Professional Experience and Project Development  
55-403325  
Task 1b - CV Preparation (12.5%)

# Learning Outcomes assessed in this task

* **LO1** Develop personal and professional skills and an awareness of social, legal, ethical and professional (LSEPI) issues within the IT industry.
* **LO4** Communicate effectively and to an appropriate standard in a range of media and writing styles and present information clearly, objectively and logically, in an appropriate format.

# Specification

For this assignment you are required to produce an up-to-date, professional-looking CV. You will be given the opportunity to get feedback on your CV in your tutorial session.

# Hand in Details

**Deadline**: **Monday 25th November, 3pm**

**Electronic submission**: Upload your CV (in Word or PDF format) to Blackboard in the **Task 1b - CV Preparation** submission point, where the feedback rubric will be used to give you a mark and feedback for your work.

SHU rules for late hand-in apply. Further guidance, including what to do if you are unable to submit, can be found on [Assessment4Students](https://academic.shu.ac.uk/assessment4students/submitting-work-sitting-exams/submitting-work/).

# Recommended task list

Here is a checklist of what requirements are expected of your CV:

1. Order of information on the CV is correct - the most important information first.
2. Easy to understand and informative personal profile - no more than 4-5 lines.
3. Key skills mentioned and evidence provided.
4. Action words used.
5. Up-to-date with most recent experience included (modules being studied at the moment).
6. Chronological - qualifications and work experience ordered with the most recent first.
7. References complete.
8. Error-free - no typos, no grammatical errors, no alignment issues.
9. Attractive layout - overall layout is consistent, with plenty of white space making it easy to read.
10. Correct length - either 1 or 2 pages - not somewhere in-between.

# Marks and feedback

All items on the checklist below will simply be marked out of 0, 5 or 10, assessing whether each of these items is respectively either absent, could be improved or excellent.

See marking scheme below for details.

You will receive a mark out of 100 for the work and the mark and feedback will be accessed via 'My Grades' on Blackboard.

# In-Module Retrieval (IMR)

Following first-sit assessment, In-Module Retrieval (IMR) will be offered to students achieving below 40% for the assessment task.

IMR means that you will have an opportunity to resubmit a reworked version of your original assignment, following feedback, within a short space of time (usually 5-10 working days) in order to achieve a pass grade. The maximum mark available is 40%.

You will need to look out for an email from your Module Leader (to your SHU email address) shortly after the marks have been released. This will give you more details and tell you what you need to do next.

If you decide not to participate in the In-Module Retrieval attempt and subsequently do not pass the module, you will be referred which means you will have an opportunity to resubmit an assignment during the reassessment period (usually July for students on standard courses).

The time available to you to submit an IMR attempt will be less for those students who submit after the original submission deadline date (with or without an approved extension).

Further information about IMR is available on Assessment 4 Students on MyHallam.

# Marking Scheme – Total: %

|  |  |  |  |
| --- | --- | --- | --- |
|  | **0%** | **50%** | **100%** |
| 1. Order of information on the CV is correct - the most important information first.. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Easy to understand and informative personal profile - no more than 4-5 lines. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Key skills mentioned and evidence provided. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Action words used. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Up-to-date with most recent experience included (modules being studied at the moment). | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Chronological - qualifications and work experience ordered with the most recent first. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. References complete. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Error-free - no typos, no grammatical errors, no alignment issues. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Attractive layout - overall layout is consistent, with plenty of white space making it easy to read. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |
| 1. Correct length - either 1 or 2 pages - not somewhere in-between. | Not present | Could be improved | Excellent |
| **/10** | 0 | 5 | 10 |