

Assignment Brief 2020/21

Unit Title: Introduction to Business Systems (TS)	
Unit Code: 5U4Z8021	
Level: 4	
Assignment Title: Assignment 1	
Number of Elements in Assignment: Two	
Unit Leader: Dr Beryl Burns	
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Submission Dates: Monday 30 th November 2020	Feedback Return Date: See Moodle
Submission Instructions: NOTE: The two elements are to be submitted to same submission link. <i>Element 1:</i> You will submit a copy of the PowerPoint Presentation with Voiceover Slides via the Moodle Assessment Link. <i>Element 2:</i> You will separately submit additional supporting documentary evidence on work-based experiences via the Moodle Assessment Link.	
Feedback Return Information: Students will receive grades four weeks after the submission date via the Moodle Assessment Submission area.	
Assignment Task <i>This assignment is worth 40% of the unit grade.</i> There are two elements to this assignment. You will submit a PowerPoint with Voiceover Presentation based on work-based experiences and academic reflection along with additional documentary evidence via the Moodle Submission Link before 9pm on Monday 30th November 2020.	
Unit Learning Outcomes Assessed. Learning Outcome 5: Demonstrate independence in the acquisition of new skills and knowledge to support the future professional personal development at University and in their place of work.	
Early Career/ World Class Professional Skills (PLOs) being assessed or developed/assessed. PL01: Clearly communicate complex ideas to a selected audience using a range of appropriate strategies and media PL02: Interpret information from primary and secondary sources to solve complex technical business problems in the workplace using appropriate theory PL04: Demonstrate personal and interpersonal competence in order to engage effectively with staff at all levels in their workplace organisation PL05: Apply critical analysis and logical reasoning to the theoretical, conceptual and practical issues central to your pathway	

Assignment Details and Instructions

This coursework contributes to 40% of the marks for this Unit.

This is an individual assignment. You are required to produce and submit a PowerPoint Presentation with Voiceover along with additional supporting documentary evidence on work-based experiences.

Element 1: PowerPoint Presentation with Voiceover

You are required to produce an individual presentation (12 minute minimum/15 minute maximum duration) in PowerPoint with voiceover narration outlining how you have demonstrated competence in the following behavioural attributes within the workplace. You will collect a range of evidence that shows how you have:

- Mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality.
- A flexible attitude.
- An ability to perform under pressure.
- A thorough approach to work.
- Logical thinking and creative approach to problem solving.

These Core Behaviour Attributes form part of DTS Degree Apprenticeship Standard. By the time you complete your End Point Assessment, towards the end of your degree apprenticeship, you will need to provide evidence that you are competent across all the knowledge, skills and behaviours stated. (<https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-integrated-degree/>)

Your presentation should include the following:

1. An Introduction explaining your role within your organisation.
2. Discuss the evidence that you have collected. This could include:
 - a. Reports
 - b. Presentations
 - c. Emails
 - d. CPD
 - e. Records of meetings
 - f. Witness testimonies
3. Discuss any of off-the-job training that you have received.
4. Reflect on your professional development (self-analysis). You will use the **STARR reflective model** to structure your presentation which will be introduced to you in class. (**NOTE:** you are not to use any other reflective model such as Deming, Kolb or Gibbs for this piece of work). Penalties for not using the STARR model will be imposed.

Your PowerPoint with Voiceover presentation should contain sufficient slides to cover the required information above. There should be no more than 40 words of text on each slide. You should add a voiceover narration to each presentation slide. The title slide should contain your name and student ID along with your assignment title and tutor's name. References are to be included in the closing slide. You are advised to test the presentation before submission to allow you to check that the sound is of good clear quality. The Presentation should auto start/auto run (tutors marking this work should not need to click on each slide to listen to the narration). You will incur penalties if your narration runs below the minimum or over the

maximum time, if there is an issue with the sound quality or if there are more than 40 words on your slides.

IMPORTANT NOTE: The PowerPoint Presentation file size **MUST NOT** exceed 100MB.

