Cardiff School of Computer Science and Informatics
Portfolio Coursework Assessment Pro-forma

Module Code: CMT305
Module Title: Year in Industry (PGT)
Module Leader: Dr Martin Caminada
Assessment Title: Placement Portfolio
Deadline: The deadline for submitting your Placement Portfolio is 14 days after the last day of your placement, at the end of the day. Please make sure to schedule enough time for your work-based supervisor to approve and sign off the individual documents of this portfolio. Any request for an extension of the deadline has to be submitted through the university's Extenuating Circumstances procedure. If the portfolio is submitted late without any approved Extenuating Circumstances, then the mark is capped at 50 (in case the portfolio has been submitted within 24 hours after the deadline) or set at 0 (in case the portfolio has been submitted more than 24 hours after the deadline).
Students are strongly advised to submit some of the components of their Placement Portfolio (such as the draft reflective report) at an earlier stage of their placement, as this will allow the academic supervisor to provide feedback that that can be useful for writing the final report. See below for details.
Feedback: see the individual portfolio elements

By submitting this portfolio you are accepting the terms of the following declaration:

I hereby declare that my submission is all my own work, except for the Employer's Evaluation of Progress forms and the Employer version of the SFIA Mapping forms, which have been filled in by my work-based supervisor. I declare that I have not made unauthorised use of AI chatbots or tools to complete this work. I understand that deceiving or attempting to deceive examiners by passing off the work of another writer as one's own is plagiarism. I also understand that plagiarising another's work or knowingly allowing another student to plagiarise from my work is against the University regulations and that doing so will result in loss of marks and possible disciplinary proceedings.

Learning Outcomes Assessed

The aim of this portfolio is to assess whether the student is able to:
1. properly function within a professional work-based environment, and carry out tasks that provide value to the placement provider, to the satisfaction of the work-based supervisor, and reach at least level 4 for one or two skills of the Skills Framework for the Information Age (SFIA) as well as for a number of Core Competencies
2. evaluate and reflect on the impact of his/her work, possible points of improvement, and any feedback obtained from the work-based supervisor
3. evaluate and reflect on the progress that was made towards the student's current SFIA level for one or two skills, as well as for a number of Core Competencies, and to explain how these can contribute to the student's further career and study
4. evaluate and reflect on the relationship between the theory as taught in the programme of study and the practice as experienced during the placement

Overview

This portfolio is worth 100% of the total mark of your Year in Industry. The following elements must be submitted using the *On Placement 2023-24* team on MS Teams:

- *A few days before the first placement visit (2 or 3 months into your placement):*
    - Employer's Evaluation of Progress form (1st visit)
    file name: *[student number]EmpProg1.pdf*

- *A few days before the second placement visit (halfway your placement):*
    - Employer's Evaluation of Progress form (2nd visit)
    file name: *[student number]EmpProg2.pdf*
    - SFIA Mapping form (student version, half way)
    file name: *[student number]StuSFIA1.pdf*
    - SFIA Mapping form (employer version, half way)
    file name: *[student number]EmpSFIA1.pdf*

- *Four weeks before the third placement visit:*
    - Draft Reflective Report
    file name: *[student number]DraftReport.pdf* or
    [student number]DraftReport.docx

- *A few days before the third placement visit (at three quarters of your placement):*
    - Employer's Evaluation of Progress form (3rd visit)
    file name: *[student number]EmpProg3.pdf*

- *At the end of your placement:*
    - SFIA Mapping form (student version, end of placement)
    file name: *[student number]StuSFIA2.pdf*
    - SFIA Mapping form (employer version, end of placement)
    file name: *[student number]EmpSFIA2.pdf*
    - Employer's Evaluation of Progress form (end of placement):
    file name: *[student number]EmpProg4.pdf*
    - Final Reflective Report
    file name: *[student number]FinalReport.pdf* or
    [student number]FinalReport.docx

- *Throughout your placement (optional but recommended):*
    - Supporting Evidence
    (see the forms on MS Teams)

The relevant documents and forms can be found at the following locations:

- *Employer's Evaluation of Progress form:*
On Placement 2023-24 team on MS Teams, under *Class Notebook*

- *SFIA mapping form:*
https://sfia-selector.cardiff.ac.uk/ (select *Form Type: CMT305*)

- *Coursework Description for Draft and Final Reflective Report*:
  On Placement 2023-24 team on MS Teams, under *Class Notebook*

- *Supporting Evidence:*
  On Placement 2023-24 team on MS Teams, under *Class Notebook* (please notice that this should be filled in online rather than be uploaded)

Marking Scheme

The placement team uses the entire placement portfolio, as well as any supplemental information at its disposal, to determine whether a student:

(i) properly functioned within a professional work-based environment and carried out tasks that provide value to the placement provider, to the satisfaction of the work-based supervisor

(ii) at least partially satisfied level 4 for one or two skills in the Skill Framework for the Information Age (SFIA) and has at least *knowledge of* each of the level 4 Core Competencies

(iii) reached at least level 4 for one or two skills in the Skills Framework for the Information Age (SFIA) and has at least *experience in* five of the level 4 Core Competencies and at least *knowledge of* the other level 4 Core Competencies[1]

The overall mark is determined as follows:

- for students not satisfying (i)
  the portfolio mark is 0
- for students satisfying (i) but not satisfying (ii) and not satisfying (iii),
  the portfolio mark is 40
- for students satisfying (i) and (ii), but not (iii),
  the portfolio mark is the the mark of the final reflective report,
  with a minimum of 50 and a maximum of 59
- for students satisfying (i) and (iii),
  the portfolio mark is the mark of the final reflective report,
  with a minimum of 60

Marking Sheet

Final Reflective Report mark:
Student satisfies (i): yes/no
Student satisfies (ii): yes/no
Student satisfies (iii): yes/no

Overall portfolio module mark:

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1   Please notice that satisfying (iii) implies satisfying (ii)