



**SCHOOL OF ARCHITECTURE, COMPUTING & ENGINEERING**

Submission instructions

- Cover sheet to be attached to the front of the assignment when submitted
- All pages to be numbered sequentially
- All work must be submitted via Module Moodle page online

<b>Module code</b>	CN5009/CN6007		
<b>Module title</b>	Mental Wealth; Professional Life 2 (Computing in Practice) / CN6007 Work Based Learning		
<b>Module leader</b>	Kiran Patel & Solomon Alexis		
<b>Assignment tutor</b>	Azhar Mahmood, Hamid Hakimazari, Rahime Belen Saglam		
<b>Assignment title</b>	Work-Based Learning Reflection Report		
<b>Assignment number</b>	One		
<b>Weighting</b>	90% Report + 10 CDP		
<b>Handout date</b>	CDP Week 3  90% Report Week 8 (17 <sup>th</sup> March 2025)		
<b>Submission date</b>	70-hour WBL Placement Deadline 24th April 2025 23:59  Submission Deadline: 1st May 2025 17:00		
<b>Learning outcomes assessed by this assignment</b>	1 – 6		
<b>Turnitin submission requirement</b>	Yes	<b>Turnitin Grade Mark feedback used?</b>	No
<b>UEL Plus Grade Book submission used?</b>	No	<b>UEL Plus Grade Book feedback used?</b>	
<b>Other electronic system used?</b>		<b>Are submissions/feedback totally electronic?</b>	Yes
<b>Additional information</b>			

## Introduction: The Importance of Career Readiness in Industry 4.0 and 5.0

As we progress through Industry 4.0 and transition into Industry 5.0, the world of work is evolving at an unprecedented pace. Automation, artificial intelligence, and digital transformation are reshaping industries, creating exciting opportunities for those who are adaptable, innovative, and forward-thinking. Whether a student chooses postgraduate education, employment, or entrepreneurship, being career-ready is essential for long-term success.

Engaging in structured work-based learning (WBL) and maintaining reflective logs empower students to bridge the gap between education and industry needs. These practices enhance self-awareness, develop critical skills, and foster a proactive approach to career planning. In today's dynamic job market, employers seek candidates who not only possess technical expertise but also demonstrate problem-solving abilities, teamwork, and resilience.

The UK job market presents a wealth of opportunities for graduates who are well-prepared. For instance, while the demand for digital and tech professionals continues to rise, firms are also placing greater emphasis on adaptability and continuous learning (The Guardian, 2025). Leading companies are refining their talent strategies to attract individuals who are equipped to navigate change, as seen in PwC's recent restructuring and focus on high-value skills (Financial Times, 2025).

By actively participating in WBL and reflecting on experiences, students gain valuable insights that help them refine their career aspirations and showcase their strengths to employers. Those who embrace career planning early and build a strong professional presence—such as enhancing their LinkedIn SSI score—position themselves as competitive candidates in the job market. With the right mindset and preparation, students can confidently transition into rewarding careers, ready to contribute meaningfully to the industries of the future.

## Assessment Overview

This assessment requires you to submit a Work-Based Learning (WBL) Reflection Report based on your 70-hour work based learning placement in one of the following fields related to their degree area:

- Computer Science
- Cyber Security
- Computer Networking
- Artificial Intelligence (AI)
- Cloud Computing
- Computing for Business
- Etc.

You will critically reflect on your learning experience, skills development, and professional growth, while also providing evidence of engagement in professional development activities.

## Assessment Requirements

### Reflection Report Structure (90%)

Your report must be professionally formatted and include the following elements:

Cover Page (including student name, ID, module title, report title, submission date)

Table of Contents (with numbered chapters and page numbers)

Page Numbers (bottom center or right aligned)

Chapter Numbering (e.g., 1.0, 1.1, 2.0)

Appendix (include your reflection logs, JD, CV, Cover Letter, SAF, PDP v1 and PDP v2 and additional evidence)

Harvard Referencing (for any external sources)

Your report should be structured as follows:

#### **1. Cover Page**

Your cover page should include:

Title: Work-Based Learning Reflection Report for CN5009/CN6007

Your Full Name and Student ID

Course Name: BSc [Your Course Name]

Module Name and Code: CN5009/CN6007

Tutorial Group Number: [Your Tutorial Group Number]

Submission Date: [Insert Date]

University of East London

#### **2. Table of Contents**

A well-formatted Table of Contents with chapter numbers and page numbers. Use automatic table formatting if using Microsoft Word.

### 3. Introduction (200-300 words)

Briefly introduce your 70-hour work-based learning experience.

Mention the organisation or virtual platform, role, and key responsibilities during the placement.

