Unit 3: Professional Practice

Assignment Brief 1

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| Student Name/ID Number |  |
| Unit Number and Title | Unit 3: Professional Practice |
| Academic Year |  |
| Unit Tutor |  |
| Assignment Title | Assignment 1: Plan a training event |
| Issue Date |  |
| Submission Date |  |
| Submission Format | |
| ***Format:***   * This is a ***group*** assignment. * You must use font Calibri size 12, set number of the pages and use multiple line spacing at 1.5. Margins must be: left: 1.25 cm; right: 1 cm; top: 1 cm and bottom: 1 cm. * You should use in text references and a list of all cited sources at the end of the essay by applying Harvard referencing style. * The recommended word limit is 4*500-5000 words (+/-10%)*, excluding the tables, graphs, diagrams, appendixes and references. You will not be penalized for exceeding the total word limit. * The cover page of the report has to be the Assignment front sheet 1 (to be attached with this assignment brief).   ***Submission***   * The form of submission will be a soft copy posted on <http://cms.btec.edu.vn/>. * Remember to convert the word file into **PDF file** before the submission on CMS.   ***Note:***   * The individual Assignment *must* be your own work, and not copied by or from another student(s). * If you use ideas, quotes or data (such as diagrams) from books, journals or other sources, you must reference your sources, using the Harvard style. * Make sure that you understand and follow the guidelines to avoid plagiarism. Failure to comply this requirement will result in a failed assignment. | |
| Unit Learning Outcomes | |
| This assignment consists two learning outcomes:  LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience  LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios | |
| Transferable skills and competencies developed | |
| * Design and delivery a training evenet * The development of time management skills. * The use of problem-solving skills. * The ability for critical reasonings. | |
| **Vocational scenario** | |
| You are a manager at a software development company and you have recently hired several new developers to join your team. You want to ensure that they have the necessary skills and knowledge to be successful in their new roles. You have decided to organize a training event to help them get up to speed on the latest programming languages and tools. | |
| Assignment activity and guidance | |
| **Table of content**  **I. Introduction**  **II. Main body**  **2.1. Different communication styles and formats. (P1)**  **2.1.1. The definition of communicaiton**  **2.1.2. Verbal communication**  **2.1.3. Non-verbal communication**  **2.2. Demonstrate effective design and delivery of a training event for a given target audience and show effective time-management skills in planning an event. (P1&P2)**  **2.2.1. The definition and importance of time management.**  **2.2.2. Planning a training event**  ***a. Name of the program***  ***b. Goals of the program***: What do you want the new developers to learn? What skills do they need to acquire? What outcomes do you want to achieve as a result of the training?  ***c. Participants***: New employees/ Advanced/ Managers?  ***d. Time***  ***e. Place***  ***f. Agenda:*** The training event is required to last in 4 days.  ***g. Google calendar for preparing event.***  ***h. Estimated Budget***  **2.3. Demonstrate the use of different problem-solving techniques in the design and delivery of an event. (P3)**  **2.3.1. The definition of problem-solving skills**  **2.3.2. Some problem-solving techniques**  **2.3.3. Problems and solutions in the event and teamwork**  **2.4. Demonstrate that critical reasoning has been applied to the design and delivery of the event. (P4)**  **2.4.1. Definition and the importance of critical reasoning**  **2.4.2. Apply to given solution**  **III. Conclusion**  **Reference** | |
| **Recommended Resources**  **Please note that the resources listed are examples for you to use as a starting point in your research – the list is not definitive.** | |

**Learning Outcomes and Assessment Criteria**

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| Pass | Merit | Distinction |
| **LO1** Demonstrate a range of interpersonal and transferable communication skills to a target audience | |  |
| **P1** Demonstrate effective design and delivery of a training event for a given target audience, using different communication styles and formats.  **P2** Demonstrate effective time-management skills in planning an event. | **M1** Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated. | **D1** Evaluate the effectiveness and application of interpersonal skills used in the design and delivery of a training event.  **D2** Evaluate the overall success of the event delivered, in terms of how well critical reasoning and thinking were applied to achieve the end goal. |
| **LO2** Apply critical reasoning and thinking to a range of problem-solving scenarios | |
| **P3** Demonstrate the use of different problem-solving techniques in the design and delivery of an event.  **P4** Demonstrate that critical reasoning has been applied to the design and delivery of the event. | **M2** Research the use of different problem-solving techniques used in the design and delivery of an event.  **M3** Justify the use and application of a range of methodologies in the design and delivery of an event. |