

**Higher Nationals in Computing**

**UNIT 3**

# **PROFESSIONAL PRACTICE**

**ASSIGNMENT**

**No.2**

Learner's name: Trinh Thi Dieu Huyen

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Class: GCS0801B1

Learner's ID: GDD18606

Subject's ID: 1620

Assignment due: June 2020

Assignment submitted: June 2020

## Assessment Brief

<b>Qualification</b>	<b>BTEC Level 5 HND Diploma in Computing</b>		
<b>Unit number</b>	Unit 3: Professional Practice		
<b>Assignment title</b>	Planning a training Event		
<b>Academic Year</b>	2019 – 2020		
<b>Unit Tutor</b>	Dang Thai Doan		
<b>Issue date</b>	June 2020	<b>Submission date</b>	June 2020
<b>IV name and date</b>			

### Submission format

The submission is in the form of a completed **essay report** including the tasks set out in the Assignment Brief. This assignment is an individual assignment.

Prepare a file of documents which relate to the individual which, for the purpose of this unit, is referred to as your Personal Development Portfolio (PDP).

### Unit Learning Outcomes

LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments

LO4 Demonstrate a range of interpersonal PD and transferable communication skills to a target audience.

## Assignment Brief and Guidance

### Part 1: Requirement

There is no generic scenario/case study for this unit, but there are specific tasks to be completed.

Students will examine different methods of learning and reflection, which will help them to identify their own preferred style of learning. They will use this information as a basis for writing an essay about learning styles, self-managed learning, the role of lifelong learning, personality reflection and, aspects of time management.

Students will also compile a personal portfolio of information about themselves, which will help them to identify and achieve their personal goals.

You will be assessed on the quality of the information provided in this assignment. You should identify the above issues clearly and present professionally in a report format. Yourself evaluation should be 'SMART' than a mere description. You may analyze qualities of existing business entrepreneurs for you to carry out the self-evaluation.

### Part 2: Guidance

Discuss your goal setting, personality and learning styles which can be implemented to overcome the problems you have identified in personal development plan. You should seek to communicate this information in an appropriate manner at various levels – strategic, tactical and operational.

Identify one work-based problem, either where you work now or where you intend to work in the future, where the solution requires individual training or qualifications.

Your PDP should identify your short-term objectives and long-term objectives, together with the processes and activities required to implement your development plan.

Your PDP should identify your short-term objectives and long-term objectives, together with the processes and activities required to implement your development plan.

The essay should be in 2000 – 2500 words in length.

Learning Outcomes and Assessment Criteria		
Pass	Merit	Distinction
<b>LO3</b> Discuss the importance and dynamics of working within a team and the impact of team working in different environments		
<b>P5</b> Discuss the importance of team dynamics in the success and/or failure of group work.	<b>M4</b> Analyze team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.	<b>D3</b> Provide a critical evaluation of your own role and contribution to a group scenario.
<b>P6</b> Work within a team to achieve a defined goal.		
<b>LO4:</b> Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning		
<b>P7</b> Discuss the importance of CPD and its contribution to own learning	<b>M5</b> Compare and contrast different motivational theories and the impact they can have on performance within the workplace	<b>D4</b> Evaluate a range of evidence criteria that is used as a measure for effective CPD.
<b>P8</b> Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.		

## ASSIGNMENT FRONT SHEET

<b>Qualification</b>	<b>BTEC Level 5 HND Diploma in Computing</b>		
<b>Unit number and title</b>	Unit 3: Professional Practice		
<b>Submission date</b>	June 2020	<b>Date Received 1st submission</b>	June 2020
<b>Re-submission Date</b>			
<b>Student Name</b>	Trinh Thi Dieu Huyen	<b>Student ID</b>	GDD18606
<b>Class</b>	GCS0801B1	<b>Assessor name</b>	Dang Thai Doan
<b>Student declaration</b> I certify that the assignment submission is entirely my own work and I fully understand the consequences of plagiarism. I understand that making a false declaration is a form of malpractice.			
		<b>Student's signature</b>	Trinh Thi Dieu Huyen

### Grading grid

P5	P6	P7	P8	M4	M5	D3	D4

☐ Summative Feedback:

☐ Resubmission Feedback:

Signature & Date:

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## INTRODUCTION

- ✓ Discuss goal setting, personality and learning styles which can be implemented to overcome the problems have identified in personal development plan
- ✓ Identify some work-based problem, either where work now or where intend to work in the future, where the solution requires individual training or qualifications
- ✓ Identify my short-term objectives and long-term objectives, together with the processes and activities required to implement my development plan

### LO3 DISCUSS THE IMPORTANCE AND DYNAMICS OF WORKING WITHIN A TEAM AND THE IMPACT OF TEAM WORKING IN DIFFERENT ENVIRONMENTS

### P5 DISCUSS THE IMPORTANCE OF TEAM DYNAMICS IN THE SUCCESS AND/OR FAILURE OF GROUP WORK

#### 1. Definition of Team Dynamics

Team dynamics are the unconscious, psychological forces that influence the direction of a team's behavior and performance [1].

