## Form 4: Assignment Brief - FETAC

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| **Course:** | **Computer Science 2** | Module: | **Communications** G30001 |
| **Assignment:** | **CV** | **Tutor:** | **Ulrike McMahon** |
| **Date of Issue:** | **24/09/15** | **Submission Date:** | **01/10/15** |
| **Internally Verified by:** | **Date:** | **Weighting %** | **2%** |

**Assignment Description:** Evidence of writing skills in personal and business life

**Brief/Task:** You are required to submit a professional CV.

**Guidance:**

* The CV should adhere to the professional conventions and should include the following headings:
* **Personal Details; Education & Qualifications; Employment History; Key Skills; Achievements; Hobbies and Interests; Additional Information and** Referees.
* The CV must be typed and contain no grammatical or punctuation errors.
* Information must be presented in reverse chronological order (most recent first)
* The finished document must be no longer than 2 pages.

**Learning Outcomes:**

10.5.4 Write clearly, confidently and expressively in a variety of formsrelating to

personal, social and professional needs, obligations and activities

10.5.5 Recognise and observe the conventions governing a range of formal written

communications e.g. reports, correspondence, faxes, memos, minutes

**Marking Scheme**

Structure: headings, logical order, reverse chronology 4

Essential components:personal details, education, qualifications,

work experience, referees etc 4

Relevance, consistency, focus on future career and job opportunities 4

Presentation: Word processed, 2 pages, attractiveness 8

A **Pass** grade is achieved by meeting all the requirements defined in the assignment guidelines.

In order to achieve a **Merit** a student must: same as **Pass** AND present well written documents having good layout and structure and adhere to writing conventions.

In order to achieve a **Distinction** a student must: same as **Merit** AND express information fluently, requiring little editing with evidence of thought in the communicative process through clear, objective, stylish and creative pieces of work.

\**Resubmission of work is at the tutors discretion*

*Any resubmission of work will only be accepted following a discussion between tutor and student.*

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 scources

## Form 4A: Assignment Report – FETAC

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| **Course:** | **Computer science 2** | Module: | **Communications** G30001 |
| **Assignment:** | **CV** | **Tutor:** | **Ulrike McMahon** |
| **Date of Issue:** | **15/10/15** | **Submission Date:** | **22/10/15** |
|  |  | **WEIGHTING%:** | **3%** |

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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 and I have been given an opportunity to give a comment)* |

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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.)*