ASSIGNEMNT BRIEF

Course No.: 30202191/Professional Practice
BTEC Course: Y/615/1620 /Professional Practice
For use with the following qualifications:

- HTU Technical Degree / B.Sc. Degree in Computer Science
- HNC, HND

Assignment Brief Number: Part 2

Student Name/ID Number/Section	
HTU Course Number and Title	30202191 /Professional Practice
BTEC course number and title	Y/615/1620/Professional Practice
Academic Year	Spring Semester 2021-22
Assignment Author	Pearson Assignment with modifications
Course Tutor	Noura Al-Nashef
Assignment Title	Continuous Professional Development (CPD)
Assignment Ref No	Assignment Part 2
Issue Date	30/3/2022
Formative Assessment dates	7/6/2022-19/6/2022
Submission Date	21/6/2022
IV Name & Date	Dr. Nayef Abuageel / 06/04/2022

Submission Format

This assignment must be completed and submitted according to the following guidelines (failing to follow these guidelines may result an 'unclassified' grade):
Assignment Guidelines

1. A **word file** needs to be submitted as one report. A template will be provided, please follow the order provided by the template.
2. Only **soft-copy** submissions are allowed. You are required to upload your submission files to the university's eLearning system through (https://elearning.htu.edu.jo/).
3. The submission date is 21/6/2022.
4. **Email and late submissions** will not accepted**.**
5. HTU policies and regulations will be applied to any kind of plagiarism.
6. In-class assessment will be - one to one - online oral discussions between you and your instructor via Microsoft Teams.
7. The attendance of the oral assessment is mandatory in the date and time determined by your instructor within the period time stated above and be ready to open your camera from beginning of the assessment.
8. All tasks covered in the report will be evaluated through an oral assessment. Therefore, if you fail to answer any question in the oral assessment that covers specific criteria, you will fail the criteria - although covered in the report.
9. You must sign the declaration form that is attached with this assignment.
10. **References** need to be listed at the end of each part.

Unit Learning Outcomes
LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning.

Assignment Brief and Guidance
Working individually: 1. Consider your personal and/or career goals and identify your CPD needs and what actions would put you in a position to achieve these goals. Produce a development plan outlining your future goals and identifying how these can be realised. Explain why Continuing Professional Development (CPD) is important and its contribution to own learning. 2. Conduct some research into motivational theories: - Explain how motivational theories can be used to improve employee performance. - Compare a number of motivational theories. 3. Write a report on the usage of CPD within organisations and what evidence would be required to measure how effective this CPD is in helping employees achieve their goals while using their time and resources effectively.

Submission Format
The submission is in the form of a completed individual portfolio folder (a template is provided), including the tasks set out in the Assignment Brief. - **Individual Development Plan**: The submission is in the form of an Individual Development Plan. A template is provided. - **Motivation Theories:** the submission is in the form of a short report. This should be written in a concise, formal business style using single spacing and font size 12. Please also provide a bibliography using the Harvard referencing system and list it at the end of the report. The comparison between the different theories need to be provided in a table. The recommended word limit is 500-1000 words. - **Continuing Professional Development Report:** The submission is in the form of an individual written report. This should be written in a concise, formal business style using single spacing and font size 12. Please provide a bibliography using the Harvard referencing system at the end of the report. The recommended word limit is 500–1000 words, although you will not be penalised for exceeding the total word limit.

Learning Outcomes and Assessment Criteria		
Pass	**Merit**	**Distinction**
LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning		
P7 Discuss the importance of CPD, and its contribution to own learning. **P8** Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.	**M5** Compare and contrast different motivational theories and the impact they can have on performance within the workplace.	**D4** Evaluate a range of evidence criteria that is used as a measure for effective CPD.

جامعة الحسين التقنية
Al Hussein Technical University

STUDENT ASSESSMENT
SUBMISSION AND DECLARATION

When submitting evidence for assessment, each student must sign a declaration confirming that the work is their own.

Student name: **Student ID:**		**Assessors names:** Dr. Talah S. Arabiyat
Issue date:	**Submission date:**	**Submitted on:**
Programme: Computing		
HTU Course Name: Professional Practice **BTEC UNIT Title :** Professional Practice **HTU Course Code:** 30202191 **BTEC UNIT Code:**U3/Y/615/1620 **I AM REPEATING THIS UNIT:** **(YES)** **(NO)**		

Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalized. It is your responsibility to ensure that you understand **correct referencing practices**. As a university level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

Student declaration

I certify that the assignment submission is entirely my own work and I fully understand the consequences of plagiarism. I understand that making a false declaration is a form of malpractice.

Student Signature: **Date:**