- For example: Suppose, your teacher gives for you a topic and requirement you let's resolve issues in that topic. However, alone yourself can't resolve. After thinking, you create a group to resolve this problem. Thanks to group, every problem both be solved with quality and performance best.

#### 2. Nature and dynamics of team and group work

Team dynamics are created by the nature of the team's work, the personalities within the team, their working relationships with other people, and the environment in which the team works [1].

Team dynamics can be good and can also be bad.

- For example: When they know how to improve overall team performance and/or get the best out of individual team members. This is good.
- For example: When they cause unproductive conflict, demotivation, and prevent the team from achieving its goals. This is the bad.

### 3. Informal and formal settings

Teams exist wherever to together toward a common goal. While some teams are highly formal and subject to discipline, membership restrictions and behavioral control, other teams are informal, will constantly changing and based on interpersonal relationships. Formal and informal groups tend to function in different ways [2].

- For example: Suppose, about hierarchy, in formalized institutions, teams and groups exist within the structure for the purpose of accomplishing specific tasks. The entire team may be under the direction and authority of a superior, or there may be hierarchical gradations within the team itself. In informal teams, de-facto hierarchies based on status or seniority sometimes exist, but they are rarely formalized into a permanent structure.

### 4. Purpose of teams and groups

The purpose of creating teams is to provide a framework that will increase the ability of employees to participate in planning, problem-solving, and decision-making to better serve customers. Increased participation promotes [3]:

- ⬆ A better understanding of decisions
- ⬆ More support for and participation in implementation plans
- ⬆ Increased contribution to problem-solving and decision making
- ⬆ More ownership of decisions, processes, and changes
- ⬆ More ability and willingness to participate in performance evaluation and improvement

### 5. The Importance of Team Dynamics in The Success and/or Failure of Group Work

In recent years, getting work done through teams has become a standard practice in many organizations. This is true for several reasons. The first reason is synergy. This has been proven in the organizations, work follow teams will better an individual working alone. Another reason is that in today's high-tech world, managers no more or no need must know as much as all employees. Managers have people who work for them, people whose specific expertise goes beyond

them. Managers just need to support and guide employees and let them provide work-related answers. In short, if you understand the dynamics of a team, you can warn of the success of the project or solve a problem and vice versa. [4][5].

## 6. In My Group

There are five members in our group with different roles. We have the leader with the roles of an Initiator/Contributor and an Information Seeker. He proposed ways to approach the problem by giving out questions for individual members as well as to open a new discussion for the group. The other members with roles: Information Giver, Opinion Seeker, Opinion Giver, Follower. Our members give information by researching on the Internet based on the topic and then give it to the leader so we can summarize together through Google Meet video conference tool. At first, we did not recruit a Recorder and Procedural Technician so it was hard to keep track of information that was given in the classroom. And the planning for meet up (face-to-face) and video calling (social media) was not well-prepared so our timing was fairly messed up. Other than that, we were able to identify the problems needed to solve for presentation by brainstorming together and prepared for the presentation day.

## P6 WORK WITHIN A TEAM TO ACHIEVE A DEFINED GOAL

### 1. INTRODUCTION OF MY GROUP WORK

In my group, we did a presentation project about "Online learning in recent days". Its goal is to deliver information about online learning in recent days caused by the COVID-9 pandemic. To achieve such a goal we need to follow a set of objectives which include: member recruiting, choosing topic, planning tasks, researching and presentation planning. After the objectives were acquired, we needed to prepare for the presentation day which was to deliver our goal to the audience.

### 2. MY ROLE IN THE GROUP WORK

#### My roles:

- ✓ Information Giver
- ✓ Opinion Giver
- ✓ Follower

Detail: Find information about "*Online learning in recent days*". Particular is information about "*How to improve online courses effectiveness?*" and presenting about that.

### 3. RESULT OF GROUP WORK

With group working, we were able to meet the deadline for each objective. We have learned to work in group, distributing work for members and prepare plan for meet ups and presentation. As a result, we have carefully prepared for our presentation and successfully deliver our goal to the audience.

