Personal Development

Personal Development(PEDE)	
Assignment Number	1
Assignment Name	Formative Assessment
NQF Level	5
Credits	38
Due Date	
Marks	Total marks = 365 Formative assessments through the semester contribute towards the student's module mark and are used to assess progress and identify areas for improvement. This formative assessment will contribute 25% towards final mark. Take note of the following with regards to late submissions: a. One (1) day late (-5%) b. Two (2) days late (-10%) c. Three (3) days late (-15%)
Individual / Group Assignment	Individual
Lecturer Information	
Lecturer	
Lecturer E-mail	

Learning Objective:

Formative assessment 1 will cover the following concepts:

a. Principles of business and the role of information technology
b. Awareness of ethics and professionalism for the computer industry in South Africa
c. Computer technology to research a computer topic
d. Technical reports
e. Understanding of estimating a unit of work and the implications of late delivery
f. Work in a team
g. Collect and record data
h. Apply constructive feedback techniques

Attributes/Competencies Assessed:

a. 114050 - Explain the principles of business and the role of information technology
b. 114055 - Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa

c. 114076 - Use computer technology to research a computer topic

d. 116389 - Write a technical report

e. 114059 - Demonstrate an understanding of estimating a unit of work and the implications of late delivery

f. 120379 - Work as a project team member

g. 14051 - Collect and record data

h. 13925 - Present information in a public setting

i. 115431 - Analyse feedback contexts and apply constructive feedback techniques

Scope:

Personal development in the context of my career involves a multifaceted approach. Firstly, I continually strive to grasp the principles of business and recognize the pivotal role of information technology in the contemporary corporate landscape. Secondly, I am acutely aware of the significance of ethics and professionalism, particularly within the computer industry in South Africa, where upholding these values is essential. Additionally, I leverage computer technology to delve deep into research on various computer-related topics, an indispensable skill in this field. The capacity to produce technical reports efficiently is another area I continually refine. Understanding the intricacies of estimating a unit of work and the repercussions of late delivery is critical for project management. Collaboration within a team setting is also a priority, as it fosters innovation and collective growth. Moreover, I place great emphasis on my ability to collect and record data meticulously, ensuring accuracy and relevance. Lastly, I actively seek out constructive feedback techniques to refine my skills and enhance my overall performance in these areas of personal development.

Technical Aspects:

The number of pages for this formative assessment is _32_ and the following font and size should be used in your report:

a. Font: Arial

b. Size: 12 and 14 for headings

c. Font colour: Black

Save and upload the report as a .PDF**(No backgrounds)** with the following naming convention:

a. Student no_StudentName_StudentSurname_ModuleCode_FA1**(No ZIP folder uploads)**

Ensure adequate referencing is used when using information from either books or internet. Plagiarism is a serious offecne and can result in 0% for the assessment when excessive work is copied without proper referencing.

Additional research required for question 2

Please complete the following and sign as requested for Portfolio of Evidence (POE)

a. Pre-Assessment agreement (Save, sign and submit as PDF)

b. Assessment Feedback Agreement (Save, sign and submit as PDF)

Mark allocation for report

See Mark allocation sheet below

Question 1 (80)

Unit standard	Specific outcome	Assessment criterion
114050	1	1
	1	2
	1	3
	2	1
	2	2
	2	3
	3	1
	3	2
	3	3
	4	1
	4	2
	4	3
	4	4

a. Explore the various categories of business entities provided below:
- Sole Proprietorship
- Partnership
- Limited Liability Company (LLC)
- Private Corporation
- Publicly Traded Corporation

a) Provide concise explanations for each of the mentioned business categories. (10)

ANSWER:
  ➢ Sole Proprietorship – simplest business ownership where a business is owned and run by an individual and has limited growth potential due to the fact that it lacks access to significant resources.
  ➢ Partnership - when two or more parties come together to form a business ownership and runs or manage it together and through a discussions and decision-making they share profits and risks that comes along the way.

- Limited Liability Company (LLC) – Owners(members) have more control over management and they also decides on how the business should be taxed and LLCs joins the limited liability protection of a corporation with the flexibility and simplicity of a partnership
- Private Corporation - form of business operation where the business acts as separate legal entity guided by a board of directors however this form of corporation only offer stock shares to selected group of people like investors and employees of the company and the corporation can be made by one ore more parties
- Publicly Traded Corporation – (public company) an organization with publicly distributed ownership that is in the form of tradable shares of stock meaning that shares can be sold or bought .

b) Choose one of the specified categories to address in this query. Describe the operational mechanisms, environmental context, advantages, and disadvantages associated with this chosen business category.

(30)

ANSWER:

- Publicly Traded Corporation
  - Operational Mechanisms:
    - Access to Capital
      - Through selling shares to the public , the Publicly Traded Corporation can raise significant capital and this capital can be used to expand , develop , research and also pay debt for the corporation
    - Market Valuation
      - Industry trends , economic conditions and financial performances are factors that can fluctuate stock prices meaning they either hinder or accelerate growth of a business .
    - Corporate Governance
      - It must abide by the government standards and regulations
      - Provides transparent financial reporting or any sort of activity or reporting to its shareholders
    - Ownership Structure
      - Board of directors are elected by the shareholders
      - Consists of many shareholders who own shares of a company

  - Environmental Context
    - Globalization

- Geopolitics risks and currency fluctuations are some things that many publicly traded corporations are exposed to due to the reason that they operate on global scale and have to deal with diverse markets ,regulatory frameworks and also currencies
  - Technological Advances
    - Technological changes significantly influence publicly traded corporations so for them to be able to stay on top of the game continuous investments in research and development needs to be done
  - Market Competition
    - Publicly traded corporations operate in a competitive markets so they constantly need to adapt to new changes in technology, consumer preferences and regulatory environments .
- Advantages
  - Liquidity
    - Shares are easy to buy and sell
    - Attracts investors because of its convinience to convert investments into cash
  - Employee Benefits
    - Employees have an opportunity to a share in company's success
  - Access to Capital
    - Can sell shares and that money can be used on varies things including investing in new projects
- Disadvantages
  - Vulnerability to Market Fluctuations :
    - Company doesn't have much control on stock prices and this can negatively impact the value of a company
  - Short-Term Pressures:
    - Company may encounter pressure to deliver short-term results to satisfy shareholders and maintain stock prices and therefore they can give less thoughts to the future goals and fix the short term- goals
  - Regulatory Compliance Costs:
    - Regulations and reporting requirements can be time consuming and quite a bit expensive too .

b. IT is widely used in business.
  a) Briefly describe the main uses for IT in a partnership. (10)

  ANSWER:
  ➢ Communication and Collaborations:

- Partnerships utilizes varies messaging and mailing platforms /sytems for efficient communications and also some platforms allows users to share their work and that way can collaborate and work together on a project
- Financial Management :
  - Accounting Software is utilized for invoicing ,financial reporting , bookkeeping .
- Document Management :
  - Document collaborations enables partners to collaborate or work on a document in real time while cloud Storage permits partnerships to maximize cloud-based storage solutions for secure an accessible document storage and sharing
- Security and Data Protection :
  - IT infrastructure has some significant components that can be implemented to protect sensitive information from unauthorized access
  - IT also has some backup software that can be implemented to back up data preventing data loss
- Compliance and Legal Support :
  - IT solutions can be used for managing and tracking legal bidings between partners

b) Investigate the various types of software applications available and answer the following questions as it relates to a partnership: (6)

   i. Give an example of a software application (CRM) and describe the purpose of this application in the business.

