

Work Experience

W20008

Self Assessment Assignment

Part 1 (Computer Knowledge):

- Write a brief summary of your computer skills at the start of this academic year.
- Write a brief summary of the skills you have gained, as well as how you hope to build on those during the remainder of the year.

Part 2 (Target Employment):

- What are your plans for future employment – what sort of job do you see yourself doing in the future?
- Why is this type of employment attractive to you?
- What skills, education and qualifications are necessary for this type of job?
- What steps will you follow to achieve this target?

Part 3 (Self Assessment):

- What do you consider are your strong points? List 5, explaining your choices.
- What are your weaknesses – what things about yourself would you change or improve if you could? List 3, explaining your choices.
- What personal skills would you like to develop during the year?
- What aspects of your abilities or your personality do you think make you suitable for the type of job you listed above?

Guidelines

- The completed assignment should not exceed 3 A4 pages, including cover page.
- The assignment should be standard formatted.
- The assignment should be submitted using the submission box in Room 15.
- The deadline for this assignment is: **11:00, Monday, 07-01-2013.**