Explain **why you chose this placement** and how it **aligns with your career goals**?

### 4. Reflection on 70hr Work-Based Learning (WBL) Placement (1000-1600 words)

**Summarise key learnings** from the weekly reflection logs that documented your progress across the 70 hours WBL placement.

Identify any **patterns or trends** in your development over time. Highlight key learning points from each stage of the placement(s).

Discuss **challenges** faced and how you **overcame** them?

Highlight specific **technical** and **soft skills** gained (e.g., programming, networking, security skills, teamwork, communication).

Provide examples of how your **knowledge** of computer science, cyber security, networking, AI, computing for business or cloud computing **improved**.

Compare expectations **before** the placement vs. **actual** experiences.

*Possible Questions to Address:*

*What key skills do I now possess that will help in my future career?*

*What skills do I still need to develop, and how will I improve them?*

*How has this 70hr WBL experience changed or reinforced my career goals?*

**Discuss the digital tools, platforms, and technologies** you **used** during your 70hr WBL placement.

Especially important for fields like AI, Cybersecurity, Networking, Cloud Computing.

Could include:

- GitHub, Jira, AWS, Microsoft Azure, Cisco Packet Tracer, Python, Splunk, etc.
- Online collaboration tools (e.g., Slack, Teams, Zoom).
- Cybersecurity frameworks, cloud platforms, machine learning libraries.

Include a **Ethical, Legal Considerations & Confidentiality Statement**.

**How did you consider the ethical, confidentiality and legal/data protection laws (e.g., GDPR, NDAs, BCS - The Chartered Institute for IT Professionals Code of Conduct) for your placement even if there were not any please include a statement?**

You may have worked with sensitive or confidential information during WBL.

If applicable, don't forget to anonymise company names, project details, or client data.

Example Statement:

"Due to confidentiality agreements with [Company Name], specific project details have been generalised to maintain professional and ethical standards."

## **5. Importance of Work-Based Learning Reflection Logs (300-500 words)**

Explain why reflection logs are crucial in work-based learning. Use Week 2 tutorial materials on Gib's Reflection Model to help you explain. Don't forget to include a reference to your sources you use with Harvard Referencing.

Discuss how recording experiences, feedback, and learning moments contributes to professional development.

Reflect on how keeping logs helped you track progress, set goals, and identify skill gaps.

Discuss how the logs influenced your learning strategies and professional growth.

## **6. Evidence of Work-Based Learning Reflection Logs (Appendix – Not included in word count)**

Regardless of whether your placement was virtual or in-person, you **must** provide **evidence** of engagement and learning via Reflection logs in the template provided to you via Moodle/email that has been signed off.

Please **insert the whole signed off reflection logs** into your report Appendix.



Additional acceptable evidence includes:

- Photos of workplace tasks, team interactions, or project progress.
- Screenshots of completed work, emails, Slack/Teams conversations, or project dashboards.
- Portfolio Website or GitHub Repositories showcasing your work.
- Blog Posts or Articles written about your experience.
- Certificates of Completion (if applicable).
- Screenshots of training sessions, certifications, or virtual or in-person meetings attended.
- Attendance of Networking, Industry Conferences/Events that supported your career development.

#### 7. LinkedIn SSI Score Evidence (200-300 words)

Explain how you actively improved your LinkedIn presence and networking skills.

Include a screenshot of your LinkedIn Social Selling Index (SSI) score **before** (refer to your week 3 tutorial materials for “**before**” score) and **after** your score now. Please refer to your tutorial activity to find your before in week

Discuss the impact of LinkedIn networking on your career development.

#### 8. Career Journey Development Supporting Documents (Appendices – Not included in word count)

Students **must attach** the following as appendices:

##### A. Job Description (JD)

Find a **real Job Description** (JD)

and **attach** (screenshot) the full official job description of the role that you used to tailor the CV, Cover Letter and SAF during your tutorials that you wish to do when you graduate.

Remember it needs to be IT role that aligns with your degree area and needs to be at suitable level to your experience and knowledge.

##### B. Tailored CV and Cover Letter

Include a CV that is **tailored** to your JD from point A. (Refer to week 3 tutorial materials to help you)

Attach a cover letter that was **tailored** to your JD (Refer to Week 5 tutorial materials to help you)

C. Tailored SAF (Standard Application Form)

Insert the template found under week 7 of Moodle for SAF (Standard Application Form) **tailored** to the JD. (Refer to week 6 tutorial materials to help you)

D. Include your Week 1 tutorial Professional Development Plan Template and amended version of it now into your report.

### **9. Conclusion (200-300 words)**

Provide a **final reflection** on how the 70-hour work placement has shaped your career aspirations.

