**IN2015 Professional Development in IT**

**Assessment 1**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Group (A-F):** |  |

You must complete **all 3** of the elements for this assessment:

Professional Development Plan – Minimum word count 1500 words.

Application Form Questions

CV

Scroll down to access a template to complete for the Professional Development Plan and Application Form Questions. Once completed, you should submit the template to Moodle by the deadline. Your CV should be submitted to Moodle as a separate document.

**Deadline: Sunday 23rd October 2016 by 5pm.**

**Submission: Moodle**

#### Assessment 1 Professional Development Plan Template (minimum 1500 words)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | | **PDIT Tutor** | | **Date** |
|  | |  | |  |
| **Professional SMART Goals, including the related milestones. *All Goals should be SMART:***  **S**pecific – have you added specific detail?  **M**easurable – are you able to measure progress towards your goal?  **A**chievable – can you achieve your goal given resources available to you?  **R**ealistic – have you set yourself a realistic goal?  **T**ime bound – have you set a deadline to complete your goal? | | | |  |
| **Short term goals (e.g. next six months)?** | **Milestones to be completed to reach goal.** | | **Available resources/opportunities to develop the skills (e.g. library/events/careers websites)** | **Deadline for completion of goal** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **Medium term goals (e.g. over the next year or two)?** | | | | |
| 7. |  | |  |  |
| 8. |  | |  |  |
| 9. |  | |  |  |
| 10. |  | |  |  |
| **In the longer term (e.g. in three years plus)?** | | | | |
| 11. |  | |  |  |
| 12. |  | |  |  |
| 13. |  | |  |  |
| **Portfolio Development Option:**  **Refer to pages 8 – 10 of the PDIT handbook to see the list of Portfolio Options you can choose from. Identify which Portfolio Option you plan to engage with over the short-medium term (it is recommended you select only one). Justify your choice of Portfolio Development Option in the box below stating why you chose it and how it will feed in to your goals above.** | | | | |
|  | | | | |

*Use more pages if necessary.*

#### Assessment 1 Application Form Questions

The 10 questions listed below are common questions asked on job application forms. Choose 5 questions to respond to. **NOTE: you do not need to answer all 10 questions.**

Write your answers to your chosen 5 questions exactly how you would if you were applying for a job. Refer to the guidance provided in workshop 4.

Use the template below for this assessment. Your answers should be no more than 300 words each.

When applying for jobs, you should tailor your application to the specific role that you are applying for. For the purpose of this exercise, please refer to the mock job description below. Please choose 1 of the 3 roles within the job description and tailor your application form answers to your chosen role. **Please clearly state which role you are applying for.**

Pay particular attention to the presentation of your work. Proof read your work before you submit, to check for spelling and grammar mistakes.

1. Why have you chosen to pursue a career in IT? (300 word limit)
2. Describe a situation where you have been required to develop a software solution, what were the steps involved and on reflection what would you have done differently? (300 word limit)
3. Explain the steps you took to solve a technical programming problem, what was the issue and how did you go about solving it? (300 word limit)
4. Provide evidence of your ability to demonstrate self-motivation and a drive to succeed. (300 word limit)
5. Provide evidence that you can communicate clearly, in particular your ability to explain or teach difficult concepts to a wide range of audiences, either written or verbally. (300 word limit)
6. Provide evidence of your ability to work alongside other people to contribute to and achieve a shared objective. (300 word limit)
7. Provide evidence of your ability to adapt to unforeseen situations and overcome problems. (300 word limit)
8. Write about your interests and any leisure activities that you take part in. Indicate positions of responsibility where appropriate. (300 word limit).
9. Write about your experiences of working with client focus. (300 word limit)
10. Write about any achievements you are proud of that set you apart from your peers. (300 word limit)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holland & Smith**

