

ASSIGNMENT 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: 1-Part 1

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	Planning a Training Event
Assignment Ref. No	Assignment -Part 1
Issue Date	30/3/2022
Formative Assessment dates	10/4/2022 – 15/5/2022
Submission Date	26/5/2022
IV Name & Date	Dr. Nayef Abu-Ageel / 6/4/2022

Submission Format

This assignment consists of three parts that must be completed and submitted according to the following guidelines (failing to follow these guidelines may result an ‘unclassified’ grade):

Project 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 26/5/2022.
4. **Email and late submissions** will not be 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. Attendance of the oral assessment is mandatory on the date and time determined by your instructor within the period stated above and be ready to open your camera from the 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

- LO1** Demonstrate a range of interpersonal and transferable communication skills to a target audience.
- LO2** Apply critical reasoning and thinking to a range of problem-solving scenarios.
- LO3** Discuss the importance and dynamics of working within a team and the impact of team working in different environments.

Assignment Brief and Guidance

The School of Computing and Informatics (SCI) at HTU holds an orientation event every year to welcome its new students. In the Fall of 2023, the school will be welcoming 50 new students. The Dean of SCI has put you in charge of the new students' orientation and funds. He wants you to plan a 2-days event that will take place at the end of September 2023 before the new semester starts. The budget for the event will be JD80 per student. This includes (food, entertainment, transportation, venue costs and other miscellaneous items). The orientation will be held in the university. He wants you to plan a fun and exciting event but at the same time include some sessions to introduce the students to the college and their new field of study. To make the event exceptional, he would like the event to have a theme. The time-scale for the implementation plan for this event is 2 months.

Part 1:

A. Working in groups:

1. Provide a brief introduction describing the 2- day orientation.
2. Produce a professional schedule (using project management software) that identifies planning and resourcing in the 2- month preparation prior to orientation event.
3. Include contingencies and justifications of time allocated.
4. Design an orientation pack that include a range of activities, seminars, workshops, team-building activities, and entertainment.

B. Working individually:

5. Following the event, your professor has asked you to provide some feedback. Produce a written evaluation of the effectiveness and application of interpersonal skills during the design and delivery process. This should include a definition of interpersonal skills. The importance of interpersonal skills, and different types of interpersonal skills. You should also include an evaluation of your performance in this project and your contribution to the team you worked with.

Part 2:

In the process of planning and designing the event, you are expected to face some problems. Two days before the event your vendor had the wrong logo printed on the t-shirts and brochures. You have already put a down payment, and he/she is not willing to redo-the items, the rest of the vendors are fully booked.

A. Working in groups:

1. Produce a group report (problem-solving report- part 1) discussing the process of problem solving and its importance in planning and organizing of an event.
2. Use at least 2 problem solving technique to solve this problem.
3. Justify the solution methodologies that has been used during your project.
4. Evaluate the different solutions for the problem and provide a logical reasoning for the solution used.

B. Working individually:

5. In your individual report (problem-solving report- part 2), you should discuss at least 3 problem-solving techniques that can be used in the planning and running of an event.
6. You should also include in your report a critique of the application of critical reasoning and your experiences of it. How did you use critical reasoning individually or as group to solve the problem. How can you improve the process?

Part 3:

While preparing for the event, you are required along with your team members to prepare a two- hour workshop for the new students on team dynamics.

A. Working in groups:

Design a two-hour workshop session based on 'team dynamics' to include the following:

1. A presentation on team dynamics.
2. An activity sheet that will require the new students to take part in some form of team-building task.
3. Speaker notes

B. Working individually:

You are required to submit a written evaluation of your performance in this task and your contribution to the team. In addition, you need to mention the roles each group member played in the team and their effectiveness in terms of achieving a common goal.

4. Include a detailed analysis of team dynamics, mentioning the roles group members played in the team and their effectiveness in terms of achieving a common goal.
5. Include a critical evaluation of your performance and your contribution to the team you worked in.

Submission Format

The submission is in the form of a completed individual portfolio folder (use the template provided), including the tasks set out in the assignment brief. This assignment involves group work but each student should submit an individual portfolio folder.

Part 1

- **Brief introduction (group work):** an introduction describing the orientation event. Recommended word limit is 200–300 words.
- **Training schedule (group work):** a training schedule (using project management software) for the 2-days event including contingencies and justifications of time allocated.
- **Orientation pack (group work):** the orientation pack should include a professionally designed schedule of the 2-days event, a professionally designed brochure to introduce the event to the new students, you might also include other items you would like to distribute to the new students. In addition, you need to include the emails you used to communicate with the dean and the vendors.
- **An evaluation of interpersonal skills (individual work):** All work must be supported with research and referenced using the Harvard referencing system. The recommended word limit is 500– 700 words. Use the table provided to for your evaluation. The references used need to be listed at the end of the evaluation.

Interpersonal Skills Application			
Type of interpersonal skills	How/Where did you use it	Your evaluation of your performance and effectiveness of applying the skill	Areas of improvement

Part 2

- **Problem-solving report- part 1: (group work):** 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. You are required to make effective use of headings, bullet points and subsections as appropriate. The recommended word limit is 500–1,000 words. The references used need to be listed at the end of the report.
- **Problem-solving report-part 2 (individual work):** 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. You are required to make effective use of headings, bullet points and subsections as appropriate. The recommended word limit is 500–1,000 words. The references used need to be listed at the end of the report.

Part 3

- **Teamwork Presentation (group work):** ten-minute Microsoft® PowerPoint® style presentation and an activity sheet. The presentation slides for the findings should be submitted with speaker notes. You are required to make effective use of headings, bullet points and subsections as appropriate. Your research should be referenced using the Harvard referencing system. The recommended word limit is 500 words, including speaker notes, although you will not be penalised for exceeding the total word limit. The references used need to be listed at the end of the PowerPoint® and the speakers notes.
- **Group and Individual Evaluation of Performance (individual work):** All work must be supported with research and referenced using the Harvard referencing system. The recommended word limit is 500–1,000 words. Use the Belbin test to identify your roles. The references used need to be listed at the end of the evaluation.

Learning Outcomes and Assessment Criteria		
Pass	Merit	Distinction
LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience		
P1 Demonstrate, using different communication styles and formats, that you can effectively design and deliver a training event for a given target audience. P2 Demonstrate that you have used effective time management skills in planning an event.	M1 Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.	D1 Evaluate the effectiveness and application of interpersonal skills during the design and delivery of a training event
LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios		
P3 Demonstrate the use of different problem-solving techniques in the design and delivery of an event. P4 Demonstrate that critical reasoning has been applied to a given solution.	M2 Research the use of different problem-solving techniques used in the design and delivery of an event. M3 Justify the use and application of a range of solution methodologies.	D2 Critique the process of applying critical reasoning to a given task/activity or event.
LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments		
P5 Discuss the importance of team dynamics in the success and/or failure of group work. P6 Work within a team to achieve a defined goal.	M4 Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.	D3 Provide a critical evaluation of your own role and contribution to a group scenario.

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:		Assessor names: Noura Al-Nashef
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: