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| **COURSE NAME / CODE** | | | BTEC National Subsidiary / Diploma / Extended Diploma in IT |
| **UNIT(s) No / Name** | | | Unit 01 – Communication and Employability Skills in IT |
| **LEVEL** | 3 | Assignment No & Title | Assignment 3 – Personal Development |

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| **LECTURER/ASSESSOR** | Gargi Gupta | | | | |
| **ISSUE DATE** | 30th November 2015 | **DEADLINE DATE** | | 14th December 2015 | |
| **SUBMISSION DATE** |  | |  | | |
| **RESUBMISSION AUTHORISATION**  BY LEAD INTERNAL VERIFIER\* |  | | **Authorisation Date (By iv)** | |  |
| **RESUBMISSION DATE\*\*** |  | |  | | |

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| --- |
| **\***All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:   * The learner has met the initial deadlines set in the assignment, or ha met an agreed deadline extension * The tutor considers that the learner will be able to provide improved evidence without further guidance * Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner   \*\*Any resubmission evidence **must** be submitted within 10 working days of receipt of assessment |

**Student declaration**

*I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.*

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| **STUDENT NAME** | **SIGNATURE** |
|  |  |

**ASSESSMENT DETAILS & GRADING CRITERIA**

(NB: Columns 1 &2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

|  |  |  |  |  |  |  |  |  |
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| **Learning Aims Covered** | | |  | | |  | |  |
| LO4 | | Be able to address personal development needs | | | | | | | | | |
| **GRADING CRITERIA FOR TASK** | | | **EVIDENCE** | **EVIDENCE SEEN** | | **Page No#** | **CRITERIA MET** | | | | |
| **Y** | **N** | **Y** | | **I** | **N** | **IV** |
| P7 | Produce a personal development plan | | Task 1. Personal development plan |  |  |  |  | |  |  |  |
| P8 | Follow a personal development plan | | Task 1. Self-management task  PDP  Reviews from students and lecturers |  |  |  |  | |  |  |  |
| M3 | Explain how an awareness of learning styles can aid personal development | | Task 2. Reflective learners report |  |  |  |  | |  |  |  |
| D2 | Review progress on a personal development plan, identifying areas for improvement | | Task 3. Reflective learners  Report and new targets |  |  |  |  | |  |  |  |

**KEY: Y = Yes, I = Incomplete, N = No**

**BREAKDOWN OF HOW GRADES WILL BE AWARDED:**

(NB: Please tick as appropriate)

|  |  |  |
| --- | --- | --- |
| **TYPE OF QUALIFICATION** | **TICK** | **DESCRIPTION** |
| **BTECS / WORKSKILLS** | **√** | Pass / Merit / Distinction / Fail |
| **A LEVELS / A2** |  | A-U |

**Internal Verification of Assignment Brief**

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| --- | --- | --- | --- | --- | --- |
| **IV Full Name** |  | **Signed** |  | **Date:** |  |
| **LIV Full Name** |  | **Signed** |  | **Date:** |  |



**BTEC Sample Material**

**Learner Consent Declaration**

|  |  |  |
| --- | --- | --- |
| **Centre No & Name** | **51330 – UTC Reading** | |
| **Subject & Level** | **BTEC National Subsidiary / Diploma / Extended Diploma in IT** | **3** |
| **Unit No & Title** | **Unit 01 – Communication and Employability Skills in IT** | |
| **Learner No & Name** |  | |

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

* Professional Development and Training
* Centre Assessment Example Material
* Standardisation Support
* Publication Materials

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| **Assessor Signature** |  |
| **Name** (block capitals please) | Gargi Gupta |
| **Job Title** | Teacher |
| **Date**: |  |

|  |  |
| --- | --- |
| **Learner Signature** |  |
| **Name** (block capitals please) |  |
| **Parent/Guardian consent if under 16 years of age** |  |
| **Date**: |  |

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Table of Contents
3. Introduction
4. Conclusion
5. Bibliography & References

**SCENARIO**

You are a student at the UTC Reading and you have been asked to create a personal development plan so that you are able to monitor your progress at the college.

**TASK 1 Evidence you must produce for this task.**

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| --- | --- | --- |
| **To achieve the criteria you must show that you are able to:** | **Unit** | **Criterion Reference** |
| *Produce a Personal Development Plan (PDP) at the start of the academic year that has targets that you hope to achieve throughout the duration of the course. Ensure that your targets are realistic.* | 01 | P7 |
| *Using your Personal Development Plan from P7, show the reviews or new targets that you have set for yourself and/or your tutor. This should result in a revised PDP which should be resubmitted and will form the evidence for P8.*  *Targets from your half termly reports can be used to aid you in completing this task.* | 01 | P8 |

**TASK 2 Evidence you must produce for this task.**

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| **To achieve the criteria you must show that you are able to:** | **Unit** | **Criterion Reference** |
| *Using the investigations on various learning styles that you completed in class, use this work to answer the following question: - “if you are aware of your preferred learning style how can you use that knowledge to make your learning more effective?”* | 01 | M3 |

**TASK 3 Evidence you must produce for this task.**

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| **To achieve the criteria you must show that you are able to:** | **Unit** | **Criterion Reference** |
| *Following on from P7/8 - you should review your PDPs and identify areas that you feel needs improvement.*  *You should also use any presentation or project work as evidence to show how you have improved or to show areas that need improving.* | 01 | D2 |

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| Sources of information |  |

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| **SUMMATIVE ASSESSMENT RECORD SHEET** | | | | | | |
| **Programme** | BTEC National Subsidiary / Diploma / Extended Diploma in IT | | **Learner Name** |  | **Assessor Name** |  |
| **Unit No. & Title** | Unit 01 – Communication and Employability Skills in IT | | **Target Learning Aims** |  | **Issue Date** | 30 November 2015 |
| **Assignment No & Title** | Assignment 3 – Personal Development | | | | **Final Submission Date** | 14 December 2015 |
| **Target criteria** | **Criteria Achieved** | **Final Assessment Comments** | | | | |
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| **Summative comments** | | | |
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| **Assessors declaration** | | | |
| I certify that the evidence submitted for this assignment is the student's own and the learner will be able to provide improved evidence without guidance. I understand that any false declaration is a form of malpractice. | | | |
| **Resubmission authorisation\*** |  | **Resubmission Date:** | Click here to enter a date. |
| \* All resubmissions must be authorised. Only 1 resubmission is possible per assignment. | | | |
| **Assessor Signature** |  | **Date:** | 30 November 2015 |
| **Learner comments** |  | | |
| **Learner Signature** |  | **Date:** |  |