**Placement Schemes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Details:**  Holland & Smith is a leading technology consultancy employing over 450 employees. Founded in 1989, the company has grown significantly and now operates globally. We have a proven talent for generating new ideas for our clients and all of the placement vacancies will offer the opportunity to work within a highly skilled and professional workforce.  We have built a strong client base and work with clients to ascertain the most appropriate technology for their projects. This involves front-end development as well as back-end integration. We offer a full range of frameworks, database and vendor technologies, and digital strategies.  We are offering 3 roles and the job description for each role can be found below. In all cases, we are looking for people with a passion for our technology and the hunger to learn. Of equal importance to your technical knowledge are your communication and problem solving skills, the ability to work in a team and your focus on achieving results.  **When applying, please state which role you are applying for.** | | | |
| **Salary:** £15,000-£20,000 depending on experience. | | | |
| **Location:** London | | | |
| **Length of Placement:** 12 months starting July 2017 | | | |
| **To Apply:** Please answer any 5 out of the possible 10 application form questions and please ensure you tailor your application to the specific job role that you are applying for. | | | |
|  | **Business Analyst** | **Helpdesk Assistant** | **Software Developer** |
| **Job Summary:** | The Business Analyst intern will provide support to the full life cycle of IT projects. You will work with Business Relationship Managers to keep track of Business Demand for IT initiatives, and provide support, such as requirements analysis and managing change requests.  You will support the Design and Technology team, maintaining IT standards and policies as well as analysing project reports and communicating the results.  You will work closely with our team of data analysts to understand customer behaviour and use data to continually improve customer experience. | The IT Helpdesk assistant will provide prompt and efficient helpdesk support to approximately 450 users across the business.  You will work in a small team of helpdesk staff who act as the first point of contact for all IT related issues. Where possible you will resolve the issues independently; taking charge of each query. If necessary you will need to escalate calls to 2nd line support where necessary.  You will need to log IT queries and keep updated records whilst the issues are resolved.  On occasion, you will be required to provide desk side assistance.  You will also work as part of the team to complete scheduled maintenance tasks, IT training and upgrades. | As a Software Developer you will work closely with the senior developers of software products. You will see the complete product development lifecycle, including requirements capture, planning, design, coding development, testing, documentation and release.  Your work will include; code refactoring, object orientated design, optimisation of testing processes and defect resolution. You will use software to resolve problems and support development activities. You will work in a team to develop tools to be supported on multiple operating systems, including Windows, Linux and UNIX. |
| **Skills Required:** | \*To be studying towards an Undergraduate degree in Computer Science or related subjects.  \* The ability to document requirements using structured techniques  \* The ability to understand and use application architectures  \* Experience or knowledge of SQL  \* Good influencing and decision making skills.  \*Excellent written and verbal communication skills.  \*The ability to explain complex technical issues clearly both verbally and in writing.  \*The ability to work as part of a team as well as being able to work independently with minimal supervision.  \*Experience of keeping accurate records.  \*Excellent attention to detail.  \* Organised manner with ability to prioritise workload.  \*Motivated and pro-active with a 'can-do' approach. | \*To be studying towards a Undergraduate degree in Computer Science or related subjects.  \*Excellent written and verbal communication skills.  \*The ability to explain complex technical issues to a variety of audiences with differing levels of technical understanding.  \*The ability to work as part of a team as well as being able to work independently with minimal supervision.  \*Ability to work calmly under pressure.  \*Experience of keeping accurate records.  \*Excellent attention to detail.  \* The ability to pick up new systems and procedures quickly.  \* Organised manner with ability to prioritise workload.  \*Motivated and pro-active with a 'can-do' approach. | \*To be studying towards a Undergraduate degree in Computer Science or related subjects.  \*Experience in one or more programming languages.  \*An understanding of HTTP, SQL databases and source control  - Familiarity with Linux, UNIX or Mac OS X  \*The ability to work as part of a team as well as being able to work independently with minimal supervision.  \*Excellent written and verbal communication skills.  \*A pro-active and methodical approach to work.  \*Capable of working under pressure and able to work on own initiative.  \*Good general computing skills such as emailing and use of the Microsoft Office suite. |

|  |
| --- |
| **Name:** |
| **Which role are you applying to:** |
| **Question 1 (insert your chosen question here). Max 300 words.** |
| **Question 2 (insert your chosen question here): Max 300 words.** |
| **Question 3 (insert your chosen question here): Max 300 words.** |
| **Question 4 (insert your chosen question here): Max 300 words.** |
| **Question 5 (insert your chosen question here): Max 300 words.** |