

**Fundamentals for IT Professionals 1**

Year 1 (2019/20), Semester 1

**SCHOOL OF INFOCOMM TECHNOLOGY**

Common ICT Programme

Diploma in Information Technology

Diploma in Financial Informatics

Diploma in Cybersecurity & Digital Forensics

**Assignment 2**

**Personal Career Goal Setting**

**Duration: Weeks 7 – 13**

**Weightage:** 50%

**Individual/Team/Both:** Individual

**Format:** Report / E-Portfolio

Times New Roman Font,

Font Size 12, 1.5 spacing

**Deadline:** Report

Softcopy (MeL Assignment)

**16 July 2019, 09:00hrs (Tuesday)**

Presentation

Softcopy of slides (MeL Assignment)

**16 July 2019, at the beginning of the FP1 class**

Presentation to tutor

**16 July 2019 and 23 July 2019**

**Penalty for late submission**:

10 marks per day (including Saturday, Sunday and public holiday)

No report will be accepted after **22 July 2019, 17:00hrs**

**OBJECTIVES**

* To research and develop “My Learning Journey Plan” to reach your desired career goals upon graduation;
* To identify your “dream job” and “realistic job” and plan for further studies, if desired;
* To plan, map and navigate towards these career goals

**What Is Needed**

The maxim says “Failing to Plan is Planning to Fail”. You have now been enrolled into an interesting course, be it CICTP (Common ICT Programme), IT (Information Technology), FI (Financial Informatics) or CSF (Cybersecurity & Digital Forensics). It is an opportune time to look ahead, ponder your future upon graduation, and plan towards achieving it.

Through this assignment, with guidance from your tutors and doing your own research via the Internet (see Annex C: URL Resource Links), you will map out your future plan using a visual diagram, such as a Mind Map (see Annex B: Information on Mind Maps).

To prepare to get into your dream job (something that you would really want, if given the opportunity) or a more realistic job, you will need to get ready a digital portfolio to showcase your continued professional growth and accomplishments to potential employers.

To demonstrate your research and thinking process, you will need to prepare a report (see Annex A for guidelines) to explain your thinking process and explain how the dream job/realistic job may match up to your personality traits.

**Deliverables**

There are **4 deliverables** for this assignment:

1. **Report (40%)**

The report is about your Learning Journey Plan. Basically, it is to explain your thinking process that shows how you plan your future, how you will develop the necessary attributes for your dream/realistic job and/or a place in the university. The report needs to be properly organised and formatted. The ideas must flow clearly. You will need to show evidence of research being done to identify your dream/realistic job, as well as research on university courses to consider, if this is your desired option. Maximum of 6 pages are allowed.

1. **Visual Diagram (10%)**

A visual diagram to map your personal attributes, characteristics and goals, for example a Mind Map; this visual map should have indications on how you may develop yourself to reach those goals. Clearly show your thinking on your desired goals (jobs and/or further studies), the desirable attributes to achieve these goals and how to develop these attributes/skills.

1. **Digital Portfolio (10%)**

A digital portfolio is an electronic collection of evidence that shows your learning journey over time. To develop your digital portfolio, you may use ICT’s ePortfolio website which you have done in assignment 1 with necessary update.

You may include in your digital portfolio a self-introduction about yourself, your learning journey plan, visual map from point 2 for your dream/realistic job and/or a place in the university, a link to your LinkedIn profile and personal website (e.g. Wordpress, Weebly, Wix, etc).

The digital portfolio should be visually appealing, polished and professional. Be clear and preferably stand out in a way that may attract the attention of readers who may potentially be your future employer. Note that you are not being assessed on the nature of your achievements.

It is important to note that your digital portfolio will have additional content to be added in subsequent semesters of your polytechnic life and beyond. The digital portfolio will be a place to showcase your development and collection of accomplishments to wide audiences at any time.

1. **Presentation (30%)**

In weeks 14 and 15, you will be required to make a short presentation of 5-7 mins to your tutor and classmates about your work. Limit your presentation to 5 slides (introduction, dream job & realistic job, learning journey plan, mind map, and digital portfolio).

1. **Report Format (10%)**

Report format should include the following:

* Table of Contents
* Main Heading 1: Introduction on background of report
* Main Heading 2: Body to include findings, analysis and discussion
* Main Heading 3: Conclusion to sum up briefly the report
* References
* Appendices

**Annex A – My Learning Journey Plan Guidelines**

1. **Introduction**

Brief introduction of yourself and why have you chosen School of ICT and your course (CICTP, IT, FI or CSF).

1. **Future Plan Upon Graduation**
   1. Tell us what you would like to do in 3 – 5 years’ time after graduation
   2. Your Dream Job
      * Does this fit your personality profile?

You may like to use the self-assessment tool in MySkillsFuture portal (<https://www.myskillsfuture.sg>) to understand your career interests, skills confidence and work values.

* + - Does this fit into current technology career trends? If possible, make reference to authoritative sources like IMDA and GovTech or other technology scanning sources (refer to Annex C).
    - Do you have the pre-requisites for your dream job? What more do you need to achieve?
  1. Your Realistic Job
     + Look for suitable jobs (refer to Annex C).
     + Does this fit your personality profile?