You will be marked on these aspects:

- Knowledge of the subject area and use of academic theory
- Express ideas effectively and communicate information appropriately and accurately using PowerPoint
- Quality of the presentation

Element 2: Documentary Evidence

Documentary evidence can be collected holistically and you are required to submit your evidence separately in addition to the presentation and we suggest creating one MS Word document for this element of work. For example: if you have focused on one or two key events in your presentation explaining how they have provided you with the opportunity to demonstrate the behavioural attributes these can be in the form photos/screenshots etc.; and regarding any off the job training evidence, you can screenshot your timesheet from the e-portfolio but all evidence must be made available as one document, you cannot upload more than one document to the submission area in addition to the presentation. This will be explained further to you in class.

Confidentiality

All information given in assignments is regarded as confidential to you, your tutor, the moderation markers, and the University, and will not be divulged to anyone outside the University with the exception of an External Examiner. A sample of the assessed work will be sent to an External Examiner to ensure that we are adhering to our quality standards.

Due to the nature of the Degree Apprenticeships, you will be asked to write about/report on the company you work for and the work you are doing. The University treats such information with complete confidentiality and tutors may only use it for the purposes directly connected with the teaching and assessment of the module.

We understand that some organisations have strict confidentiality policies in place for the sharing of information. We have three levels of confidentiality in place and we ask that you discuss your work with your employer before submission to check that it is compliant with their policies and business sensitivity.

There are three levels of protection available:

- Standard Declaration form that you include with the assessment
- Non-Disclosure Agreement
- Under exceptional circumstances, work can be assessed on location

Your employer will inform you of the level required, and the forms can be obtained from the Apprenticeship unit. The following advice should help you ensure you maintain basic confidentiality:

- Ensure that you do not mention colleagues by name, refer to roles only

- Do not name internal products that are not widely known about outside of the organisation
- Do not reveal the name of particular third party products if it could give away competitive advantage – use generic names such as tool A, product B or system C

Check with your manager about any content that they feel may be confidential and should not be included.

Late Submission

If your submission is after the deadline but within 5 working days of it, your mark will be capped at 40%. If you attempt to submit after the five day grace period, without approved exceptional factors, it will be classed as a non-submission. You will then be offered the opportunity to resubmit at the next assessment opportunity as determined by the exam board.

Plagiarism and Academic Integrity:

The originality of your work is key to your learning and all submissions are submitted through Turnitin. Please refer to the University's guidelines <https://www.mmu.ac.uk/student-case-management/guidance-for-students/academic-misconduct/>

Feedback and support

Students will receive their overall grade and feedback four weeks after the submission date online via the Moodle Assessment Submission area.

You will receive support from skills coaches online and during face-to-face timetabled sessions throughout Term 1.

Exceptional Factors

Your tutor(s) cannot grant extensions. If you are unable to submit on time due to health issues or some unforeseen circumstance(s), contact your Skills Coach or/and the student hub (studenthub@mmu.ac.uk) and apply through formal channels for exceptional factors (EF). You can find full information on how to apply for EF here: <https://www.mmu.ac.uk/student-case-management/guidance-for-students/exceptional-factors/>

Unit Specification

See Moodle

Resources

The e-book listed below is a good starting point for additional reading, but you need to look for more sources of literature to complete your work.

Cottrell, S. (2015) Skills for Success: Personal Development and Employability (3rd edition)
Basingstoke: Palgrave Macmillan

Also see Moodle

Marking Criteria

See below

I2BS Assignment 1 Marking Criteria 2020/2021

Learning Outcome 5: Demonstrate independence in the acquisition of new skills and knowledge to support the future professional personal development at University and in their place of work.

Student Name:

Tutor:

Grade:

