

ASSIGNMENT 2 FRONT SHEET

Qualification	BTEC Level 5 HND Diploma in Computing		
Unit number and title	Unit 3: Professional Practice		
Submission date		Date Received 1st submission	
Re-submission Date		Date Received 2nd submission	
Student Name		Student ID	
Class		Assessor name	

Student declaration

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

Student's signature	
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Grading grid

P5	P6	P7	P8	M4	M5	D3	D4

<div><input type="checkbox"/> Summative Feedback:</div> <div><input type="checkbox"/> Resubmission Feedback:</div>		
Grade:	Assessor Signature:	Date:
Signature & Date:		

ASSIGNMENT 2 BRIEF

Qualification	BTEC Level 5 HND Diploma in Computing
Unit number	Unit 3: Professional Practice
Assignment title	Continuing Professional Development

Academic Year	2018 – 2019		
Unit Tutor	Michael Omar		
Issue date	17/02/2019	Submission date	28 th -02-2019
IV name and date	Dr. Doan Trung Tung		

Submission format
<p>The submission is in the form of a completed individual portfolio folder, including the tasks set out in the Assignment Brief. This assignment involves group work but each student should submit an individual portfolio folder.</p> <p>Part 1: A report discussing the group work and team dynamics.</p> <p>Part 2: The submission is in the form of an individual development plan. This should be written in a concise, formal business style using single spacing and font size 12. You are required to make use of headings, paragraphs and subsections as appropriate. The recommended word limit is 250–500 words, although you will not be penalised for exceeding the total word limit.</p> <p>Part 3: The submission is in the form of a 5–7 minute Microsoft® PowerPoint® style presentation to be presented to your colleagues. The presentation can include links to data with additional speaker notes and a bibliography using the Harvard referencing system. The presentation slides for the findings should be submitted with speaker notes.</p> <p>Part 4: 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. You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. Please also provide a bibliography using the Harvard referencing system. The recommended word limit is 1,000–1,500 words, although you will not be penalised for exceeding the total word limit.</p>

Unit Learning Outcomes
LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments.

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

Assignment Brief and Guidance

Having completed the Training Event in the previous assignment you now need to reflect on your experience and consider your problem solving and communication skills, the needs of working together in a group. Hence your Continuous Professional Development (CPD) needs.

Part 1

Write a report discussing the importance of team dynamics based on the group activities undertaken in Assignment 1.

Part 2

Analyse your interpersonal and written communication skills demonstrated in Assignment 1. Identify three skills that you need to develop.

Part 3

These three skills need to be developed as part of your personal development plan. Complete a Personal Development Plan. A blank template for a Personal Development Plan is attached.

Part 4

Discuss the importance of CPD and its contribution to own learning.

Part 5

Conduct some research into motivational theories and how they can be used to improve employee performance. Compare a number of theories and present your findings to your peers.

Part 6

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.

Learning Outcomes and Assessment Criteria		
Pass	Merit	Distinction
L03 Discuss the importance and dynamics of working within a team and the impact of team working in different environments		
<p>P5 Discuss the importance of team dynamics in the success and/or failure of group work.</p> <p>P6 Work within a team to achieve a defined goal.</p>	<p>M4 Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.</p>	<p>D3 Provide a critical evaluation of your own role and contribution to a group scenario.</p>
L04 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning		
<p>P7 Discuss the importance of CPD and its contribution to own learning.</p> <p>P8 Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.</p>	<p>M5 Compare and contrast different motivational theories and the impact they can have on performance within the workplace.</p>	<p>D4 Evaluate a range of evidence criteria that is used as a measure for effective CPD.</p>

P5 Discuss the importance of team dynamics in the success and/or failure of group work.***Introduction***

(Azavista.com, 2018) According to the scenario I have to plan an event with my team members. The team work is a group of people who are given the specific task to perform. In a team work we have to work cooperatively with each other and share our ideas and provide suggestions to each other to make the work effective. While working with the group we need to think for and like a group. A good team dynamics has to be in every one of the team member. The team must be smarter, there should be proper guidance, the positive and critical thinking should be applied by the team members to achieve the better goal. If the team won't have these kinds of features then the whole team work will lead to failure instead of success.

Example of the good team work

Team work can be very effective in every job or task. Suppose an event is going to be organized in a particular place and the manager of the team is absent. Now will the event postponed? No the event won't be postponed. Because there is cooperation, planning and coordination with in the team and such situation was handled easily. The team members were reliable, committed to their work, help each other and respect each other.

If the individual person has to handle this problem then it may take huge amount of time and may not be effective and reliable solution.

