Digital and Technology Solutions

Degree Apprenticeship

**Professional Practice and Portfolio Development**

# Level 4 (20 credits)

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Checked by: Adrian Harrop

Programme Leader Approval: Francis Braithwaite (Associate Dean in place of Joseph Hurst)

UoR Approval:

Approved for Single / Multiple Use:

Review (Multiple Use): 12 months from creation

# Assessment Brief

This assessment brief provides details of the overall assessment for your module. Where a module has multiple components, these are listed below. It will provide outline details of the examination and specific instructions for any coursework elements.

[Component](#_Coursework_Brief) 1: Presentation (100%)

Description: 10-minute Presentation with discussion

An overall mark of at least 40% must be achieved to pass the module.

Submission Details

|  |  |  |
| --- | --- | --- |
| **Component** | **Date** | **Time** |
| Presentation | Friday of week 8 during term 4.  See Canvas submission point for specific date | 2:00 pm  Presentation and discussion to be schedule thereafter |

# Module Learning Outcome Assessment Matrix

|  |  |
| --- | --- |
| **Learning Outcomes** | Presentation |
| Apply technical learning in an area of digital technology towards addressing a business project or challenge. |  |
| Reflect on the application of technical learning against specified requirements. |  |
| Demonstrate an understanding of underpinning professional, interpersonal and business skills. |  |
| Assess cultural & individual responsibilities. |  |

# Component 1: Assignment Brief

Total Marks: 100

Time Limit: **The presentation is to last no longer than 10 minutes.** It is suggested that this amount is divided in proportion to the weightings of the tasks within the marking rubric.

**Your submission must be in the PowerPoint template provide on Canvas, unless otherwise agreed in advance with the module leader. The template is located in the same location as the assessment document in canvas. All submissions must have a completed cover sheet used as the first two pages – this has been done within the PPTx template. A copy of this in DOCx format is available in appendix A.**

Assignment context:

In this assignment, you will show your understanding of the concepts discussed within the module and within the technical learning module which you selected. You will draw on these concepts within your own organisation, the project or challenge faced and the outcome of your contributions.

This module is about you, your development, how you have progressed throughout the module and the business project/challenge used as the engine to aid your development.

Task 1: (25%)

You are to discuss how the technical learning module you selected has aided you to address a project or challenge within the workplace. You are to introduce the business project or challenge and to review how your technical learning was related to it.

Task 2: (25%)

Using a reflective model, you are to reflect upon how the technical learning undertaken has supported you in assisting with the business project / challenge. You must identify the key reflection points and discuss the model of reflection you selected and why.

Task 3: (40%)

Within this module you will have engaged with a variety of different skills and responsibilities that support what it means to be a professional. Provide a justification for the importance of the development of these skills in your working practice. As part of this you should consider cultural and individual responsibilities and the impact they may have had on your job role(s).

Example skills/topics which could be included are the ones covered on this module but are certainly not limited to only these.

Academic Conventions: (10%)

**Up to 10 marks** can be awarded for the entire task for the overall structure, strength of argument, referencing and use of language. For an excellent performance, your work will be based on several good qualities and relevant resources. These resources need to be referenced from within your presentation using the [Roehampton Harvard Reference](https://library.roehampton.ac.uk/roeonline/referencing) style. With this piece of work being a presentation, rather than an assignment, you will most likely read many resources but not reference them all. Thus, a bibliography is required, to list literature read but not necessarily used.

