**Professional Skills Matrix and Action Plan**

| **Competency** | **Essex Graduate** | **Skill** | **Skill Level** | **Evidence** |
| --- | --- | --- | --- | --- |
| **Professional** | **Literacy, Communication, Language Skills** | Express information effectively to technical and non-technical audiences | 3 | It was established through various assignments completed. |
| Create documents to aid your communication (reports, diagrams, legal descriptions, plans, manuals and charts) | 3 | It was established through various assignments completed. |
| **Commercial Awareness** | Keep current with tools of the industry, as well as emerging technology | 3 | Established through the Literature Review and Research Proposal Presentation. |
| Seek opportunities to improve and share knowledge of tools and technology that may improve productivity | 3 | Established through the Literature Review and Research Proposal Presentation. |
| Participate in scientific and professional organisations | 3 | I have certifications from industry leaders such as SANS Institute, International Information System Security Certification Consortium (ISC)² and Information Systems Audit and Control Association (ISACA).  In addition, I also hold membership with ISACA and (ISC)². |
| Emphasise quality, customer satisfaction and proper application of policies. | 3 | It was established through various assignments completed. |
| Demonstrate familiarity with codes of conduct for the Computing field. | 3 | Codes of conduct for the Computing field are a crucial element of the members of the institutions like (ISC)² and (ISACA). As a member for more than ten years, I have demonstrated this.  In addition, as part of Collaborative discussion 1, I have demonstrated this competency. |
| **Subject understanding, research, critical thinking, time management** | Critically analyse complex ideas in concepts in the field of Computer Science | 3 | It was established based on the deliverables submitted for the formative and e-Portfolio activities. |
| Recognise inconsistencies and gaps in information, and search for additional information when needed. | 3 | See the previous comment. |
| Explore complex real-world problems in a Computing context | 3 | See the previous comment. |
| **Legal and Ethical** | **Ethical Awareness** | Comply with the letter and spirit of applicable laws | 3 | Laws, regulations, and industry standards are an integral part of the members of the institutions like (ISC)² and (ISACA). As a member for more than ten years, I have demonstrated this. |
| Maintain privacy and confidentiality of company, co-worker and customer information | 3 | It was established based on the deliverables submitted for the formative and e-Portfolio activities. |
| **Social (inc. Teamwork)** | **Cultural Awareness** | Act in the best interest of the community at large - Social (Community) Responsibility | 3 | I volunteered for various professional organisations such as (ISC)² and (ISACA). |
| **Teamwork, Leadership and Resilience, Time Management** | Collaborate effectively in diverse teams to achieve team goals | 3 | Positively contributed to social media debates and collaborative discussions. |
| Meeting team objectives using teamwork skills | 3 | Actively participated in collaborative discussions. I have created a team contract during other modules where team activity is required.  I provided complete support during team meetings. |
| Demonstrate skills in leadership and team building | 3 | See the previous comment. |
| Give and receive constructive feedback | 3 | In addition to other group activities, I positively contributed to social media debates and collaborative discussions. |
| **Creativity, Entrepreneurial, Problem solving, Initiative, Decision Making** | Create, discuss and deliver strategies for sustainability for all stakeholders (company, community and environment) | 3 | It was established through various assignments completed. |
| Able to make a decision on a complex matter/scenario using multiple sources of information | 3 | As part of a different module, where we were required to use a could service provider through the university, we encountered an issue related to the service provider (AWS). However, we managed the incident successfully, demonstrating this skill. |
| **Technical (Data Science)** | **IT and Digital, Numeracy** | *Technical skills relevant to the module:* |  | Demonstrated during assignment submissions. |
| Excel: COUNT(),AVERAGE() | 3 |
| Excel: STDEV(), MEDIAN() | 3 |
| Excel: QUARTILE() | 3 |
| Excel: SUM | 3 |
| Excel: Percentage | 2 |
| Excel: Hypothesis Testing | 2 |
| Excel: Bar Charts | 3 |
| **Subject Application** | **Global Citizen, Teamwork, Leadership, Emotional Intelligence** | Take into account other people's perspectives | 3 | In addition, I actively participated in collaborative discussions, among other team activities. |
| Work constructively with differences in viewpoints | 3 | See the previous comment. |
| Actively participate in a range of community activities as an informed citizen | 3 | Participating in local chapter activities helped to establish the "local" connection to the community, which I accomplished effectively through (ISC)² and (ISACA) local chapters. |
| **Decision Making, Initiative, Emotional Intelligence, Ethical Awareness** | Develop, articulate and clarify your personal values and ethics | 3 | In addition to the activities specified, it was established by participating in local chapter activities. |

[**See the Action Plan link for action details.**](https://github.com/narunanthy74/ePortfolio/tree/main/Action%20Plan)