Example of the bad team work

Specially a team work fails when team members don't collaborate with each other don't collaborate. For example an event is going to be organized by the team in a certain place. The team members has been provided the specific role to perform but the team members has a bad attitude they didn't perform their task given to them. They are unwilling to cooperate with each other of the team member, they have a poor communication within them and they fight with each other. Now the task they have been given was hampered badly. Because of their bad characters between the teams the task given to them was not completed. Now the event which was going to happen became worthless.

Conclusion

In group work, each individual contributes ideas, or rejects an opinion. A successful group needs understanding among its members, otherwise it will lead to failure. Teamwork always results higher than working individually.

P6 Work within a team to achieve a defined goal.***Introduction***

For the completion of this task our teacher divided our class in different group and the group has been given a specific task to perform during the event and all the group has to perform the task with the team without any hesitation. The different group member has different roles to achieve the goal which are listed in the tabular form below.

Name members group	Work to do
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1. Vo Nhut Huy	-Invite speaker
2. Nguyen Minh Tu	-Restaurant reservation and organization room design
3. Son Ngoc Tam	-Propagate everyone in the company to know this event
4. Nguyen Quoc Viet	-Send a reminder to the speaker to the event on time

The above table is the name of the list of the management group where the team members have given certain roles to them.

- The first person allowed to give the role will invite the speaker with good communication skills to improve their English and also to make an appointment with the speaker they invite.
- The second one, will be in charge of ordering the restaurant, decorating the event room, giving it a vibrant, striking logo design to attract guests. The second person will also be the preparer for electronic devices such as sound, light, and projector.
- The third and the fourth will be responsible for propagating to all employees in the company, reminding them of the time and they will arrange the time for employees to attend in a reasonable manner. they will be responsible for time management both sessions. They will convince and discuss with employees in the company about the importance of this event.

Conclusion

The team members are all given a mission to complete the work in a timely manner and achieve the best possible effect, there is no excuse for the team members to finish late or not.

P7 Discuss the importance of CPD and its contribution to own learning.

Introduction

(Development, C, 2018) CDP means improving the activities professionally to create and improve their capabilities. It empowers figuring out how to end up sensible and proactive, instead of detached and reactive. The learning outcome of CPD can be training, workshop, events, conferences, sharing ideas and so on. Focusing on the CPD can make the professional development effective. CPD helps us to tackle the problem easily and achieve the goal. CPD also plays an effective role in our daily life. CPD improves our knowledge skills and makes our mind broad.

Importance of CPD:

- CPD upgrades our learning activities and abilities.
- CPD can convey a more profound comprehensive of being an expert, alongside a more prominent valuation for the suggestions and effects of our work.
- CPD helps propel the assortment of learning and innovation in our profession.
- It makes us focus in our objectives and accomplish them.

Contribution to my learning

From the last six months I have been working in an IT company and my company has approximately thirty people who are working at the various levels. During this level CPD has played a vital role in my life. The more I am learning CPD the more the more I have been doing great. Some of the points that I have learned through CPD are listed below.

- CPD has made my listening skill better.
- I always stay focused and calm.
- I am very punctual to my timing.
- I express my communication through different kinds of body language.
- I do my eye contact while communicating with others.

CPD changes my life, my habits. CPD has guided me to work more effectively and responsibly at work. CPD helped me become more professional, and so far no one has complained anything about me.

Conclusion

For each person CPD is essential. It helps us to be more confident. It makes us more professional. It helps us change positively and makes us excellent in every aspect. CPD plays an important role in life.

P8 Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.

Introduction

Now I have been working in an Business company as an intern. Though I have been doing my bachelors in an International School of Management and Technology I got the opportunity to do the internship because of my skills which I gained from the other extra classes and events organized by the other IT members. But I have my goal in the future.

Goal

Internship at this company I gained a lot of things related to the real world like how we work in international IT companies. My main goal is to gain full knowledge of the web design and software department so that I can become a professional software developer and professional web designer. I have also taken an online course that will help my knowledge broad and wide.

About the goal

The scope of software developers and website designers is very high. This is the highest level in the IT field. To become a software developer and web designer, I need to be an expert at coding in different programming languages. To become an expert or an expert, I also need to improve my communication skills. I have improved my communication skills ever since I joined the School of Management and International Technology. It teaches me how to give speeches, how to improve my writing skills in general how to become an expert. I also researched through a number of media to improve communication skills.

My goal

Improve my communication and communication skills, improve my language and behavior. Learning additional programming languages from basic to advanced. Become a web designer, game developer and mobile app.

Conclusion

I love being lively and creative so I chose this field. My goal is to be able to create many applications and games on the phone, in addition to web design. Although this job is a bit difficult and time consuming, but because of my passion for this field, I will try to achieve my goals.