Discuss **any improvements** you would make if given another work-based learning opportunity.

Summarise the **key takeaways** from your learning journey.

### **10. References (Harvard Referencing Style)**

List any books, articles, or online sources used in Harvard referencing format.

Ensure proper citation throughout the report.





## Assessment Criteria

Your submission will be assessed based on the following criteria:

### Marking Rubric

The following marking rubric will be used to assess the Work-Based Learning Reflection Report. It provides clear criteria for each section, ranging from Excellent to Very Poor, ensuring consistency in grading and feedback.

Criteria	Excellent (70-100%)	Very Good (60-69%)	Good (50-59%)	Satisfactory (40-49%)	Poor (30-39%)	Very Poor (0-29%)
Introduction	Compelling introduction with clear justification.	Clear intro with some career links.	Basic intro, lacks depth.	Minimal explanation.	Weak or unclear.	No introduction.
Reflection on Work-Based Learning	Deep and insightful reflection.	Good level of reflection.	Basic reflection, lacks depth.	Superficial engagement.	Little to no reflection.	No reflection.
Importance of Reflection Logs	Clearly explains role with strong examples.	Good explanation with examples.	Covers importance but lacks depth.	Mentions reflection but limited impact.	Minimal explanation.	No discussion.
Summary of Reflection Logs	Well-structured summary with key themes.	Good summary, some analysis.	Summarizes logs but lacks connection.	Basic summary, limited insights.	Poorly structured.	No summary.
Evidence of Work-Based Learning	Excellent variety of evidence.	Good range of evidence.	Some evidence but limited variety.	Minimal, unclear evidence.	Very little evidence.	No evidence.
LinkedIn SSI Score	Clear improvement with strong explanation.	Good evidence with explanation.	SSI score shown, weak explanation.	Mentions LinkedIn but lacks details.	Minimal engagement.	No evidence.
Supporting Documents (CV, Cover	Excellent, professionally tailored	Well-structured, mostly tailored.	Present but need more customization.	Basic with little customization.	Poorly structured.	Missing documents.



Letter, JD)	document s.					
Conclusion	Strong summary with key takeaways.	Good conclusion with some insights.	Present but lacks depth.	Weak, missing key points.	Minimal summary.	No conclusion.
Harvard Referencing & Presentation	Perfect referencing and formatting.	Mostly correct, minor errors.	Some errors, could be improved.	Basic referencing, major mistakes.	Poor referencing, formatting issues.	No references, unstructured.

#### Final Grade Bands

Grade	Percentage Range	Description
Excellent	70-100%	Outstanding work with critical engagement and strong evidence.
Very Good	60-69%	Strong work with good insights and well-developed arguments.
Good	50-59%	Satisfactory report with some strengths but lacks depth.
Satisfactory	40-49%	Basic work meeting minimum requirements.
Poor	30-39%	Weak report with minimal reflection and poor structure.
Very Poor	0-29%	Does not meet requirements, lacks key sections.

## Submission Guidelines

Submit the report as a Word document or PDF via Moodle

Use Times New Roman or Arial, size 12, 1.5-line spacing.

Page Numbers: Bottom center or bottom right of each page.

Chapter Numbering: Use structured headings (1.0, 1.1, 2.0, etc.).

Word Count: 2500-3000 words (excluding appendices).

**Plagiarism and AI-generated content must not occur; all work should be original.**

Remember each student will have their own version of the report as each student is unique as it is predominantly a self-reflective piece.

### Additional Support

Attend all tutorials and lectures they help you build up this assessment report over a period of weeks and on reflective writing and CV, cover letter and application form tailoring to a Job Description.

Use LinkedIn Learning to enhance professional branding, evidencing your progress.

Seek your tutorial group lectures for feedback on Application Form, CVs and Cover Letters tailored to JD. Use the tools taught in your tutorial session like Career Set etc to enhance the work you deliver.

## Career Development Pathway (10%)

### CN5009 Level 5 Student Only

Using 400 words the students should write **either a:**

- Speculative cover letter to **ONE** of your Top 3 organisations, highlighting your skills and experiences which make you a good fit for the organisation. (Refer to week 3 materials to help you)
- Written pitch to a potential funding partner outlining your project/business and outlining what makes you a great business partner. (Refer to Week 7 Elevator Pitch tutorial materials to help you)
- Personal Statement to potential post-graduate course provider highlighting your skills and experiences which make you a suitable candidate for the course

### CN6007 Level 6 Student Only

Create your graduate development plan, outlining your goals, how you will overcome potential challenges and steps you will take to achieve these goals.

### **Additional Support for CDP**

Additional information and support around your CDP is available on the Moodle page.