

Pearson Higher Nationals in Computing

Unit Professional Practice
3:

Assignment Brief 1
Number



Higher National Certificate/Diploma in
Computing

Assignment Brief

Student Name/ID Number	
Unit Number and Title	3: Professional Practice
Academic Year	
Unit Tutor	
Assignment Title	Planning a Training Event
Issue Date	
Submission Date	
IV Name & Date	

Learning Outcomes and grading opportunities

L01 – Demonstrate a range of interpersonal and transferable communication skills to a target audience

P1		P2		M1		D1	
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L02 – Apply critical reasoning and thinking to a range of problem-solving scenarios.

P3		P4		M2		M3		D2	
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L03 – Discuss the importance and dynamics of working within a team and the impact of team working in different environments.

P5		P6		M4		M5		D3	
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(Add ✓ mark if criteria achieved. If criteria not achieved include the ✗ mark.)

Submission Format

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.

Part 1: Training schedule (using project management software) for the two-day event and a training pack to include a range of activities, seminars, workshops, team-building activities and break-out sessions.

Part 2: Ten-minute Microsoft® PowerPoint® style presentation with interactive links to suitable sites 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.

Part 3: A written evaluation of your performance in this task and your contribution to the team. You are required to make use of headings, paragraphs, subsections and illustrations as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. The recommended word limit is 500–1,000 words, although you will not be penalised for exceeding the total word limit.

Part 4: A report discussing problem-solving techniques.

Assignment Issue Date :

Assignment Completion Date :

Assessor Name :

Assessor Comment :

Assessor Signature :

Date :

Internal Verifier Name :

Internal Verifier Comment :

Internal Verifier Signature :

Date :

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

SCK Holding Company (Pvt) Ltd

You are appointed to support your training and development manager with the planning and implementation of a professional development event targeted at internal employees within the SCK Holding Company (Pvt) Ltd.

The training event is planned & scheduled over a two-day period at a nearby Hotel, and will include a number of workshops, coaching sessions and team-building activities. The hotel requires a schedule of the types of activities proposed so that plans can be finalised. In addition, any guest speakers or motivational coaches will also require a minimum of three weeks' notice for all bookings.

You have also been asked to design and deliver a workshop as part of the training event based on the dynamics of team working.

Working in small groups (3–4 per group):

1. Produce a professional schedule (using project management software) that identifies planning and resourcing prior to the two-day event. In addition, design a training pack to include a range of activities, seminars, workshops, team-building activities and break-out sessions. It is expected that 40 employees will attend the event. There is a large auditorium that will seat 60, and the outdoor centre can accommodate 15 at any one time for activities. In addition, there are three break-out rooms, one with computers for up to 20 and two other seminar rooms that seat up to 30.
2. Design a two-hour workshop session based on 'team dynamics' to include a presentation, interactive links to suitable sites and an activity sheet that will require delegates to take part in some form of team-building task.

Working individually:

3. Following the event, your training and development manager 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. You should also include an evaluation of your performance in this project and your contribution to the team you worked in.
4. Produce a report discussing problem-solving and its importance in planning and running an event. Your report should include a discussion of various problem-solving techniques and justify the solution methodologies used during your project. You should also include a critique of the application of critical reasoning and your experiences of it.

Learning Outcomes and Assessment Criteria		
Pass	Merit	Distinction
LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience		
<p>P1 Demonstrate, using different communication styles and formats, that you can effectively design and deliver a training event for a given target audience.</p> <p>P2 Demonstrate that you have used effective time management skills in planning an event.</p>	<p>M1 Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.</p>	<p>D1 Evaluate the effectiveness and application of interpersonal skills during the design and delivery of a training event</p>
LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios		
<p>P3 Demonstrate the use of different problem-solving techniques in the design and delivery of an event.</p> <p>P4 Demonstrate that critical reasoning has been applied to a given solution.</p>	<p>M2 Research the use of different problem-solving techniques used in the design and delivery of an event.</p> <p>M3 Justify the use and application of a range of solution methodologies.</p>	<p>D2 Critique the process of applying critical reasoning to a given task/activity or event.</p>
LO3 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>