   ANSWER:

- Salesforce – cloud-based CRM platform that has features that make businesses manage their relationships and customer interactions much convenient
  - Salesforce purpose is :
    - Lead Management:
      - Assist businesses manage and track leads from initial contact and also converts leads and relations into customers
    - Centralized Customer Information:
      - It allows Relevant customer information to be stored
    - Scalability:
      - Allows or can grow with the business accommodating varies data sizes ad requirements

ii. What is the function of IT in business?

ANSWER:

➤ Communication and Collaborations

- o IT enables business to communicate with each other through the use of different communication platforms and this promotes collaborations within and outside of the business for example one business working together with the other business

iii. What effect will IT have on partnership?

ANSWER:

➤ Enhances Decision-making

- o This mitigate the chances of failure in risks taken because the business already has some insight on the planed risk/idea to be implemented and that way wise decisions are made

c. Define the concepts of data and information and highlight the distinction between them. (6)

ANSWER:

➤ Data

- o Unorganized facts , raw facts , unprocessed facts
- o Lacks context and doesn't mean much due to the reason that it is unorganized and raw

➤ Information

- o Organized , processed and interpreted raw data
- o Has a meaning and context

d. Provide an explanation of data security, identify potential data threats, and elucidate their potential impact on your business. Additionally, explore other types of threats that extend beyond the realm of data theft.

(14)

ANSWER:

➤ Data Security- is the practice of protecting digital information from unauthorized access, theft or corruption .

- o Involves implementing measures and protocols that tighten data security to make unauthorized access more difficult
- o Potential Data Threats Includes:
  - ▪ Malware :
    - • Data can be compromised if it is exposed to malicious software such as viruses , ransomware and spyware
  - ▪ Phishing Attacks :
    - • Can occur through emails , social media platforms or fake websites where an individual is tricked to show their sentive information such as login credentials , banking details etc because the culprit poses a trustworthy identity
  - ▪ Unauthorized Access:

- Data breaches can occur when an unauthorized user somehow gain access to sensitive information
  - Data Interception :
    - When data is transmitted over networks hackers may seize the opportunity and intercept data
  - Insider Threats :
    - Authorized employees or individual may unknowingly or knowingly leak data and that compromises the data integrity
  - Potentials Impact on Business includes :
    - Reputation Damage
    - Financial Loss
    - Operational Disruption
  - Other Types of Threats Includes :
    - Supply chain Attacks –attackers may use vulnerability to their advantage to gain unauthorized access in the supply chain
    - Physical Threats –natural disasters , fires or theft can damage the infrastructure or server
    - Social Engineering –manipulating individuals to tell or share sensitive company data

e. In every business, there exist subsystems that contribute to the efficient operation of the enterprise. Please name two (2) of these subsystems. (4)

ANSWER:
  - ➤ Teams
  - ➤ Departments

Question 2 (75)

Unit standard	Specific outcome	Assessment criterion
114055	1	1
	1	2
	1	3
	2	1
	2	2
	3	1
	3	2
	3	3
114076	1	1
	1	2
	1	3
	2	1
	2	2
	2	3
	2	4
	2	5
	3	1
	3	2
116389	1	1
	1	2
	1	3

	1	4
	1	5
	1	6
	2	1
	2	2
	2	3
	2	4
	3	1
	3	2
	3	3
	3	4
	3	5
	4	1
	4	2

a. Several bodies in South Africa are involved in monitoring acceptable and unacceptable professional practices in the computing industry. Do research on the following South African IT bodies on what the abbreviation means and a small description of what their core business is.
   (12)

- IITPSA
- BITF
- ITUC
- ITA.
  ANSWER:

➢ IITPSA- Institute of Information Technology Professionals South Africa
  o Promotes codes of conduct and ethics for all its members by defining and promoting the standards of the ICT industry
  o Provides certification , networking and resources for IT professionals to enhance their skills and professionals development
➢ BITF- Black Information Technology Forum

- o An association that represents the poor blacks in the information and communication technology industry as both business operators and professionals
- o Aims to propel black people into the mainstream of ICT industry in South Africa
- ➢ ITUC- Information Technology Users Council
  - o An external examination body
  - o Deals specifically with examinations in COBOL
- ➢ ITA – Information Technology Association of South Africa
  - o "represents more than 200 companies concerned with the supply of information technology equipment, systems, software and services"
  - o "It promotes the maintenance of high standard of IT industry technical skills in accordance with the international trends"

b. In your own words explain "code of practice" within the computer industry in South Africa. The following must be included in your explanation: (12)

- What is the code of practices within the IT Industry? Give example.
- How would you go about identifying the code of practice?

ANSWER:

- ➢ It is a set of guidelines outlining ethical behavior and best practices for professionals
  - o This code covers aspects such as responsibility, confidentiality and integrity
  - o Examples includes how profession should handle sensitive information , how profession should interact with clients and it also ensures the security of information systems
- ➢ How I would go identifying the code of conduct :
  - o Government Regulations and Standards :
    - ▪ Checking laws implemented by the government can provide insights or information on what is to be expected in the field
  - o Company Policies:
    - ▪ Checking company's code of contact can provide insights to the dos and don'ts at company for code of conduct varies from company to company
  - o Consulting Professionals:
    - ▪ Contacting professionals like CSSA may provide guidelines and also checking their website to read code of conduct
  - o Industry Certification :
    - ▪ Certifying bodies usually define codes of practice to be adhere to for an individual to meet the requirements

c. Answer the following questions related to the code of ethics:

- What does the code of ethics state about equality and equity? (2)

ANSWER:

> ➤ The code of ethics promotes equality towards opportunities and fair distribution of resources

- Explain what is software piracy? Give an example. (5)
  ANSWER:
  > ➤ Unauthorized usage of software or any modification , distribution or reproduction of software without any proper licensing from the owner
  > ➤ An example would be downloading a software program that requires purchasing but the one you download doesn't require purchasing because the original software has been modified by someone without the owner's concert

- How do we apply the code of ethics? (4)
  ANSWER:
  > ➤ Lead by example
  > ➤ Implement them in your decision making
  > ➤ Through educating others
  > ➤ Through taking responsibility

d. In the forthcoming questions, you will be tasked with crafting and delivering a report focusing on ethics and professionalism within the South African computer industry. This report will encompass viewpoints on both acceptable and unacceptable professional conduct.

   i. Outline the plan for your report. Your plan should include aspects such as: (10)
   - Your objectives
   - Topics to be included
   - The basic scope of what you are going to say
   - How you will present your findings.

