Digital Technologies

Learner Name	
Course	Pearson BTEC Higher National Certificate in Computing
Awarding Body	BTEC (Pearson)
Module Name(s)	Unit 3 – Professional Practice
Assignment Title & Number	Assignment 2 of 2
Assessor's Name	Dan Purdy
Hand out Date	Tuesday 5th November 2019
Hand in Date	Friday 17th January 2020
Feedback Date	Tuesday 11th February 2020

Assessment Brief IQA by: *(Name & Signature)*		Assessment Brief sample by Lead IQA: *(Name & Signature)*	
Date:		Date	

Specific outcomes and criteria being assessed		
Module	**Grading Criteria**	**Description**
3	P5 (LO3)	Discuss the importance of team dynamics in the success and/or failure of group work
3	P6 (LO3)	Work within a team to achieve a defined goal
3	M4 (LO3)	Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals
3	D3 (LO3)	Provide a critical evaluation of your own role and contribution to a group scenario
3	P7 (LO4)	Discuss the importance of CPD and its contribution to own learning
3	P8 (LO4)	Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals
3	M5 (LO4)	Compare and contrast different motivational theories and the impact they can have on performance within the workplace
3	D4 (LO4)	Evaluate a range of evidence criteria that is used a measure for effective CPD

English, maths and other Skills for Success covered in this assignment	**English**	**Maths**	**Skills for Success**
	• Self-reflection • Article/blog writing • Self-evaluations • Presentation – speaking and listening • Written report writing	---	• **K**nowledge and understanding • **T**eam and organisational working • **P**erformance • Adaptation to context • Ethical awareness and application • Personal evaluation and development • Conceptualisation and critical thinking
Learner submission		**Learner submission**	

sampled by IQA: (Name and signature)		sampled by Lead IQA: (Name and signature)	
Date		Date	

Student Signature:		Date:	

Assessor declaration	I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor signature	Dan Purdy	Date	
Date of feedback to learner			
Resubmission authorisation by Lead Internal Quality Assurer*		Date	

* All resubmissions must be authorised by the Lead Internal Verifier. Only one resubmission is possible per assignment, providing:
- The learner has met initial deadlines set in the assignment, or has 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 results of assessment.

Vocational Scenario

You are currently on an internship, working for an organisation as an IT security consultant.

You and a team of other interns have been asked to complete an activity as a team, whereby you will be providing advice to an organisation on how to implement security practices within their business.

Your internship is soon to be up, and the organisation are considering taking you on in a graduate role. Your professional development review (PDR) will commence from this point forward.

Task 1	Grading Criteria Covered: P5
Evidence Required	• A report (including Harvard references)
Write a report that discusses why team dynamics are important in whether a group project succeeds or fails. You may use real-life case studies to explain your points if you wish to do so.	

Task 2	Grading Criteria Covered: P6, M4, D3
Evidence Required	• Evidence of the completed group task (with annotations to demonstrate who completed what elements) • Report (including both an analysis of team dynamics and critical evaluation of own team working skills) (including references)

You need to place yourself in groups of 3 to complete the activity listed below in Appendix A. Please ensure that you identify who did what work and keep a reflective log to make note of your individual participation.

Once complete, you need to produce a report that:
• Analyse your teams' dynamics, in terms of the roles each of the group members played in the team and their effectiveness in terms of achieving the shared goal.
• Critically evaluate your own role and contribution to outcome of the group activity. Focus on the positives, negatives, and recommend ways you could improve.

Task 3	Grading Criteria Covered: P7, P8, M5, D4
Evidence Required	• A Personal Development Plan • A Report (including Harvard References)

Start your report by discussing the importance of continuing professional development (CPD) and its contribution both to both the organisation you work for, and for your own learning. Include a section that compares different motivational theories and the impact they can have on workplace performance.

You should then look to produce a Personal Development Plan for the business you are currently employed at (see scenario). This must include:
• Your responsibilities in your role, and your progress in that role.
• Your performance objectives/goals.
• The skills, knowledge, and learning required to achieve your future goals.

You should then tie up your report by evaluating a range of evidence-based criteria that can be used as a measure for effective CPD. Consider things such as performance data, skills audits, self-reflection, etc.

Appendix A – Group Activity

Doodle Games are a medium size company who are doing very well in the indie games industry. They employ 70 people onsite and 30 who work from home. They are based in Milton Keynes and work from an upper office floor in a shared office building in Silbury Boulevard.

The office occupies 50 by 75 metres and has toilets and a kitchen plus a spare room on that floor, currently used for their 3 servers. There are 40 "hot desks" with desktop machines on them. They also have two wireless networks, one for BYOD for staff, and another for guests.

You have been asked to produce a set of presentation slides (with speaker notes) that explains what the Doodle Games company can do to:

    a.   minimise security breaches in their networked systems.
    b.   Prevent/minimise system downtime in case of a disaster.

You will be presenting your findings to the CEO of Doodle Games (played by Dan Purdy).

Feedback

Module Number		Criteria included in this assessment	Met or Not Met	Comments
Task 1				
3	P5 (LO3)	Discuss the importance of team dynamics in the success and/or failure of group work		
Task 2				
3	P6 (LO3)	Work within a team to achieve a defined goal		
3	M4 (LO3)	Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals		
3	D3 (LO3)	Provide a critical evaluation of your own role and contribution to a group scenario		
Task 3				
3	P7 (LO4)	Discuss the importance of CPD and its contribution to own learning		
3	P8 (LO4)	Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals		
3	D4 (LO4)	Evaluate a range of evidence criteria that is used a measure for effective CPD		
3	M5 (LO4)	Compare and contrast different motivational theories and the impact they can have on performance within the workplace		
Assessor's Feedback				

What Went Well?

Even Better If...

SPaG & Maths Feedback

Assessor Signature:	**Date:**
Student Signature:	**Date:**

Student's Target (Student to complete from feedback)
Using the feedback provided, consider how you will improve the quality of your assessed work and identify targets to achieve this.

Signature:	**Date:**