

Diploma in ICT & Computing

Assignment Specification

Institute Name : IDM Achievers International Campus
Unit Name : Employability & Professional Development
Unit Value : Unit - 06
Lecturer :

Unit Outcomes :

1. Demonstrate and deliver a range of transferable skills
2. Show evidence of working and contributing to a group situation
3. Identify a given problem and provide feasible solutions
4. Monitor and review own learning experience.

Date Set :

Due Date :

Student Name :

H/O Registration No :

Branch Name :

IDM Student No :

Assessor Comments:

Assessor Signature:

Date: ____/____/____

Task 01

- 1.1 Read a **weekend newspaper** and identify **10 different types of jobs** available in Sri Lanka
- 1.2 What is your **DNA** job?
- 1.3 Explain why you like it.

Task 02

- 2.1 Write a job of **Application letter** and **your own CV** for your selected DNA job.

(Select one of the job advertisement in week end newspaper to write this)

Task 03

- 3.1 Write the **Job Description** and **Job Specification** for the selected job.

Task 04

- 4.1 Suppose that you are facing to the interview of your DNA job, prepare **5 questions** that employer can ask from you during the interview. (This should include both **open questions** and **closed questions**.)
- 4.2 Write the answers that you suppose to give during the interview.