Assessment Descriptor	Fail 0-19%	Fail 20-29%	Marginal Fail 30-39%	3 rd Class 40-49%	2:ii Class 50-59%	2:i Class 60-69%	First Class 70-85%	First Class Distinction 86-100%
Knowledge of the subject area and use of academic theory (50%) Does the Introduction lay out the subject area well and establish a framework for the rest of the presentation? Are any technical terms well-defined in language appropriate for the target audience? Presentation contains accurate information? Is additional documentary evidence provided relevant to the overall discussion? Is the STARR Model applied well?	Misunderstanding of what was required. Theory/Evidence applied is absent/irrelevant/inappropriate.	Displays very poor knowledge of the subject area. Links between theory and practice are provided but are confused or wrong. Evidence is limited. STARR Model not fully adopted.	Some aspects are satisfactory, but otherwise it displays poor knowledge of the subject area. Evidence is inadequate. Has very limited overview of the STARR Model. An inadequate range of links between theory and practice is presented.	Demonstrates an adequate understanding of the subject area. Evidence is adequate. Has a basic overview of the STARR Model. Links between theory and practice are partially constructed.	Shows a good understanding of the subject area. Evidence is relevant and explained well. Makes good use of the STARR Model. Links between theory and practice are analysed but could be more fully developed and/or more convincingly related to subject area.	Exhibits a professional understanding of the subject area. Evidence is relevant and explained fully. Has made very good use of the STARR Model. Links between theory and practice are evaluated and related to the subject area.	Shows an excellent understanding of the subject area being presented. Evidence is relevant, wide-ranging and explained in detail. Is able to defend the findings and has made excellent use of the STARR Model. Links between theory and practice are evaluated critically and strongly related to the subject area.	Exhibits an outstanding understanding of the subject area being presented. Evidence is highly relevant, wide-ranging and explained thoroughly. Has made outstanding use of the STARR Model. Links between theory and practice are presented and evaluated with original insight and strongly related to the subject area.
Express ideas effectively and communicate information appropriately and accurately using PowerPoint (20%) Audio/Visual components support the main points of the talk and are clear and understandable?	Communication of work is very difficult to understand, or absent, and makes inadequate use of PowerPoint.	Communication of work is inadequate and confused, and makes insufficient use of PowerPoint.	Communication of work is inadequate or confused, or uses a limited range of PowerPoint.	Work is clearly communicated using a range of PowerPoint characteristics.	Work is communicated clearly and confidently using PowerPoint characteristics.	Work is communicated effectively and thoroughly using a range of PowerPoint characteristics.	Work is communicated convincingly using a range of PowerPoint characteristics.	Work is communicated fluently using an appropriate range of PowerPoint characteristics.

Quality of the Presentation (30%) Are the presentation materials, such as slides, narration and script notes, of a high standard? Do they enhance the presentation? Is the voiceover script copied to the Notes section beneath each slide? Is the presentation within the time limit? Has the evidence collected been included? Are References Listed?	Very Poor quality materials detract from the presentation. Unstructured, illogical flow, disorganised. Script in Notes absent. Presentation timing is unacceptably short. No evidence displayed. No referencing apparent.	Poor quality materials detract from the presentation. Poor structure disrupted flow. Limited logical flow. Script in Notes absent. Presentation timing is short. Evidence is displayed, but more was expected. Poor use of Harvard style referencing.	Some satisfactory aspects but otherwise poor materials that do not assist the presentation. Clear spelling and grammatical errors. Some structure and logical flow, but still too jumbled. Script notes present. Presentation timing is acceptable. Evidence is displayed and is reasonable. Not in Harvard style or inconsistently applied.	An adequate standard of presentation materials that aid the delivery of the presentation, but more thought and originality could have been used. Barely adequate structure and flow, acceptable organisation. Script notes present. Presentation timing is acceptable. Acceptable Evidence is displayed. Adequate Harvard referencing, but still some inconsistencies.	A good standard of presentation materials that enhance the delivery of the presentation. Appropriate structure and organisation. Coherent and logical flow. Script notes present. Presentation timing is acceptable. Evidence is displayed and is adequate. Appropriate Harvard referencing.	A professional standard of presentation materials that considerably enhance the delivery of the presentation. Good structure and organisation. Critical flow and connectivity between elements. Script notes present. Presentation timing is acceptable. Useful Evidence is displayed. Thorough and sufficient Harvard referencing.	An excellent standard and use of various presentation materials that provide an excellent complement to the delivery of the presentation. Very good structure and organisation. Fluent and precise connectivity between elements. Script notes present. Presentation timing is acceptable. Evidence provided/displayed is wide-ranging and relevant. Sophisticated Harvard referencing.	An outstanding standard and use of various presentation materials. Excellent structure and organisation. Authoritative connectivity between elements. Script notes present. Presentation timing is acceptable. Evidence provided/displayed is wide-ranging, relevant and enhances discussion. Authoritative Harvard referencing.
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Presentation Timing:

Additional Comments:

