** LEYTON SIXTH FORM COLLEGE – CENTRE NO: 13409**

**DEPARTMENT: COMPUTING AND IT**

**COURSE: BTEC EXTENDED DIPLOMA IN IT - ACADEMIC YEAR 2013-2014**

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| **Student Name: Student ID: Teacher: Mrs J Niles-Brathwaite** | | | | | | | |
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| **Unit No: 1 Unit Name: Communication and Employability Skills in IT**  **Internal Verifier: Mr E Nganga Date Verified: 5th September 2012** | | | | | | | |
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| **Assignment No: # 2 Assignment Title: Personal Development Plan and Learning Styles**  **Assignment Given Out: 13th September 2013 Assignment Submission Date: 17th October 2013 /10th June 2014 (P8/D2) Late: Date Handed In:**  **Learning Outcome: LO4 - Be able to address personal development needs.** | | | | | | | |
| **Task** | **Unit** | **Grading Criteria**  **Reference** | **Grading Criteria** | **Review Date** | **Grade Awarded** | **Date Achieved** | **Page No#** |
| **1** | **1** | **P7** | **produce a personal development plan** | **04/10/2013** |  |  |  |
| **2** | **1** | **P8** | **follow a personal development plan** | **ongoing** |  |  |  |
| **3** | **1** | **M3** | **explain how an awareness of learning style can aid personal**  **development** | **10/10/2013** |  |  |  |
| **4** | **1** | **D2** | **review progress on a personal development plan, identifying areas for improvement** | **05/06/2014** |  |  |  |
| **Assignment Rules:**  Any work submitted after the deadline may not be marked. | | | | | | | |
| **Student declaration**  I declare that all of the work submitted for this assignment is my own work or, in the case of group work, the work of myself and the other members of the group in which l have worked has not been copied from any source. I understand that if any part of the work submitted for this assignment is found to be plagiarised, none of the work submitted will be allowed to count towards the assessment of the assignment.  **Student Signature: Date:**  **Assessor Signature: Date**: | | | | | | | |

**Scenario**

In order to prepare yourself for further education and employment you have been asked to address your personal development needs so that you can reach your ultimate goals in life.

You will need to identify areas in your life and education that you consider to be your strengths and those that are your weaknesses. You should think about your academic achievements so far, your current working level, current skills and attributes and what you need to develop to reach the next stage of education and employment.

You will need to produce, follow and review a personal development plan over the next academic year. To help you maximise your personal development, you should consider your preferred learning style and how an awareness of this may help you develop further.

Task 1

Before you can write a personal development plan you need to consider the following things:

* current achievements
* current performance in the subjects you study
* skills and attributes you posses
* your strengths and weaknesses
* the career path you want to pursue

To do this you should complete the following activities:

1. Individual Learning Plan
2. Produce a table that identifies the academic qualifications you have completed and the ones you are still studying. You should also identify the dates you studied or completed them.
3. Complete an audit of your current skills. You should score yourself for each skill on a scale of 1-5, 1 being the lowest and 5 being the highest.
4. Complete a performance appraisal. For this you need to assess the previous year’s performance in your education, identify your strengths and weaknesses and your chosen career path. **[P7]**

Task 2

Use the knowledge you gained about your performance, skills and attributes to set yourself some targets for your personal development. You should write these targets in the form of a personal development plan.

In your personal development plan you should write yourself short, medium and long term objectives (targets) and the dates by which you want to achieve them.

**Short term objectives:**

Choose 3-5 and they should be based mostly around your development in your current education, although one can be from your personal life. They should be measurable and able to be achieved by the end of the spring term.

**Medium term objectives:**

Choose 1 or 2, they should be based around your target grade for your current academic subjects.

For both short and medium objectives you should specify development activities that you will undertake to improve in these areas. Also comment on how they will help you to achieve success in your chosen career path.

**Long term objective:**

Your long term objective should be based around what career path you want to pursue.

**Skills objectives:**

Choose 5 skills that you want to develop to help you to achieve your objectives. Again you should give yourself a current grade out of 5 and suggest some development activities. **[P8]**

Task 3

Different people learn in different ways e.g. through reading and writing, listening, or doing. These different ways of learning are known as learning styles.

Research the various learning styles and record the features of each in a suitable document. Take a learning style test to discover your personal learning style. Record your learning style and explain the types of learning activity that you prefer.

Explain how an awareness of learning style can help in personal development explaining some examples of learning activities where possible. **[M3]**

Task 4

At various intervals in your personal development plan you should review your progress through your objectives. You should complete at least 3 or 4 reviews.

You can use your peers and your tutor to help you to review your progress. At each review you should identify where you have made progress by changing your scores as necessary and rewriting your objectives. Additionally if the objective has been met you should indicate so in the date section. **[D2]**