   ANSWER:

   > ➤ My Objectives :
   >   1. Address Acceptable conduct
   >   2. Address unacceptable conduct
   >   3. Research on Ethical Standards
   >   4. My Suggestions – things that could be improved
   > ➤ Topics to be included:
   >   1. Introduction
   >   2. First paragraph-Ethical Standards in South Africa ---looking at the implemented codes of ethics and professional standards and also how they link to the computer industry in south Africa
   >   3. Acceptable conduct
   >   4. Unacceptable conduct
   >   5. Ethical standards
   >   6. Consequences of not adhering to the conduct
   >   7. Recommendations or suggestions
   >   8. Conclusion

- ➢ Basics scope of what im going to say :
  1. Main focus will be on the good side of adhering to the code of ethics , its benefit on the individual and business (business growth)
  2. State examples of an acceptable and unacceptable conduct and also say a real time example
- ➢ How I will present my findings :
  1. Write my report in an appropriate tone (formal) with full attention to the targeted audience in mind
  2. Going to include visuals to enhance people's understanding (images)
  3. Get real time examples from valid sources
  4. Topics must flow ….there must be a flow from one topic to another
  5.
- ➢ Conclusion
  1. Would summarize all my information and end my presentation with suggestions or recommendations on my findings
- ➢ Getting feedback

ii. Based on your plan prepared for question "i" you must now take your research and put it into a complete report. Your report must have the appropriate standard report layout.   (10)

- Make sure you have addressed the correct audience
- Follow the correct layout and structure
- Include an introduction, a body, and a conclusion with recommendations
- Your report must NOT be based on biased information
- Have facts and figures to substantiate your findings
- Make sure all finding is verified prior to doing the report

ANSWER:

Introduction

The South African computer industry is a dynamic industry dependent on ethical standards for its continued growth and integrity. In this comprehensive report, we delve into both acceptable and unacceptable professional behavior in the industry. Our focus includes ethical standards, the consequences of non-compliance and recommendations for improvement.

Objectives

Addressing Acceptable Behavior

- In South Africa's fast-growing IT industry, acceptable professional conduct is key to fostering a culture of integrity, trust and innovation. The following section outlines key aspects of acceptable behaviour, including integrity, respect for privacy, compliance with the law, professional competence and cooperation.
Highlighting examples of acceptable behavior

- Examples such as open communication, informed decision-making, adherence to project schedules, responsible use of technology, and continuous learning illustrate the positive impact of acceptable behavior. By defining and adhering to these principles, professionals contribute to the positive growth and ethical development of the South African computer industry.

Addressing unacceptable behavior

- Although the South African computer industry is marked by innovation and progress, it must address and condemn behavior that falls outside the bounds of acceptable professional conduct. This section outlines examples of unacceptable behavior and highlights the potential consequences for individuals, organizations and the industry as a whole.

- Examples of unacceptable behavior
  1. Plagiarism and infringement of intellectual property rights
     • Unauthorized use or replication of intellectual property without proper attribution or permission.
  2. Data manipulation and misuse
     • Unauthorized access, manipulation or misuse of data, which undermines trust in the industry.
  3. Dishonest client interactions
     • Providing false information, making unrealistic promises or deceptive practices.
  4. Discrimination and Harassment
     • Discriminatory behavior or harassment based on protected characteristics, strictly condemned.
  5. Sabotage and Malicious Activities
     • Deliberately endangering the security, functionality or reputation of computer systems.
  6. Conflict of interest
     • Avoiding situations where personal interests conflict with the wider industry.

  7. Breach of Confidentiality

     • Breach of confidentiality agreements or failure to secure proprietary information.

  8. Incompetence and negligence

     • Engaging in tasks beyond the level of competence or demonstrating carelessness.

Consequences of Unacceptable Conduct

1. Damage to reputation

   • Individuals or organizations engaging in unacceptable behavior risk significant reputational damage.

2. Legal Consequences

   • Unethical practices can lead to legal consequences, including lawsuits, fines or imprisonment.

3. Loss of confidence

> • Unacceptable behavior undermines trust in the industry and can lead to strained relationships with clients and colleagues.

4. Impact across the industry

> • The consequences go beyond individual cases and can potentially damage the reputation of the entire industry.

Preventing unacceptable behavior

1. Clear codes of conduct

> • Creating and enforcing clear codes of conduct within organizations and industry.

2. Training and education

> • Ongoing training programs on ethics, legal standards and industry best practices.

3. Reporting mechanisms

> • Implementation of confidential reporting mechanisms for transparent industry practices.

4. Regulatory oversight

> • Regulatory bodies play a key role in monitoring and enforcing ethical standards.

> By addressing and proactively preventing unacceptable behaviour, the South African computer industry can maintain its reputation as an ethical and trustworthy sector that promotes innovation and sustainable growth.

Ethical standards research

- Ethical standards form the basis of a professional and responsible South African computer industry. This section dives into research into existing ethical standards, examining codes of conduct and professional guidelines that guide professionals in the industry.

Existing codes of ethics

- In South Africa, the computer industry is governed by a set of ethical principles and codes of conduct designed to ensure that computer professionals act responsibly and fairly. Key sources of ethical standards include professional bodies and international standards.

Compliance with industry specifics

- Ethical standards are not universal; they must be tailored to the unique challenges and opportunities in the South African computer industry. Research shows that existing ethical frameworks are aligned with industry specifics in areas such as data privacy, inclusivity, diversity and cybersecurity.

Challenges and evolving considerations

The research also reveals ongoing challenges and evolving considerations for ethical standards in the South African computer industry:

1. Emerging technology

• Ethical standards are constantly adapting to the rapid development of technologies such as artificial intelligence, blockchain and the Internet of Things.

2. Global cooperation

• The interconnected nature of the global technology environment requires cooperation on ethical standards at the international level.

Verification of findings

In order to ensure the accuracy and reliability of these research findings, a thorough review of official documents, publications and statements from reputable sources was carried out. In addition, interviews with industry experts and practitioners provided valuable insights into the practical application of ethical standards in the South African computer industry.

Suggestions for improvement

While the South African computer industry has made significant strides in promoting ethical behaviour, continuous improvement is essential to stay ahead of new challenges and foster a culture of accountability. This section provides suggestions for improving ethical practices in the industry.

Continuous ethical education

Implement regular ethics education programs for professionals that cover emerging ethical challenges, case studies and real-world scenarios, thereby increasing awareness and understanding.

Industry-specific ethical guidelines

Develop and update industry-specific ethical guidelines that address the unique challenges of the South African computer industry and provide clear and practical insights into ethical decision-making.

Cooperation with educational institutions

Work with universities and educational institutions to integrate ethics training into computer science and information technology curricula and instill ethical principles early in the education of professionals.

Whistleblower Protection Mechanisms

Create and publicize whistleblower protection mechanisms to encourage reporting of unethical behavior without fear of retaliation for a more transparent and accountable industry.

Professional ethical forum

Create a platform for professionals, industry leaders, and regulators to engage in open discussions about ethical challenges and best practices, facilitating knowledge sharing and collaboration.

Inclusion of ethical aspects in project management

Integrate ethical considerations into project management methodologies, incorporate ethical impact assessments and ensure ethical standards are incorporated into development.

