**Assignment for Career Development – Two Job Applications for ‘Preferred Employers’**

Deadline: 15.00 Monday 16th November 2020, submitted via Blackboard. Word limit 1,000. Calculated as (P+Q1+Q2+Q3+RA)\*D=assignment score. Maximum score is 20 marks.

This assignment requires you to reflect on your experience applying for two ‘preferred partner’ placement jobs; this is useful even if you do not intend to do a placement. The starting point will be thinking about your Employment Portfolio (CV and for some degree routes, samples of your work) you completed by the end of your first year. After applying you will reflect on your applications, think about the outcomes that occurred and your experience of applying, and then create a new action plan for gaining or improving on ONE successful application. These five sections each carry a weight of 4 marks but there is a multiplier of one that will be applied for providing evidence of your application.

You will score 0 (zero) if

- you don't include at least one of your applications in your submission

- you altered or enhanced the original applications you submitted for inclusion in the assignment

- you have attempted to provide a false record of your achievements, qualifications or experiences

- you did not comply with the rules about designated employers and the Pool allocation

If you only provide evidence of one credible application for a designated placement then the multiplier D will be 0.5 which will halve the marks you receive for the assignment. You may apply for all the placements if you wish, but only include two in your assignment submission.

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| **D** |
| 0.5 marks for each credible job application, with evidence  Credible - they are employers from the designated pool, they aren't littered with typos or mistakes, made before the deadline, addressed to the right person  Evidence - a copy of your application. It must be legible, may be scanned but better as a doc or pdf, where online applications have been made take a screen shot or print a copy before exiting, include any acknowledgement letter or email that the application has been received |
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| **Designated Employer Pool** |
| *Choose at least two from this pool. You may wish to apply for all of them.* |
| Kinspeed  Egress  Next  WANDisco  Bluetree Group |

|  | **P** | **Q1** | **Q2** | **Q3** | **RA** |
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|  | **Preparation for Application – 4 marks** | **Quality of Application – Technical Content – 4 marks** | **Quality of Application – Non-technical Content – 4 marks** | **Quality of Application – Presentation – 4 marks** | **Reflection and Action Plan – 4 marks** |
| 4 | Excellent, detailed discussion of preparations made before application submitted. | Technical abilities and qualifications are discussed. They should be clearly stated and their relevance to, and focus on, the role applied for is reflected on. | Personal interests and achievements are clearly stated and are relevant to the role – they are reflected on (discussed, evaluated) thoroughly | Clear and concise application(s) with no errors. | The success factors are identified and briefly evaluated/explained. A coordinated set of actions to strengthen or improve the application are stated. |
| 3 | Good discussion of preparations made before application submitted. | Technical abilities and qualifications are discussed in general terms, not strongly focussed on the role applied for. | Personal interests and achievements are clearly stated but are not strongly relevant to the role or are discussed in general terms. | Presentation is clear but there are spelling or grammatical errors. | Goal(s) related to successfully gaining a placement are identified. Some actions to deliver the goal are described or loosely related to the goal.  . |
| 2 | Some discussion of preparations made before application submitted. | Technical abilities and qualifications are partially or incompletely stated and discussed. | Personal interests and achievements have only limited or brief discussion. | Presentation is untidy. | Improvement actions and goals are listed but not linked or coordinated. |
| 1 | No discussion of preparations made before application submitted. | Technical abilities and qualifications are irrelevant or reflection is missing. | Personal interests and achievements are missing or not discussed. | Untidy presentation with errors. | Improvement actions are missing or not justified, or goals are missing. |