**Assignment Breakdown (Total: 50 Marks)**

1. **Technology Use: Operating Computer Devices (10 Marks)**
   * **Criteria:**
     + Understanding and adherence to usage guidelines (3 Marks)
     + Implementation of security measures (3 Marks)
     + Proper maintenance of devices (4 Marks)
   * **Assessment:**
     + Practical demonstration or written explanation of how computer devices are operated following workplace policies.
2. **Problem-Solving: Solving Tasks Using Office Suite (10 Marks)**
   * **Criteria:**
     + Effective use of office suite tools (4 Marks)
     + Adherence to data privacy and compliance guidelines (3 Marks)
     + Efficiency in task completion (3 Marks)
   * **Assessment:**
     + Practical task or report demonstrating proficiency in using office suite software while adhering to workplace policies.
3. **Cybersecurity: Applied Cybersecurity Skills (10 Marks)**
   * **Criteria:**
     + Implementation of password management practices (3 Marks)
     + Awareness and handling of phishing attempts (3 Marks)
     + Regular software updates (4 Marks)
   * **Assessment:**
     + Practical demonstration or case study on applying cybersecurity skills to protect digital information and systems.
4. **Job Skills: Executed Online Tasks and Prepared Documentation (10 Marks)**
   * **Criteria:**
     + Accuracy and adherence to job requirements (5 Marks)
     + Preparation of tailored job documentation (5 Marks)
   * **Assessment:**
     + Submission of job-related tasks completed online, along with prepared documentation such as resumes and cover letters tailored to a specific job opportunity.
5. **Job Search Skills: Searched for Job Opportunities and Demonstrated Interview Skills (10 Marks)**
   * **Criteria:**
     + Effective job search based on competencies (5 Marks)
     + Demonstration of interview preparation and performance (5 Marks)
   * **Assessment:**
     + A written report on the job search process, including a summary of job opportunities found and a mock interview or feedback on interview skills.

**Example Tasks and Submission Guidelines:**

1. **Technology Use (10 Marks)**
   * **Task:** Write a brief report on how you would operate a computer device in accordance with workplace policies, including usage guidelines, security measures, and maintenance practices.
   * **Submission:** Written report or presentation.
2. **Problem-Solving (10 Marks)**
   * **Task:** Complete a set of tasks using office suite software and submit a document that reflects proper use of tools, adherence to data privacy, and efficient task completion.
   * **Submission:** Digital document with evidence of task completion.
3. **Cybersecurity (10 Marks)**
   * **Task:** Create a case study on how you would handle a specific cybersecurity threat, demonstrating knowledge of password management, phishing awareness, and software updates.
   * **Submission:** Written case study or presentation.
4. **Job Skills (10 Marks)**
   * **Task:** Prepare a resume and cover letter tailored to a job opportunity of your choice and demonstrate the execution of online tasks related to this job.
   * **Submission:** Resume, cover letter, and evidence of online tasks.
5. **Job Search Skills (10 Marks)**
   * **Task:** Conduct a job search based on your competencies and provide a summary of job opportunities found. Additionally, prepare for and conduct a mock interview, presenting your skills and experience.
   * **Submission:** Job search summary and mock interview recording or feedback.