#### M4 ANALYZE TEAM DYNAMICS, IN TERMS OF THE ROLES GROUP MEMBERS PLAY IN A TEAM AND THE EFFECTIVENESS IN TERMS OF ACHIEVING SHARED GOALS

In the group, members undertake many roles different and this role always connect together, can't to separate or to push they out group. This connection brings effectiveness and help group achieve goals given from before. More specific, when each people undertake a role also mean that person will only research or responsible for an issue. This help group can deep research more and more detail. Besides, when each member undertakes a role in group will help group complete job faster because this like a factory have a production process is specific to each department. In short, if only have one person undertake many roles, will lost a lot of time more compare to share job and effectiveness will can't is the best. However, when teamwork and equally divided roles/work for many persons, maybe everything both can resolved with effectiveness best accompanied by in terms of achieving shared goals. Besides, influence and impulse from to leader and the remaining members in group will help you determined to quickly complete the assigned task. [8].

#### D3 PROVIDE A CRITICAL EVALUATION OF YOUR OWN ROLE AND CONTRIBUTION TO A GROUP SCENARIO

In my group, my role is Information Giver, Opinion Giver and Follower. So, I provided factual information about problem assigned to my group. Because, my group doing about topic is "Online learning" and I have a lot of experience about this issue. Therefore, the information I given almost exactly with reality today.

Besides, with role is opinion giver, I usually express his or her own opinions and beliefs about the subject being discussed and often states opinions in terms of what our group "should" do. Finally, in position is a Follower, I also accept what others say and their decision. Here, I mostly listened to the division and decisions of my leader. Then, I will follow it, if those that is right, benefit for our group and help our group achieve goals of team. In short, I think that, I have done my duty well and also partly contribute to the success of the group.

## LO4 EXAMINE THE NEED FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND ITS ROLE WITHIN THE WORKPLACE AND FOR HIGHER LEVEL LEARNING

### P7 DISCUSS THE IMPORTANCE OF CPD AND ITS CONTRIBUTION TO OWN LEARNING

#### 1. Definition of Continuing Professional Development

CPD refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn and then apply [6].

- For example: Suppose, you learned a new skill on a course and you tried it at work and you felt very awkward. You felt tempted to revert to how you did things before. You evaluate the benefits of persisting. By applying reflective practice in many ways to deal competently with yourself own resistance to change.

#### 2. Why Continuing Professional Development importance

CPD is important because it ensures you continue to be competent in your trade or profession. CPD is an ongoing process and continues throughout a professional's career. It is important to enable you to get ahead and to stay ahead, furthering your career and improving your income [7]. Detail:

- CPD ensures your capabilities keep pace with the current standards of others in the same field.
- CPD ensures that you maintain and enhance the knowledge and skills you need to deliver a professional service.
- CPD ensures that you and your knowledge stay relevant and up to date.

- CPD helps you continue to make a meaningful contribution to your team. You become more effective in the workplace. This assists you to advance in your career.
- CPD opens you up to new possibilities, new knowledge and new skill areas.
- CPD helps advance the body of knowledge and technology within your profession.
- CPD contributes to improved and protection quality of life, the environment, sustainability, property and the economy of you.

### 3. Continuing Professional Development contribution to own learning

Continuing Professional Development contribution to own learning by join formal/educational professional development. Mean, the participate in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities organized by professional bodies, learned societies or training providers such as university, online course, etc. Besides, also the preparation of report, articles or presentations for a professional audience (for me is my lecturers or my instructor). This will help yourself maintaining or developing specialist skills.

## P8 PRODUCE A DEVELOPMENT PLAN THAT OUTLINES RESPONSIBILITIES, PERFORMANCE OBJECTIVES AND REQUIRED SKILLS, KNOWLEDGE AND LEARNING FOR OWN FUTURE GOALS

### 1. Setting goals

#### 1.1. Short term goals

- ✓ Pass all subject present
- ✓ Complete online course about AI, Python and Machine Learning in next time.
- ✓ Improve and enhance ability English for yourself
- ✓ Join a club about art at University of Architecture

#### 1.2. Long term goals

- ✓ Complete all course, read and understand all information about algorithm on website AlgoExpert before when graduate a university
- ✓ Have enough all knowledge about specialized and all skill necessary before graduate a university
- ✓ Graduate a university
- ✓ Have a suitable job with specialized of yourself at a big company with a good salary

## 2. Three skills need to develop

- ✓ Skill English (communication skills priority)
- ✓ Skill thinking logic: specifically, about is algorithm problem solving
- ✓ Skills teamwork

## 3. Strengths and weaknesses

Strengths: Thinking pretty good and often have new idea. Besides, can resolve issues a way quickly but still guaranteed qualities of solution. Know how to search information fast and exactly. Ability teamwork pretty fine, know listen, given opinion and many information for group.

Weaknesses: Afraid to communicate and skill English not good. Besides, because lazy should always thinking and given shortcut way to solve problem.

## 4. Develop strengths and weaknesses

Develop strengths: To develop yourself strengths, I think yourself need must know how to communication and should with teamwork more. Besides, I also must confident with yourself more.