Conclusion

The research underscores the importance of robust ethical standards in guiding the conduct of professionals in the South African computer industry. As technology continues to advance, these standards serve as an essential compass to ensure that practitioners navigate the complexities of the industry with integrity, responsibility and commitment to the greater social good.

iii. Once the report for question "e" is complete, you will also prepare a PowerPoint presentation of your own report. (20)

Instructions for the PowerPoint Presentation:

- Layout Printing: Insert copies of your presentation slides
- Some of the aspects you should keep in mind as you prepare the slides include:
  - Did you organize your material correctly?
  - Is the presentation appropriate for the target audience?
  - Is the information in the presentation well structured?
  - Did you provide clear findings and recommendations?
  - Did you include a question and answer session at the end of the presentation?

ANSWER:

Introduction

This report provides a comprehensive analysis of the ethical standards in the South African computer industry. It covers acceptable and unacceptable professional behavior, consequences of non-compliance, and recommendations for improvement. The purpose of this report is to raise awareness about the importance of ethical behavior in the industry and to provide guidance for individuals and organizations to operate with integrity and responsibility.
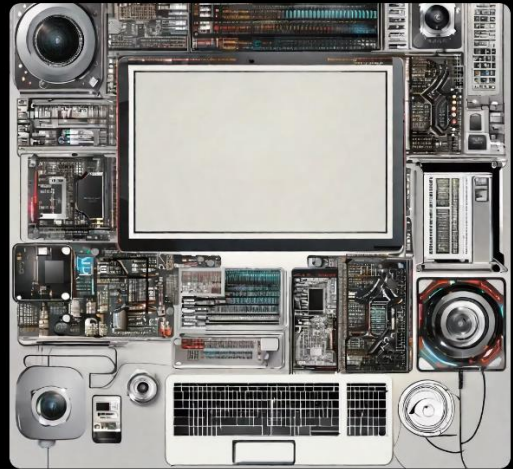
Addressing Acceptable Behavior

Acceptable Behavior

- Respect for confidentiality and privacy of clients
- Adherence to ethical standards and codes of conduct
- Transparency in financial transactions
- Honesty and integrity in all

Consequences of Non-Compliance

- Legal action and penalties
- Reputation damage and loss of business
- Revocation of licenses and certifications

Recommendations for Improvement

- Continual education and training on ethical standards
- Establishment of an industry-wide code of conduct
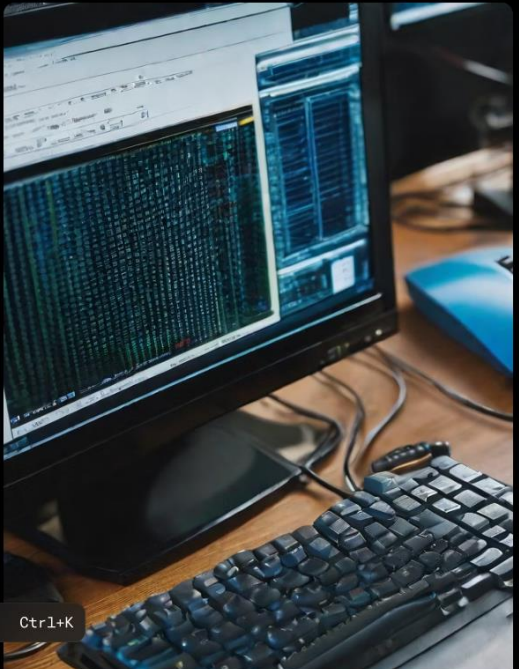- Increased transparency in financial transactions

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Integrity in the South African Computer Industry

Integrity is a crucial element in the South African computer industry. It refers to the quality of being honest and having strong moral principles. In the computer industry, integrity is essential for building trust with clients and stakeholders, as well as maintaining a positive reputation in the industry. Without integrity, the industry would be plagued by corruption, fraud, and unethical behavior.

- Integrity is necessary for ensuring that computer systems are secure and free from unauthorized access or manipulation. This is especially important when dealing with sensitive information such as personal data or financial records.

- Integrity is also critical for ensuring that computer professionals act ethically and responsibly. This includes being truthful and transparent in their dealings with clients, colleagues, and other stakeholders.

- Integrity is essential for upholding the standar the computer industry and ensuring that

Compliance with the Law

Compliance with the law is of utmost importance in the South African computer industry. It ensures that businesses operate within legal boundaries and that they are held accountable for their actions.

Non-compliance with the law can result in severe consequences such as fines, legal action, and damage to a company's reputation. It can also have negative impacts on the industry as a whole, leading to decreased trust and confidence from consumers and stakeholders.

It is essential that companies in the South African computer industry prioritize compliance with the law and take proactive measures to ensure that their employees are aware of and adhere to legal requirements. This includes providing regular training and education on ethical standards and implementing effective monitoring and reporting mechanisms.

Professional Competence

Professional competence is a critical aspect of the South African computer industry. It refers to the knowledge, skills, and abilities required to perform work at a high level of quality and in compliance with ethical standards. Professional competence is essential for ensuring that computer professionals provide effective and efficient services to clients while maintaining ethical standards.

Importance of Professional Competence

Professional competence is essential for computer professionals to provide high-quality services to clients. It enables them to perform their duties with

Consequences of Non-Compliance

Non-compliance with professional competence standards can result in serious consequences for computer professionals and their clients. It can lead to _____ and inefficiencies in service delivery.

Recommendations for Improvement

To improve professional competence in the South African computer industry, it is recommended that computer professionals engage in continuous

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Consequences of Non-Compliance

Non-compliance with ethical standards in the South African computer industry can result in serious consequences for individuals and organizations alike. These consequences can include legal action, loss of reputation, and financial penalties.

Legal Action

Individuals and organizations that engage in non-compliant behavior may face legal action, which can result in fines, imprisonment, or both. Legal action can also result in damage to an individual's or organization's reputation, which can

Reputation Damage

Non-compliance can result in significant damage to an individual's or organization's reputation. This can lead to loss of business, difficulty in recruiting top talent, and a negative impact on the bottom line. In some cases, reputation

Financial Penalties

Organizations that engage in non-compliant behavior can face significant financial penalties, which can impact the organization's bottom line and ability to operate effectively. These penalties can include fines, loss of revenue, and

Recommendations for Improvement

Based on our analysis, we recommend the following steps to improve ethical standards in the South African computer industry:

Code of Conduct

Establish a clear and comprehensive code of conduct that outlines acceptable and unacceptable professional behavior in the South African computer industry.
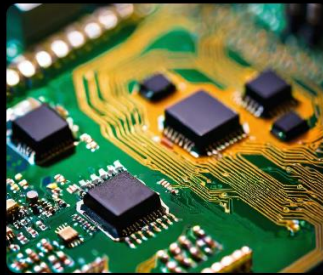
Training Programs

Develop and implement training programs to educate professionals in the South African computer industry on ethical standards and the consequences of non-compliance.

