots)
- Reflection on past feedback, grades, internship experiences

Marking Scheme

Criteria	Excellent (80–100%)	Good (65–79%)	Satisfactory (50–64%)	Poor (Below 50%)	Marks
1. Self-Assessment (20%)	Deep, honest reflection using relevant tools (e.g., SWOT); clearly identifies strengths, weaknesses, values, and skills with insight.	Clear reflection with some insight and appropriate tools used. Minor gaps in depth.	Basic reflection provided, but lacks depth or tool usage is limited.	Minimal or superficial reflection; lacks self-awareness or structure.	____ /20
2. Goal Setting (20%)	Clear, well-aligned SMART goals across short, medium, and long term; strongly linked to self-assessment.	Goals are mostly SMART and relevant; reasonable alignment with self-assessment.	Goals are vague or partially SMART; some alignment with assessment.	Goals are unclear, unrealistic, or not connected to self-assessment.	____ /20
3. Action Planning (20%)	Detailed and realistic action plan with specific steps, timelines, and required resources.	Good plan with clear steps and some timeline; mostly feasible.	Plan is basic or lacks detail; timelines may be unclear or overly general.	Lacks a coherent or actionable plan; steps are unrealistic or missing.	____ /20
4. Monitoring & Evaluation (15%)	Clear, structured methods for tracking progress; includes feedback and review points.	Good monitoring plan with some methods for review or adjustment.	Basic or general idea of monitoring, lacking specificity.	No clear monitoring or evaluation strategy provided.	____ /15
5. Personal Insight & Motivation (10%)	Strong personal connection; clearly articulates	Motivation is evident; personal	Some personal insight present, but	Very little personal engagement	____ /10

	motivations, passion, and vision.	relevance is mostly clear.	may feel generic or shallow.	or unclear motivation.	
6. Presentation & Communication (10%)	Professionally presented; well-structured, clear language; no errors; effective use of visuals/tables.	Generally clear and well-written; minor errors; visuals used appropriately.	Structure or clarity needs improvement; some errors; visuals may be lacking.	Poorly presented, hard to follow; many errors; lacks visual support.	____/10
7. Use of Tools/Evidence (5%)	Strong use of relevant tools and supporting evidence (e.g., CVs, feedback, LinkedIn, skills tests).	Some relevant tools/evidence used effectively.	Limited use of tools or examples; somewhat relevant.	No or irrelevant use of tools or supporting evidence.	____/5