# Assessment rubric

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **80 to 100 %** | **70 to 79 %** | **60 to 69 %** | **50 to 59 %** | **40 to 49 %** | **0 to 39 %** |
| **Task 1:**  **The business project / challenge and your technical learning.**  **(25 Marks)** | The learner has provided a presentation which shows outstanding knowledge towards the significance of importance or understanding of the business project/challenge.  An outstanding discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. | The learner has provided a presentation which shows excellent knowledge towards the significance of importance or understanding of the business project/challenge.  An excellent discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. | The learner has provided a presentation which shows very good knowledge towards the significance of importance or understanding of the business project/challenge.  A very good discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. | The learner has provided a presentation which shows good knowledge towards the significance of importance or understanding of the business project/challenge.  A good discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. | The learner has provided a presentation which shows basic knowledge towards the significance of importance or understanding of the business project/challenge.  A limited discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. | The learner has provided a presentation which shows little or no knowledge towards the significance of importance or understanding of the business project/challenge.  Little or no discussion has been given surrounding how the technical learning has impacted / affected the learner’s approach to the business project/challenge. |
|  | 20 - 25 marks | 17 - 19 marks | 15 - 16 marks | 12 – 14 marks | 10 - 11 marks | 0 - 9 marks |
| **Task 2:**  **Reflecting.**  **(25 Marks)** | The learner has provided a presentation which shows outstanding knowledge towards why reflection is required and has provided an outstanding discussion surrounding a suitable reflective model.  Outstanding reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. | The learner has provided a presentation which shows excellent knowledge towards why reflection is required and has provided an excellent discussion surrounding a suitable reflective model.  An excellent reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. | The learner has provided a presentation which shows very good knowledge towards why reflection is required and has provided an in-depth discussion surrounding a suitable reflective model.  Very good reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. | The learner has provided a presentation which shows good knowledge towards why reflection is required and has provided a discussion surrounding a suitable reflective model.  A good reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. | The learner has provided a presentation which shows basic knowledge towards why reflection is required and has provided a limited discussion surrounding a suitable reflective model.  Basic reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. | The learner has provided a presentation which shows little or no knowledge towards why reflection is required and has not used a suitable reflective model.  Little or no reflection has been given surrounding how their technical learning has supported them with approaching the business project/challenge. |
|  | 20 - 25 marks | 17 - 19 marks | 15 - 16 marks | 12 – 14 marks | 10 - 11 marks | 0 - 9 marks |
| **Task 3:**  **Skills and their use.**  **(40 Marks)** | The learner has provided a presentation which shows an outstanding assessment towards the skills used by themselves and others within their working environment. | The learner has provided a presentation which shows an excellent assessment towards the skills used by themselves and others within their working environment. | The learner has provided a presentation which shows a very good assessment towards the skills used by themselves and others within their working environment. | The learner has provided a presentation which shows a good assessment towards the skills used by themselves and others within their working environment. | The learner has provided a presentation which shows a basic assessment towards the skills used by themselves and others within their working environment. | The learner has provided a presentation which shows little or no assessment towards the skills used by themselves and others within their working environment. |
|  | 32 - 40 marks | 28 - 31 marks | 24 - 27 marks | 20 - 23 marks | 16 - 19 marks | 0 - 15 marks |
| **Academic Conventions**  **(10 Marks)** | Outstanding, well-presented presentation that contains all key elements. Wide range of relevant literature used, and read, to inform argument, balanced discussion and/or inform problem-solving. Consistently accurate and assured use of academic conventions. | Excellent, well-presented presentation that contains all or most key elements. Engagement with appropriate reading. Research-informed literature integrated into the work. Good use of academic conventions. Consistently accurate use of academic conventions. | Very good presented presentation that contains all or most key elements. Knowledge of literature beyond core text(s). Literature used accurately but descriptively. Academic skills generally sound. Good use of academic conventions. | Good overall presentation with some key elements. Some evidence of reading, with superficial linking to given text(s) Some academic conventions evident and largely consistent, but with some weaknesses. | Basic overall presentation with some key elements. Evidence of little reading appropriate for the level of study, and/or indiscriminate use of sources. Academic conventions used weakly. | Little or no presentation or key elements. No evidence of reading. Views are unsupported and non- authoritative. Academic conventions largely ignored. The presentation format and length deviated from the prescribed requirements. |
|  | 8 - 10 marks | 7 marks | 6 marks | 5 marks | 4 marks | 0 – 3 marks |

# Section 2 General Assessment Brief Guidance

## Supporting Assessment documentation, rules and regulations.

To view the academic rules and guidance documents for the topics listed below please follow this link to the Degree Apprenticeship Handbook (DAH) module in Canvas: <https://canvas.qa.com/courses/1041>

If you are unable to access this module please contact [qaadegreeadmin@qa.com](mailto:qaadegreeadmin@qa.com) who will be able to resolve this for you.

The guidance found in the DAH:

* University of Roehampton Academic Regulations
* Regulations & Quality Assurance Overview
* Key contacts
* Mitigating Circumstance documentation
* Academic misconduct Procedure
* Final degree award calculation
* Appeals guidance
* Examination regulations
* Student feedback committees
* External examiner reports

Appendix A

**Slide 1**

**ASSIGNMENT COVER SHEET**

|  |  |  |
| --- | --- | --- |
| **Student’s name** | (First name) | (Last name) |
| **Module name** |  | |
| **Title of assignment** |  | |
| **Complete Word Count in my assignment** |  | |
| **Date submitted** |  | |

All work must be submitted by the due date. If an extension of time to submit work is required, a [Mitigating Circumstances Extension Form](https://canvas.qa.com/courses/384/files/285134/download?wrap=1) must be submitted.

**Has an extension been approved? Yes No If yes, please give the new submission date ….…/..…./…….**

**Slide 2**

|  |
| --- |
| IMPORTANT: THIS STATEMENT MUST BE READ & SIGNED  **Academic Integrity Statement**  Academic integrity and honesty are fundamental to the academic work you produce at the University of Roehampton. You are expected to complete coursework which is your own and which is referenced appropriately. The university has in place measures to detect academic dishonesty in all its forms. If you are found to be cheating or attempting to gain an unfair advantage over other students in any way, this is considered academic misconduct and you will be penalised accordingly.   ​  **I declare that the work I am submitting is my own work, is properly referenced and has not been submitted elsewhere.** |
| **Student Signature (Full Name):**  **Date:** |