Whistleblower Protection

Establish mechanisms to protect whistleblowers who report unethical behavior in the South African computer industry.
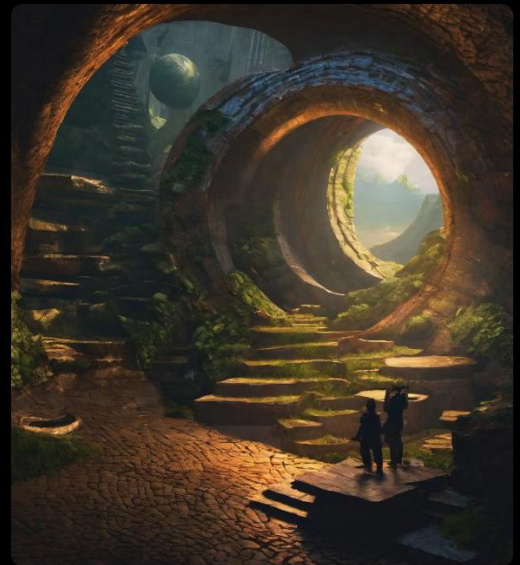
Questions?

Question 3 (30)

Unit standard	Specific outcome	Assessment criterion
114059	1	1
	1	2
	2	1
	2	2
	3	1
	3	2
	3	3
	4	1
	4	2

a. Conduct a project cost estimation and analysis, presenting your findings in the form of a report encompassing the following aspects: (10)

- Begin by outlining the project and delineating its constituent tasks or components.
- Identify both the costs and the benefits associated with the project, and establish a comparative representation (in tabular form). While you can refer to internet layouts as examples, ensure that your final analysis incorporates original data and figures.
- Divide your project into smaller segments (subprojects), providing comprehensive data for each subproject.
- Within your analysis, furnish cost estimates for each subproject, encompassing testing, implementation, and rollout phases.
- Enumerate all resources employed, including human resources.

   ANSWER:

Project Cost Estimation and Analysis Report

1. Project overview

Our organization is embarking on a project to introduce a new Customer Relationship Management (CRM) system. The aim is to simplify customer interactions, enhance data management, and boost overall business efficiency.

2. Project components

The project can be divided into the following key parts:

- Requirements analysis
- System design
- System development
- Testing
- Implementation
- Implementation and training
- Support after implementation

3. Costs and benefits

In order to perform a thorough cost-benefit analysis, we identified the associated costs and benefits for each component of the project. The following table provides a comparative representation:

Component	Cost (in Rand)	Advantages
Requirements Analysis	R200,000	Clear understanding of system requirements
System Development	R300,000	Creating a CRM system
Testing	R 100,000	Identifying and solving problems
System Design	R250,000	CRM system design
Implementation and Training	R 180,000	User training and system deployment
Post Implementation Support	R250,000	Ongoing maintenance and support

Subprojects and cost estimates

➢ Requirements Analysis

- Price: R200,000
- Resources: business analysts, project manager, stakeholders
- Duration: 15 days

System design

- Price: R250,000
- Resources: System architects, designers, project manager
- Duration: 30 days

System development

- Price: R300,000
- Resources: Developers, database administrators, project manager
- Duration: 49 days

Testing

- Price: R100,000
- Resources: QA Team, Testers, Project Manager
- Duration: 42 days

Implementation

- Price: R180,000
- Resources: implementation team, project manager
- Duration: 14 days

Implementation and training

- Price: R220,000
- Resources: trainers, support team, project manager
- Duration: 28 days

Support after implementation

- Price: R250,000
- Resources: support team, project manager
- Duration: Continuous

Human Resources

- This position will include a cross-functional team of analysts, designers, developers, testers, and support staff.
- Key roles include project managers, business analysts, design engineers, developers.

Conclusion

This project cost estimate and analysis provides a detailed breakdown of costs associated with each component and subproject. It is essential to ensure that all aspects, including testing, implementation and ongoing support, are adequately

budgeted. Comprehensive analysis serves as a valuable reference for project planning, resource allocation and decision-making throughout the project life cycle.

b. Based on the report prepared for question "a", prepare a time estimate for all the subtasks. (10)
- Show all subtasks
- Show implementation and testing time lines

ANSWER:

Subtask	Time Estimate (days)	Start Date	End Date
Requirements Analysis	15	2023-01-10	2023-01-25
System Design	30	2023-01-29	2023-02-28
System Development	49	2023-03-01	2023-04-19
Testing	42	2023-04-23	2023-06-04
Realization	49	2023-06-07	2023-07-25
Implementation and Training	14	2023-07-27	2023-08-10
Support	Ongoing	-	-

c. Determine the implications of late delivery of one part (subproject) of the project. (10)
- How does your chosen subproject fit in the complete project?
- What would late delivery of that part of the project cause?
- How would it affect the client and would there be penalties for late deliver and why what would those penalties be?

ANSWER:

Selected sub-project:

System development (CRM system creation)

- Fits into the complete project
  - The central point of the project, influencing the following phases.

Consequences of late delivery:

- Project Delay
- Affects testing, implementation, implementation and training.

Increased Costs:

- Expands resource allocation, leading to higher expenses.

Client Frustration:

- Can lead to dissatisfaction and frustration.

Effect on the client:

- Operational disruptions:
  - Limits client operations and processes.
- Missed business opportunities:
- Limits effective customer relationship management.

Penalties for late delivery:

- Financial Sanctions:
  - Possible financial impacts based on the contract.
- Contractual effects:
  - They can damage the relationship between the supplier and the client or lead to the termination of the contract.

Question 4   (45)

Unit standard	Specific outcome	Assessment criterion
	1	1
	1	2
	1	3
	2	1
	2	2
	2	3
120379	2	4
	2	5
	3	1
	3	2
	3	3
	3	4
	3	5

	3	6
	4	1
	4	2
	4	3
	4	4
	5	1
	5	2
	5	3
	5	4

a. Highlight the importance of functioning as a team member. (4)

ANSWER:

1. Effectiveness of cooperation

   - More effective achievement of common goals through cooperation and shared responsibility.

2. Different uses of skills

   - Utilizing diverse skills and expertise in a team for a comprehensive approach to problem solving.

3. Improved troubleshooting

   - Using collective intelligence to solve complex challenges and find effective solutions.

4. Effective communication

   - Ensuring clear communication channels, reducing misunderstandings and improving project coordination.

b. Describe the expected behavior of a team member within your team. (4)

ANSWER:

➢ Respect
   o Team members should be open-minded and also who respect other members opinions or point of views or ideas
➢ Effective Communication
   o Members should speak clearly and if one doesn't understand they should provide a further explanation

c. Explain team dynamics.   (5)
    ANSWER:
    ➢ Team dynamics involves how a group of people interact , communicate and
      work together to achieve a common or shared goal . its about how members in a
      team share responsibilities , resolve conflicts and talk to each other
        o Mastering and knowing team dynamics is crucial for creating a good
          efficient work environment

d. Now, assemble a team comprising 3-4 individuals. Consider your group as a collaborative project
    team working on a project of your selection. Appoint a team leader and define the roles for each
    team member. In this assessment, your role as a team member is to engage in discussions and
    collectively address the following inquiries.
        i.   As a team, outline what you perceive as an appropriate degree of assistance
              required to accomplish all the objectives of a project.   (4)
              ANSWER:
    ➢ Different individual skills
        o Having members with different set of skills means different tasks can be
          tackled at the same time and that save time
    ➢ Clear goals
        o Knowing and sticking to the initial goals is crucial because responsibilities
          and roles can be shared between team members and that also prevents
          confusion among team members
        ii.   Determine the requirements of individual team members by engaging in
              discussions with fellow team members and compiling a comprehensive list of
              each member's responsibilities and associated needs.   (4)
              ANSWER:
                ➢ Name : Tyron
                    o Strengths
                        ▪ Analytical thinking
                        ▪ Strategic planning
                    o Skills
                        ▪ Data analysis
                        ▪ Project management
                    o Preferences
                        ▪ Team work
                        ▪ Clear project goals
                ➢ Name : Caitlyn
                    o Strengths
                        ▪ Creative problem solving
                        ▪ Effective communication
                    o Skills
                        ▪ Graphic design

- Content creator
  - o Preferences
    - Autonomous tasks
    - Regular Feedbacks

iii. Establish what the team goals are on the project and how will you achieve them.

