## Form 4: Assignment Brief - FETAC

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| **Course:** | Computer Science 1 | Module: | Work Experience W20008 |
| **Assignment:** | Preparation and Planning 10 % | **Tutor:** | Ulrike McMahon |
| **Date of Issue:** | 23/09/2014 | **Submission Date:** | 14/10/2014 |

**Assignment Description:** Personal planning and preparation for work experience

**Work Placement from 16/02-27/02/2015**

**Brief/Task:**

* Compile a comprehensive personal and vocational skills audit, mention where you acquired these skills and identify areas that need improvement
* Make a career plan for your specific vocational area and state clear learning goals and action points for your work experience.
* Prepare a CV plus a letter of application for a specific job/work experience within your specific industry
* Explore a variety of job-finding strategies and mention appropriate job/placement opportunities identified in the vocational area that you are going to apply to.
* Describe challenges you may encounter on placement and offer solutions on how to deal with/solve them
* Include a statement of contractual obligations

**Guidance:**

* Carefully prepare Skills audit, CV, Letter of application
* Be clear about your learning goals you want to achieve on placement
* Describe how you approach finding suitable work experience, different methods, also interview preparation
* Consider challenges that might occur on your placement and how you might deal with those challenges.
* Draw up contractual obligations, i.e. dress code, working hours, requirements,etc.
* Ensure that documents are related to your specific vocational area

**Learning Outcomes:**

* Compile a personal and vocational skills audit and career plan for a specific vocational area, to include goals and action points for the period of work experience (LO4)
* Present relevant work experience material, to include a CV or personal statement, letter of application, evidence of job-finding skills, skills checklist, and statement of contractual arrangements (LO 5)

A **Pass** grade is achieved by meeting all the requirements defined in the assignment criteria. **50%.** In order to achieve a **Merit** a student must achieve a minimum of **65%.**

In order to achieve a **Distinction** a student must achieve a minimum of **80%**

When handing up work please ensure you:

- attach this form to your assignment

- sign the back of this form confirming that the work submitted is your own

- have clearly referenced your sources

Form 4A: Assignment Report – FETAC

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| **Course:** | Computer Science | Module: | Work Experience W20008 |
| **Assignment:** | Preparation and Planning 10% | **Tutor:** | Ulrike McMahon |
| **Date of Issue:** |  | **Submission Date:** |  |

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| **Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Print name) **Date of submission:**  **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (By signing here I confirm that all of this work is entirely my own) |

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| **Learner’s Comment:** (Did you understand the brief? Did you develop new skills? How did the brief challenge you ?Were the guidelines clear?) |

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| **Tutor Feedback:** (Were the assessment criteria met? Strong / Weak points in assignment? How does this learner progress to the next level? ) |

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| **Grade: Tutor signature: Date:**  **Learner signature:** |

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| **Reason (s) for Resubmission: *(****\*Resubmission of work is at the tutor’s discretion****)*** |

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| **Action (s) required to pass the assignment:** |

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| **Resubmission date:** |

(Please print on reverse of Form 4.)

Guidelines

Skills audit needs to include:

Spreadsheet critically evaluating own personal qualities, interpersonal and practical skills, with focus on transfer into vocational skills.

For example : strengths/talents/ personal qualities/ interests / Prior learning/analytical skills

Written, oral and visual communication skills: Name some of them: In what way could they be useful /effective in employment?

Written Communication skills: creative writing, letter writing, note taking, filling in forms, writing reports

Interpersonal communication skills:

Working in teams

Effective listener

Formal/informal conversational skills

Understanding non-verbal communication

Technological skills

Email, Fax,Sms, Skype, telephone manner, Pc skills, research skills, web design/programming languages

Trouble shooting

Knowledge of Hardware, fixing problems

Problem solving /analytical skills

It isvery important to include where you learned those skills and give an example.

Learning goals. What you would like to gain from the experience, make a few points

And challenges that might hinder you to achieving goals, e.g. accepting criticism, not understanding supervisors instructions, being on time, attending every day, coping with little amount of work, not knowing what to do, etc.

contractual agreement: terms of conditions: hours/ days/ period/ confidentiality/ dress code/ absence/ remuneration

code of behaviour, health and safety obligations

Letter of application

Dates , what course you are doing, main modules, your personal skills:

why they should take you. Qualities like punctuality and reliability,

what you know about the company, why you want to work with them what you would like to gain from the experience,

Mention that you have documentation attached if email/enclosed if letter.