Employees and Employment Trends

Organizing Event (40%)

The Requirements

This module will expose students to self-preparation as employees and the employment trends. The students will explore objectively current trends of employability in various fields. At the end of this module, the student will experience practises at workplace that is in line with the current employability trend.

You are expected to work in teams of **not** exceeding 15 in a group. Your group is required to organise an event to complete this assignment. Each group have to **choose one** of the listed event:

1. Workshop
2. Talk/Seminar
3. Alumni or career engagement
4. Documentary via video recording

Assessment Criteria:

1. For organising this event, your group will be assessed as follows:

i.   Teamwork 15 %

ii.   Organizing skills 15%

iii.   Time frame 10%

2. Report & Presentation Requirement (30%)

- The number of pages required for the Project Report shall be within 7 – 10 pages (excluding appendix)
- Your team shall consequently then be required to submit the written documentation and subsequently present an oral presentation within 20 to 30 minutes.

Assessment Criteria:

You will be assessed as follows:

    i.   Documentation – 50 marks

    ii.   Presentation (Individual Assessment) – 30marks

    iii.   Presentation (Group Assessment)   – 20marks

                        Total   = 100marks (30% of total assessment)

Documentation Requirement and Marking Scheme (50 marks)

I. COVER PAGE

Cover page should include group name, tp number, intake and your group topic.

II. TABLE OF CONTENT

The table of contents should follow the title page. It must list the Roman numeral sections and the page on which each section starts. The table of contents may be single-spaced and may be one or more pages long. The table of contents page(s) will not be numbered.

III. INTRODUCTION (5 MARKS)

A clear background of the company. Generally, the discussion covers organizational chart, mission and vision and historical background of the chosen company.

IV. CONTENT (40 MARKS)

Based on the event conducted, divide your content into 2 areas:

a) Discussion on hiring trend of the company including criteria in recruitment, types of interview, company benefits and organizational behaviour.

Listing of 4 points of hiring trend	**4 points x 1 marks**	**4 marks**
Listing of 4 points of hiring trend with evidence (1 marks each for point and 2 marks for discussion)	**4 points x 3 marks**	**12 marks**
Listing of 4 points of hiring trend with explanation and evidence (1 marks each for point and 2 marks for discussion and 2 marks for evidence)	**4 points x 5 marks**	**20 marks**

b) Highlight outcomes of your project and critically analyse the current trends applied by the industry.

Listing of 2 outcomes of the project and 2 points of critical analysis	**4 points x 1 marks**	**4 marks**
Listing of 2 outcomes of your project & 2 points of critical analysis with	**4 points x 3 marks**	**12 marks**

discussion (1 marks each for point and 2 marks for discussion)		
Listing of 2 outcomes of your project & 2 points of critical analysis with discussion and evidence (1 marks each for point and 2 marks for discussion and 2 marks for evidence)	**4 points x 5 marks**	**20 marks**

V. CONCLUSION (5 MARKS)

A general conclusion on the issue discussed and your group's opinion on the findings.

VI. FORMAT OF REFERENCES

All the references used in the assignment should be given in this page and must be in Harvard Referencing formats, e.g.:

BBC Online (2000) 'Radical autumn shake-up', at http://www.bbc.co.uk/news/10276.htm (accesses: 25 November 2000)

VII. APPENDIX

An appendix is optional. Include in the appendix any exhibit appropriate to the written entry but not important enough to include in the body; these might include sample questionnaires used, newspaper articles, general background data, etc.

Individual Presentation Requirement: (30 marks)

(This section is individually assessed)

All group members should play an equal part in the presentation. All members of the group should be prepared to answer questions on any aspect of the presentation, and will therefore need to be familiar with the content of all group members. During the presentation, each member will be assessed on:

- Knowledge of the topic (10marks)

- Language proficiency (10marks)

- Eye contact & pronunciation (10marks)

* Refer to Individual Presentation Evaluation Form (V3.0:IPEF 15/8/18)

Group Presentation Requirement: (20 marks)

Criteria of assessment (4 marks for each criteria):

- Role distribution
- Identified major issues
- Conducted appropriate analyses
- Creativity
- Presentation aids

* Refer to Group Presentation Evaluation Form (V3.0:GPEF 15/8/18)

<u>Assignment Assessment Criteria</u>

The criteria below details the areas, which will be taken into account when the assignment is marked. Each piece of assessed work will be awarded a percentage between 0 and 100%. The grades awarded will be marked according to the following criteria:

75% +   This would be equivalent to a **Distinction** and would represent outstanding performance. The work should show a thorough understanding of the issue together with a high degree of analysis and critical evaluation.

65 – 74%   This will be equivalent to a **Credit**. This would represent extremely good work demonstrating an in depth understanding of material and sound analysis and conclusions.

50 – 64%   This would be equivalent to a **Pass**. Work in this category should demonstrate good application of the main Principles to the question set and provide a well-balanced view.

49 – 0%   This would represent a failure to pass, demonstrating a poor command of the knowledge of subject area combined with an inability to interpret the question.

Please pay particular attention to the following:

- The abstract should be no more than one page, but it should excite interest for a reader, other than the assessor, to read the whole.

- Ensure that the contents page precisely reflects the <u>whole</u> content of the report including the abstract and appendices.

- Page numbering: Ensure that the contents page accurately reflects the position of the contents. Page numbers prior to the 'introduction' should be roman numerals. From the introduction onwards page numbering should be Arabic.

- References should be listed according to the Harvard convention with the authors listed in alphabetical order.

- Authors should be accurately referenced within the report according to the Harvard convention.

If you have any problems with report formats, please do not hesitate to contact me at lecturer@apu.edu.my

*** All the Best ***

Degree   Asia Pacific University of Technology and Innovation