(5)

ANSWER:

Goals

- ➢ High-Quality Outputs:
- ➢ Punctual Achievement:
- ➢ Continuous Cooperation:
- ➢ Efficient Communication:

Approaches to Achieve them :

- ➢ Through Regular meetings
- ➢ Through making use of project management tools

i. Establish what the team goals are on the project and how will you achieve them.

(5)

ANSWER:

Goals

- ➢ High-Quality Outputs:
- ➢ Punctual Achievement:
- ➢ Continuous Cooperation:
- ➢ Efficient Communication:

Approaches to Achieve them :

- ➢ Through Regular meetings
- ➢ Through making use of project management tools

ii. List all the team members and what their roles are and what authority they have.

(4)

ANSWER:

- ➢ Tyron
  - o Role: Project Manager
  - o Authority: decision making related to the project 's planning , resource allocation and strategy of the project

- ➢ Caitlyn
  - o Role: Head of Design and Development
  - o Authority: decision making on aspects of design and development of the project
- ➢ Tafadzwa
  - o Role: Testing and Quality Assurance Specialist
  - o Authority: authority to assess the quality of project components , and indentifying problems and making recommendations

iii. Describe how team members can improve their interaction as a team. Explain the importance of team interaction. Give an example of where you have worked as a part of a team previously. (4)

Answer:
- ➢ Team interaction enhances team collaboration and the success of the project due to a number of reasons including the fact that team members will share their progress and if there is an modification to be made to the initial goal they can quickly incorporate it in their current progression other than waiting till they are done and that definitely saves time and finance
- ➢ Interactions can be improved through making regular meetings , team-building exercises
- ➢ An example : back when I was still in school we had to do a group presentation on the chosen topic , so first we had to pick a topic as a group then divide our content into segments where each member is responsible for something and if a group member wasn't happy on the part he had to play we do a quick discussion and see if someone wants to take that role or not and if not we will sit down again and organize something more suitable for the member

iv. Give an example of how you would go about getting someone's trust. (2)

ANSWER:
- ➢ Through having an open communication and have consistence in your actions

e. Define what a stakeholder is and identify both the stakeholders within your group and those external to the group. (5)

ANSWER:

A stakeholder is a person or group that has an interest or concern in the success or outcome of a project or organization.

- • Internal Stakeholders:
  - o Team Members

- o Project Manager
- External Stakeholders (outside of the group)
  - o Clients
  - o Investors
  - o Suppliers

f. Suppose you have made a commitment to the stakeholders. This commitment can potentially have adverse effects on your group. Provide two examples and explain how each of them can negatively impact your group. (4)

ANSWER:

- Over budget:
  - o Impact on the group: undermines confidence , making stakeholders skeptical and loss interest in supporting future endeavors
- Missed Deadlines :
  - o Impact on the group: dissatisfaction from stakeholders , harming the group's reputation and reliability

Question 5 (45)

Unit standard	Specific outcome	Assessment criterion
	1	1
	1	2
	1	3
	1	4
	1	5
	2	1
14051	2	2
	2	3
	3	1
	3	2
	3	3
	3	4

	4	1
	4	2

a. Provide an overview of each of the meeting types listed below: (9)

    i. Contract Meeting

    ANSWER:

- ➢ A contract meeting is a meeting aimed at discussing and administering the agreements, terms and conditions set out in the contract

    ii. Technical Review Meeting

    ANSWER:

- ➢ A technical review meeting evaluates the technical aspects of a project or system and involves experts to assess the design, functionality and performance to identify strengths and weaknesses and improvements.

    iii. Project Review Meeting

    ANSWER:

- ➢ A project review meeting evaluates project performance, addresses challenges and plans for future phases involving key stakeholders and team members.

b. Elaborate on the subsequent leadership approaches: (9)

    i. Democratic

    ANSWER:

- ➢ In a democratic leadership approach, decision-making is collaborative and includes the input and opinions of team members.

    ii. Autocratic

    ANSWER:

- ➢ In autocratic leadership, the leader has considerable decision-making power, making decisions independently with minimal input from team members. The leader supervises and directs the team's activities.

    iii. Facilitative

    ANSWER:

- ➢ Facilitative leadership means helping and supporting team members, encouraging collaboration, and insisting on open communication. The leader manages group processes, listens to the input of team members to make informed decisions, and emphasizes teamwork and inclusiveness.

c. Describe the following decision-making processes used in meetings: (15)

    i.   Voting

        ANSWER:

> voting is when everyone shares their opinion by voting on a proposal. The choice with the most votes is usually the one accepted. It's a way to consider what most people in the group want.

    ii.   Consensus

        ANSWER:

> Consensus is when a group, through discussion and negotiation, reaches an agreement that everyone is comfortable with in order to find common ground.

    iii.   Criteria-based rating

        ANSWER:

> Criteria-based rating entails assessing various options using predetermined criteria and assigning scores to each option. The option with the highest score is subsequently chosen as the decision.

    iv.   Ranking

        ANSWER:

> Ranking in decision-making involves arranging options or choices in some order based on their importance or preference, usually from most to least favorable or vice versa.

    v.   Paired comparisons

        ANSWER:

> In paired comparison, decision makers assess and compare each option against all other options in pairs, assigning preferences or scores to determine the most favorable choice.

Plan, prepare and chair a meeting

For the following questions each student must convene and chair a meeting of a small team consisting of 3-4 people. As the chair person of their own meeting, each student will carry out all the steps related to planning and preparing their meeting, and will then run the meeting as the chairperson. Each student will determine the topic and agenda for their own meeting.

As the chair person the student will set the agenda, and compile the final minutes of the meeting.

    d.   Complete a checklist (as given below) for your meeting to indicate that all the arrangements for the meeting have been completed. (12)

Description	Completed		Remarks
	Yes	No	
Venue arranged?	✓		

Facilities set up?	✓	
Technology available? *E.g. projector*	✓	
Have all relevant supporting information/documents been attached? *(Reports, previous minutes etc.)*	✓	
Make a list of the outcomes expected from the meeting	✓	
Were all delegates invited?	✓	
Has agenda been sent and discussed with the delegates prior to the meeting?	✓	
Where all delegates given the opportunity to amend and add items to the agenda?	✓	
Have all logistical details been specified? *E.g. dates, times and location of the meeting*	✓	

Question 6 (50)

Unit standard	Specific outcome	Assessment criterion
	1	*1*
	2	*1*
	3	*1*
13925	*4*	*1*
	5	*1*
	6	*1*

For this question, you will deliver the presentation you prepared for Question 2 D to a group of two (2) or more people.