Develop weaknesses: my weaknesses need overcome early. However, my laziness still had benefit because it helps me resolve problem faster. Only this, I think need develop more.

## 5. Rating development needs



Development needs is pretty big. Need spent many times more to complete goals gave and identify things self be having. Continue, identify things yourself no have yet and need must have in next time.

## 6. Development plan

*Table 1: Development plan*

<b>What are my big goals?</b>	Get the right job with major in a large company
<b>Which goals need to happen first?</b>	<ol style="list-style-type: none"> <li>1. Ability English good</li> <li>2. Ability communication good</li> <li>3. Ability teamwork good</li> <li>4. Complete all subjects and credits</li> <li>5. Have one skill personal irrelevant to major</li> <li>6. Complete algorithm course and have skill good about that</li> <li>7. Graduate a University</li> </ol>
<b>When do I want to achieve this?</b>	Early 2023
<b>What obstacles might get in my way?</b>	<ol style="list-style-type: none"> <li>1. Lack funding</li> <li>2. Lack of motivation</li> <li>3. Lack of knowledge or out of date knowledge</li> </ol>
<b>How can I improve my chances of meeting my goal?</b>	<ol style="list-style-type: none"> <li>1. Focused on knowledge of major, continue to read and search information kept up to date recently related to specialty of yourself</li> <li>2. Read guides on how to apply and get advice on academic CV</li> </ol>
<b>Where can I go for support?</b>	<ol style="list-style-type: none"> <li>1. Lecturers</li> <li>2. Careers advisors</li> <li>3. Websites like <a href="https://findaphd.co.uk">findaphd.co.uk</a> and <a href="https://jobs.ac.uk">jobs.ac.uk</a></li> <li>4. University staff</li> </ol>

## M5 COMPARE AND CONTRAST DIFFERENT MOTIVATIONAL THEORIES AND THE IMPACT THEY CAN HAVE ON PERFORMANCE WITHIN THE WORKPLACE

We all want to be more productive but to getting motivated enough to actually get things done can seem impossible. Social scientists have been studying motivation for decades, trying to find out what motivates our behavior, how and why. Dozens of theories of motivation have been proposed over the years. Motivation is very much needed for employees in an organization to be productive the best. Motivation can base on financial rewards, but non-financial rewards methods can also be used to derive the best out of employees. However, there is no single reliable theory to be used, a mixture of them can be utilized. Employees will perform their duties diligently if they are inspired and motivated then the results will always be positive. Organizations which are results oriented will search all the way to motivate their employees them to reach their goals. From that, performance within the workplace maybe will always is the best. Here are 5 popular theories of motivation that can help you increase workplace productivity [9][10]:

- ✓ Herzberg's Two-Factor Theory
- ✓ Maslow's Hierarchy of Needs
- ✓ Hawthorne Effect
- ✓ Expectancy Theory
- ✓ Three-Dimensional Theory of Attribution

## D4 EVALUATE A RANGE OF EVIDENCE CRITERIA THAT IS USED AS A MEASURE FOR EFFECTIVE CPD

The first, need identify all evidence criteria that is used as a measure for effective CPD. Follow me, these criteria, it does not have a specific pattern but depends on each individual's CPD. And more importantly is whether that everyone be aware of and set the right criteria for yourself or not. Although so, today still have some general way to evaluate of CPD group activities such as Plan Evaluation -> Focus on Learning Outcomes -> Use and Share Evaluation Results -> Evaluate

Sequentially. Thanks to it, we will easily identify evidence criteria that is used as a measure for effective CPD of yourself. If you've invested time, money and effort into a CPD programme, you'll naturally want to know that it's having a positive impact on your school's teaching and learning or not. Taking the time to evaluate your CPD is important. It helps you to better understand which CPD activities are beneficial and actually lead to improved practice and which ones don't, ensuring you feel confident in the opportunities you receive. [11][12][13][14][15].

## CONCLUSION

Is already discuss goal setting, personality and learning styles which can be implemented to overcome the problems have identified in personal development plan. Besides, also get things done identify some work-based problem, either where work now or where intend to work in the future, where the solution requires individual training or qualifications. Finally, completed short-term objectives and long-term objectives for yourself, together with the processes and activities required to implement development plan for myself in the future.

## CRITICAL EVALUATION

- My strengths when I did the assignment: I was serious and try to cooperate with my group while work. So, when doing assignment will become easy better. Besides, I know way search information by keyword should almost saving very many times.
- My weaknesses when I did the assignment: English skills are limited. So, maybe I will meet some issues about grammar or spell. Besides, also can I will understand false some information while research.
- How to improve my weaknesses: Use tools to translate the words no knew. Maybe, I should improve ability English before start make assignment.

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