You may like to use the self-assessment tool in MySkillsFuture portal (<https://www.myskillsfuture.sg>) to understand your career interests, skills confidence and work values.

* + - Does this fit into current technology career trends? If possible, make reference to authoritative sources like IMDA and GovTech or other technology scanning sources (refer to Annex C).
    - Do you have the pre-requisites for your realistic job? What more do you need to achieve?
  1. Identify the Gaps – Your Roadmap
     + Referring to the pre-requisites for your dream job and realistic job, identify suitable personal attributes and skills that you need to develop to reach your goal, and how they can be developed.
       - Identify up to 3 modules in your course and explain how they may help you to get to your dream job and realistic job.
       - Identify suitable CCA, ICT Society, and/or Special Interest Group (SIG) activities and explain how they may help you to get to your dream job and realistic job.
  2. Is Further Studies an option?
     + Tell us why you may like to pursue further studies, or why further studies is not desired or required.
     + Which course(s) may interest you? Identify at most 2 university courses.

1. **Tools To Help Yourself**
   1. Your digital portfolio / LinkedIn profile – prepare your digital portfolio/ LinkedIn profile; what are you highlighting in your digital portfolio/LinkedIn profile and why?
   2. Your mind map or other visual diagram to help you navigate to your future; highlight what you think is important.
2. **Conclusion**

Tell us if the research and thinking process you underwent for this assignment benefited you in thinking and planning for your future.

1. **References**

Include all your references here.

**Annex B – Information on Mind Maps**



Wikipedia link: <https://en.wikipedia.org/wiki/Mind_map>

**Annex C – URL Resource Links**

**Career Landscapes & Technology Roadmap**

* Skills Framework for ICT:
  + <https://www.imda.gov.sg/cwp/assets/imtalent/skills-framework-for-ict/index.html>
  + <https://www.skillsfuture.sg/skills-framework/ict>
* Financial Industry Competency Standards: <https://www.ibf.org.sg/programmes/Pages/Overview.aspx>
* SCS’s InfoJobs: <https://www.scs.org.sg/Infojobs/infojobs.php>

SCS (Singapore Computer Society) is the largest infocomm body in Singapore and the premier organisation for industry practitioners, leaders, students and ICT enthusiasts

* SAS website:

<http://www.sas.com/offices/asiapacific/singapore/training/paths/index.html>

SAS is the leader in business analytics software and services and the largest independent vendor in the business intelligence market.

**Job Portals**

* <https://www.scs.org.sg/Infojobs/infojobs.php>
* <http://www.jobstreet.com.sg/>
* <http://jobscentral.com.sg/>
* <http://www.monster.com.sg/>
* <http://www.efinancialcareers.sg/> (for Dip FI)
* <https://www.robertwalters.com.sg/information-technology/it-security-jobs.html> (for Dip CSF)
* <https://www.randstad.com.sg/jobs/information-technology> (for Dip IT)

**Further Studies**

* NUS website: [www.nus.edu.sg](http://www.nus.edu.sg)
* NUS Office of Admissions: <http://www.nus.edu.sg/oam/apply-to-nus/Poly-admissions-req-to-NUS.html>
* NTU website: [www.ntu.edu.sg](http://www.ntu.edu.sg)
* NTU admissions: [admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/default.aspx](http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/default.aspx)
* SMU website: [www.smu.edu.sg](http://www.smu.edu.sg)
* SMU admissions [admissions.smu.edu.sg/](http://admissions.smu.edu.sg/)
* Singapore University of Technology and Design (SUTD): [www.sutd.edu.sg](http://www.sutd.edu.sg)
* SUTD admissions [www.sutd.edu.sg/Admissions/Undergraduate](http://www.sutd.edu.sg/Admissions/Undergraduate)
* Singapore Institute of Technology (SIT): [www.singaporetech.edu.sg](http://www.singaporetech.edu.sg)
* SIT admissions: <http://www.singaporetech.edu.sg/local-diplomas>
* Singapore University of Social Sciences: <http://www.suss.edu.sg/Pages/index.aspx>

**ICT Course Curriculum Resources**

* Common ICT Programme **Course** website:

<https://www.np.edu.sg/ict/Pages/cictp.aspx>

* ICT **IT Course** website:

<https://www.np.edu.sg/ict/Pages/it.aspx>

* ICT **FI Course** website:

<https://www.np.edu.sg/ict/Pages/fi.aspx>

* ICT **ISF Course** website:

<https://www.np.edu.sg/ict/Pages/isf.aspx>

**CCA Resource Links**

* NP SDO website: <http://www2.np.edu.sg/sdo/cca/Pages/default.aspx>
* ICT website: [www.np.edu.sg/ict](http://www.np.edu.sg/ict)

**Other Resources**

To check your personality traits: [www.16personalities.com](http://www.16personalities.com)

**Plagiarism and Copyright Issues**

Plagiarism means, “copying any part of a source, and then submitting it, claiming that it is your own work.”

Please ensure that all the works submitted by you are not copied from other sources. Any attempt to plagiarize will be dealt with severely, and it may result in your failing the module.

If you have made any references to certain materials, make sure you cite the sources by acknowledging and providing the information necessary to find the source (e.g. Title and author of book, Internet links, etc.)

Please refer to the following URL for more details:

<https://www1.np.edu.sg/clte/antiplagiarism/policy.htm>