You are required to create and share a video presentation, while your audience members are expected to submit reports on your delivery. The video recording is a mandatory component of your assessment submission and will become part of your digital portfolio of evidence.

a. Prepare your own assessment checklist for your audience members to employ in evaluating your presentation. (30)

- The evaluation form must have at least 8 questions
- Include a space for the presenter's name
- Include a heading detailing what the presentation was about
- Include the date of presentation
- Include space for specifying the name of the evaluator

Answer:

	Rating (1 – 5)
Lecture's name:	
Presentation Topic: Ethical Standards in the South African Computer Industry	
Date of Presentation:	
Evaluator's name:	
Evaluation Criteria	
	Rating (1 – 5)
1. Clarity of content	
-was the content presented in a clear and understandable way ?	
2. Involvement Level	
-To what extent did the speaker engage the audience throughout the presentation ?	
3. Structure and Flow	
-did the presentation have a logical structure and smooth flow between sections ?	
4. Visual Aids	
-How effectively where aids (slides,pictures,videos) used to improve understanding ?	

5. Delivery Assurance	
-How confident was the presenter during the presentation	
6. Processing Questions	
-Where the Audience's questions dealt with effectively and in an informed manner?	
7. Audience Relevance	
-How well did the presentation meet the interests and needs of the audience?	
8. Overall Impression	
-what is your overall impression of the presentation ?	
Additional Comments	

b. Create a video recording of your presentation delivery, adhering to a concise duration of 10 to 15 minutes, which should encompass both your presentation and the subsequent question and answer session. (10)

c. Instruct your audience participants to utilize the checklist you devised in question 1 to conduct a fundamental evaluation of your presentation. Please submit these evaluations as supporting evidence for this question.

(10)

Unit standard	Specific outcome	Assessment criterion
	1	1
	1	2
	1	3
	1	4
	1	5
	1	6
	2	1
	2	2
115431	2	3
	2	4
	2	5
	3	1
	3	2
	3	3
	3	4
	3	5

Feedback is very important. However, it can be a very sensitive matter, and if not handled properly could become an issue. Feedback is an essential element of making progress. People can still often be observed telling others "you are still doing it wrong". What is needed instead is to determine whether the person was given sufficient feedback to help them to improve.

We cannot expect people to do thing right if we do not give feedback. All feedback must be informative and helpful to the person who is getting the feedback – even when addressing areas that must be improved.

Feedback can be a useful tool for indicating when things are going in the right direction or for redirecting problem performance. The main reason for feedback is to give constructive feedback which will provide

guidance by supplying information that will be useful in effecting effective behaviour, or feedback can be used to guide someone back on track towards better performance.

You have 3 scenarios you must provide feedback on.

a. Reflect on a past experience when you were part of a team. Imagine a scenario in which one of your team members struggled to handle a situation involving other team members, resulting in a heated confrontation with raised voices and verbal attacks.
  i. Give a brief description on what the problem was, and how you handled the situation. (5)
  ii. Give a brief description of what was said to the team member/s. (5)

Answer:

i. A problem arose when two team members had opposing views on how to handle a project, resulting in a heated argument. I intervened to restore calm and promote a more positive team atmosphere.

ii. When giving feedback to a team member, I emphasized the importance of handling disagreements in a more professional manner. Feedback focused on acknowledging different opinions within the team and discovering improved conflict resolution methods. The goal was to help the team member improve communication skills and deal with differences without intense arguments

b. View the two (2) videos listed below, and offer feedback to the presenters of each video. While providing feedback, adopt the perspective of a team member of the respective presenter, focusing on delivering constructive and helpful insights.

Presentations: The Good, the Bad and the Ugly - YouTube

Bad Presentation Masterclass - YouTube

  i. For each of the two (2) videos mentioned above, please respond to the following questions:
    a. Give feedback that fits the presentation. (5)
      ➤ Presentation done in the first link (Presentations: The Good, the Bad and the Ugly - YouTube) show how a bad representation will take aware audience's interest and also addresses audiences failure to understand because the presentation is lacking or isn't addressed or represented or shown in the right way or in terms that audiences can understand , the presenter had an absolute ignorant towards his audience however in the second part of the video audience are much more alive because they are engaged in the presentation because the presenter is taking in the same terms that the audience can understand plus he's giving real life examples plus the fact that he mentioned them by their names means he's aware of his audience and that gives comfort to the audience because they being acknowledged

> Same thing we see in the second video , the presenter wasn't prepared , lacked confidence and probably wasn't aware or had little knowledge on his content

b. After giving the feedback answer the following question. (10)

    i. Does the feedback fit the scenario of the presentation?
1. Yes it does

    ii. Did the feedback have purpose?
1. Yes because it is through feedbacks that the presenter can actually know how his presentation went and it helps him not to repeat the same mistakes in the future and also highlight areas where the presenter need to put more work or take into account so that his audience can be engaged

    iii. Was the consequence of the feedback kept in mind?
1. Yes , I mean in that video with a good presentation because he really cares about his audience hence he acknowledged their presence

    iv. Did the content/tone fit the situation/occasion and was the subject matter appropriate to the audience?
1. In the good presentation yes it did fit the situation because he used real life examples plus he used terms or words that the audience can understand , while in the bad presentation the presenter seemed to be in a hurry therefore didn't care much about his content didn't care much about anything really

    v. Did the presentation infringe on any other person in the audience's human rights?
1. Good presentation : no it didn't
2. Bad presentation : I think it did

c. Refer back to the recording of your presentation delivered and answer the following questions:

    i. Did your language and tone match the occasion? (5)
1. Language : yes it match the occasion I when I used big terms I then explained them so that all my audience can understand
2. Tone : yes my tone did match the occasion

    ii. Provide self-feedback on your own presentation, being highly critical and objective in your assessment. (5)
1. I could have put more time in preparing for the presentation so that I could have much to say and I also could have gone outside the box and do more research just to back up my presentation
2. Overall feedback : my presentation went jsust as planned because my audience were engaged I answers as much questions as I can and in simple plain English

    iii. Identify any aspects that require modification and elucidate your plans for addressing them in future presentations. (5)

- ➢ Maintain eye contact
- ➢ Put more real-life examples
- ➢ Speak a bit slower
- ➢ Improve my visual aid

Reference

Google

Learners guide book

Mark allocation for student			
Section	Sub-section	Maximum Mark	Learner mark
Body of the report	Question 1.a	40	
	Question 1.b	16	
	Question 1.c	6	
	Question 1.d	14	
	Question 1.e	4	
	Question 2.a	12	
	Question 2.b	12	
	Question 2.c	11	
	Question 2.d	40	
	Question 3.a	10	
	Question 3.b	10	
	Question 3.c	10	
	Question 4.a	4	
	Question 4.b	4	
	Question 4.c	5	
	Question 4.d	23	
	Question 4.e	5	
	Question 4.f	4	

	Question 5.a	9	
	Question 5.b	9	
	Question 5.c	15	
	Question 5.d	12	
	Question 6.a	30	
	Question 6.b	10	
	Question 6.c	10	
	Question 7.a	10	
	Question 7.b	15	
	Question 7.c	15	
Deductions	1 day late	-5	
	2 days late	-10	
	3 days late	-15	
Total:		365	

