

**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. Read a **weekend newspaper** and identify **10 different types of jobs** available in Sri Lanka
  2. What is your **DNA** job?
  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**

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

**Task 04**

* 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**.)
  2. Write the answers that you suppose to give during the interview.