PRE-ASSESSMENT AGREEMENT

Assessment Preparation: Preparing the Candidate

Student name and surname	Tafadzwa Chiripanyanga	Date	19-November-2023
		Time	20:00
Assessor name and surname		Venue	Online

How to prepare the candidate	Document Requirements	Agree (tick)	Action Required
Explain to the candidate why you are meeting and the purpose of the assessment.	Assessment Policy Assessment process	✓	
Discuss the assessment plan in detail.	Assessment strategy	✓	
Explain assessment process, show assessment instruments to candidate and describe assessment conditions.	Assessment instruments	✓	
Identify the role-players during assessment.	Assessors Moderator	✓	
Describe the evidence required to be declared competent.	Examples of evidence	✓	
Explain how evidence will be judged.	Mark allocation explained	✓	
Explain to the candidate how to prepare: Give candidate assessment task description.	Assessment task description	✓	
Confirm with the candidate what he/she should bring to the assessment.	Detailed briefing on exact requirements to be given to candidate in writing	✓	
Ensure that candidate understands the procedures of all assessment practices.	Appeals Policy Appeals procedure Assessment Policy Assessment Procedure Moderation Policy Moderation procedure Verification Policy Verification Procedure	✓	

Ask the candidate if he/she foresees any problems or identify any special needs.	List needs	✓	

Agreed Assessment Plan	
Student name and surname:	
Assessor name and surname:	
Module name:	Personal Development
Unit Standard/s:	US114050 US114055 US114076 US116389 US114059 US120379 US14051 US13925 US115431
Type of Assessment i.e. Formative assignment, Formative test, Formative Practical, Summative etc.	Formative Assessment 1
Special Assessment Requirements:	N/A

Event	Date, time and location	Resources required	Evidence to be generated
Assessments due date		Assessments	Completed documentation
Complete activity on MyAIE and upload to MyAIE			Completed Portfolio of Evidence
Submit Portfolio of Evidence			

Assessor Roles and Responsibility	
Roles	Assessor Guide Feedback Agent Reviewer
Responsibilities	Consult candidate re-assessment, assessment process and plan.

	Agree assessment process and plan with candidate.
	Forward documentation to candidate: plan, guide and assessment instruments.
	Assess candidate with the use of different instruments.
	Provide feedback on assessment findings.
	Support candidate through assessment process.
	Source feedback from candidate on assessment process.
	Review assessment process and outcome.
	Use assessment process as opportunity to transform assessment activities and outcomes.

Candidate Roles and Responsibility	
Roles	• Leaner • Feedback agent • Reviewer
Responsibilities	• Be available for assessment. • Be actively involved in the consultative process. • Learn from the assessment process. • Provide feedback to the assessor in terms of the assessment as learning activity. • Provide feedback to the assessor on the efficacy of the assessment process. • Review own role and assessor role in the assessment process.
Assessment Instruments	• Portfolio of Evidence • Questionnaire • Report • Presentation • Reflexive questions • Work sample • Practical's • Group Activity • Research activities

Assessment Process	
• Evaluation of POE addressing Essential Embedded Knowledge in unit standards. • Evaluation of Research Projects and other evidence addressing specific unit standards. • Consultation: assessment plan and assessment activities and instruments. Pre-assessment moderation and	

- interviews conducted at this stage.
- Observation: feedback on assessment against specific outcomes, critical outcomes in unit standards.
- Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence.
- Feedback to candidate regarding assessment findings as well as review process.

Feedback	Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities.
Recording Process	Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification.
Review Process	The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate.
Right to appeal	The candidate must be advised of the right to appeal.
Resources Required	Assignments • POE • Assessments • Guides

I confirm that:
- I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide.
- I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable.
- I have read and understood the appeal procedure.
- I know that assessments may be moderated or verified by an external party.
- The purpose of the assessment has been clearly explained to me.
- The criteria have been discussed with me, and I know I will be assessed against these criteria.
- I know when and where I will be assessed, and I was given fair notice.
- I know how the assessment will be done, and any other requirements related to the assessment.

Signed: *Tafadzwa*   Date: 19-November-2023

Overall Assessment Decision	Competent		Not yet competent	
Student's Signature	*Tafadzwa*		Date:	19-November-2023

Assessor's Signature		Date:	
Moderator's Signature		Date:	

ASSESSMENT FEEDBACK AGREEMENT

Assessment feedback: Feedback to learner

Qualification Name:	
Qualification SAQA Number:	
Subject Name:	Personal Development
Subject Code:	PEDE
Assessment Name:	Formative Assessment 1
Assessment Code:	PEDE_FA1
Assessment Type:	Fomative

Feedback report	1st Attempt		2nd Attempt	
	C	NYC	C	NYC
Unit standard Number(s)				
US114050				
SO1,AC1				
SO1,AC2				
SO1,AC3				
SO2,AC1				
SO2,AC2				
SO2,AC3				
SO3,AC1				
SO3,AC2				
SO3,AC3				

SO4,AC1				
SO4,AC2				
SO4,AC3				
SO4,AC4				
US114055				
SO1,AC1				
SO1,AC2				
SO1,AC3				
SO2,AC1				
SO2,AC2				
SO3,AC1				
SO3,AC2				
US114076				
SO1,AC1				
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SO2,AC1				
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SO2,AC3				
SO2,AC4				
SO2,AC5				

SO3,AC1				
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US116389				
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SO2,AC2				
SO2,AC3				
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SO4,AC1				
SO4,AC2				
US114059				

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SO4,AC1				
SO4,AC2				
US120379				
SO1,AC1				
SO1,AC2				
SO1,AC3				
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US14051				
SO1,AC1				
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SO2,AC3				
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SO3,AC4				
SO4,AC1				
SO4,AC2				
US13925				
SO1,AC1				
SO2,AC1				
SO3,AC1				
SO4,AC1				
SO5,AC1				
SO6,AC1				
US115431				
SO1,AC1				
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SO3,AC3				
SO3,AC4				
SO3,AC5				

General feedback to learner (Attempt 1)
Supply comprehensive feedback why learner is found NYC

Learner Number:	258196		
Learner name and surname:	Tafadzwa Chiripanyanga	Date:	19 November 2023
Learner Signature:	*Tafadzwa*		
Lecturer name and surname:		Date:	
Lecturer Signature:			
Assessor name and surname:		Date:	

Assessor Signature:	
Moderator name and surname:	Date:
Moderator Signature:	

Note to learner
Review the feedback provided by your lecturer to check that you have been found competent in this assessment. If there are any areas where you have been found not yet competent, you must redo those parts of the assessment and resubmit within the stipulated time frame.
The section below will only be completed in cases where the learner was asked to resubmit parts of the assessment where they were found not yet competent.

General feedback to learner (Attempt 2)
Supply comprehensive feedback why learner is found NYC

Learner Number:	
Learner name and surname:	Date:
Learner Signature:	
Lecturer name and surname:	Date:

Lecturer Signature:			
Assessor name and surname:		Date:	
Assessor Signature:			
Moderator name and surname:		Date:	
Moderator Signature:			